Instructor: Shazia Ali, Ph.D
Office: G216
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Email: shazia.ali@dcccd.edu

OFFICE HOURS: Only by phone appointment or email

The Textbook for this course is available for free on eCampus.

ENGL 2311 Technical & Business Writing

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Approval Number: 23.1303.51 12

Student Learning Outcomes
Upon successful completion of this course, students will:
1. Recognize, analyze, and accommodate diverse audiences.
2. Produce documents appropriate to audience, purpose, and genre.
3. Analyze the ethical responsibilities involved in technical communication.
4. Locate, evaluate, and incorporate pertinent information.
5. Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate.
6. Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.
7. Design and test documents for easy reading and navigation.

COURSE REQUIREMENTS:
Method of Evaluation:
Discussion Boards 100 Points
Quizzes 100 Points
Projects 800 Points (100 points each)
Total 1000 Points

FINANCIAL AID STUDENTS: If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee.” All students receiving financial aid must open an Email account through NetMail. See directions in this syllabus for opening an Email account.

Financial Aid Statement for Distance Learning Classes

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Consequences for Academic Dishonesty and/or Plagiarism:

Any student in this English class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document, student “Responsibility”) will receive one or more of the following penalties:

○ The grade of zero (0) on that particular assignment with no rewrites allowed.
○ A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).
○ The professor may request that the student drop the class.

The student will NOT be awarded the opportunity for a rewrite on a plagiarized assignment.

“W” DATE: Check the date below for the deadline for students to drop this class with the grade of W. Failure to officially withdraw from this course by this date will result in a performance grade being assigned, and usually this grade is an F or an N.

Last date to drop this class with “W” is 12/22/2017

Regarding Late Assignments: Deadlines are a part of the professional world and of life.
Therefore, there will be NO LATE ASSIGNMENTS ACCEPTED at all during the course of the semester.
If you have had a valid emergency then please provide me with documentation and I will consider your case.

**Once again, please take note, late assignments will not be graded and/or accepted.**

**ATTENDANCE:** Since this is an online class I will not be taking attendance. But I will be checking from my end how often you are logging into the class and your timely work will constitute towards good attendance.

**ONLINE CLASSROOM ENVIRONMENT:** The academic environment is a serious one and is not a “party” atmosphere. Students in this class are expected to behave with decorum and courtesy to the professor and to all their fellow course students. **Bad behavior will not be tolerated.** Students who choose to behave inappropriately will be taken out of the online class and may not return until they have met with the professor to discuss inappropriate behavior and methods for improving in-class behavior. In addition, students exhibiting inappropriate behavior may be asked to drop the class.

Institutional Policies relating to this course can be accessed from the following link:

WINTERMESTER 2017-18
Course Schedule

12/11 Classes Begin
12/22 Last Day to Drop with a “W”
12/23 – 01/02 Winter Break
01/05 Last Day of Classes

**All assignments will be due by 11.59 p.m. of the due date**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Assignments Due</th>
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</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>Dec 13</td>
<td>Quiz 1 and Discussion Board 1</td>
</tr>
<tr>
<td>Friday</td>
<td>Dec 15</td>
<td>Quiz 2, DB 2, Project 1</td>
</tr>
<tr>
<td>Monday</td>
<td>Dec 18</td>
<td>Quiz 3, DB 3, Project 2</td>
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<tr>
<td>Wednesday</td>
<td>Dec 20</td>
<td>Quiz 4 &amp; 5, DB 4 &amp; 5, Project 3</td>
</tr>
<tr>
<td>Friday</td>
<td>Dec 22</td>
<td>Quiz 6 &amp; 7, DB 6 &amp; 7, Projects 4 &amp; 5</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Jan 3</td>
<td>Quiz 8 &amp; 9, DB 8 &amp; 9, Project 6 &amp; 7</td>
</tr>
<tr>
<td>Thursday</td>
<td>Jan 4</td>
<td>Quiz 10, DB 10, Project 8</td>
</tr>
</tbody>
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*** All work can be completed before the due dates listed on the calendar. 
**** The Instructor reserves the right to amend the above syllabus as needed.