Class Meeting Days/Time: Online (Open)
3 Credit Hours

Instructor
Dr. Geoffrey Grimes
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Office: W273
Office Hours: MTWR – 2-4 p.m.
For course information, go to the website at
http://www.distancelearningassociates.org/eng2311/2311.htm

Key Semester Dates:
First Class Day: June 5, 2018
Last Day to Withdraw from classes with a "W": June 27, 2018
Last Day to Submit Work: July 6, 2018
Last Day of Class: July 6, 2018

Course Materials/Supplies Needed
Access to a computer, storage disk, access to Microsoft Word and Microsoft PowerPoint

Textbook Title/Edition Number
ISBN: 0-13-114878-8

Course Prerequisites
English 1301, 1302 and have met Texas Success Initiative (TSI) standards in Reading and Writing.

DCCC Catalog Course Description
The technical styles of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions.
Student Learning Outcomes
Upon successful completion of this course students will be able to
1) apply the principles of technical writing to create a variety of documents and communications commonly used in the workplace.
2) apply the principles of communication and graphic design to develop effective presentations.
3) produce technical and business documents that are appropriate to their audience and purpose.
4) edit documents and manuscripts for style, content, understandability, grammar, and punctuation.

Exemplary Educational Outcomes
(Not specified)

Intellectual Competencies
Through learning activities in this course, students will be able to
1) Read and understand technical correspondence, reports, proposals, and instructions.
2) Write memos, short informal reports, proposals, a user manual, resumes, and business letters.
3) Understand the organizational principles of technical writing in general and specific organization and development protocols for various types of technical writing, its audience(s), and purpose.
4) Create a graphic/presentation outline for use with a report.
5) Edit technical manuscripts for punctuation, style, grammar, and content.
6) Adapt the conventions of Standard Written American English to the purposes and audiences of technical writing.

Attendance (from the college catalog):
Students are expected to attend regularly all classes in which they have enrolled. Students have the responsibility to attend class and to consult with the instructor when an absence occurs.

Instructors are responsible for describing class attendance policy and procedures to all students enrolled in their classes. If a student is unable to complete a course (or courses) in which he/she is registered, it is the student’s responsibility to withdraw from the course by the appropriate date. (The date is published in the academic calendar for each year.) If the student does not withdraw, he/she will receive a performance grade, usually an F.

Grading System
The final grade for this course is determined by a simple average of the grades awarded to the chapter exercises (including the final exam in the course—see instructions for the final exam on the website).
Note: Late work will be penalized a ten points subtracted from the assigned grade on the assignment.

Grade Distribution
90 – 100 – A
80 – 89 – B
70 – 79 – C
60 – 69 – D
Below 60 - F

Makeup Exam Policy
Students who fail to complete the final exam exercise must make arrangements with the instructor for a make up exercise. No exam may be made up without the permission of the instructor.

Late Work Policy
Assignments are due as in the week assigned in the online schedule. Unless addressed with your instructor prior to the due date, the ten-point penalty noted in the grading procedure above will apply to any late assignment.

Evaluation Procedures
Your grade in the course will be based on the grades awarded for the exercises. Work submitted after the week assigned will be graded for “C” credit only.

Important: Assignments that are not named, saved, forwarded correctly will lose 5 points.

How to name and save each exercise:
Using only Microsoft Word for text files, name and save each file in the following format:

Ggrimes-Chpt12.1 (using your own initial and last name, of course)

Each exercise should be saved to your computer before sending it to your instructor. When you do, attach them to your emails.

Each assignment should include the following heading information:
First Name Last Name
Student ID (not your social security number)
Course and section number
The file name of the attachment you are sending me

Note: In the message window of each email, please include this same heading information.

How to communicate by email with your instructor:
Send work to the following email account only: gagrimes@dcccd.edu
In the subject line, enter the name of the file you are attaching. If you are writing to ask me a question, to make a comment, or deliver an urgent message, enter in the subject line the appropriate text selected from the following options (using your name and not mine, of course):

Ggrimes-urgent (using your own initial and last name, of course)
Ggrimes-comment (using your own initial and last name, of course)
Ggrimes-quesiton (using your own initial and last name, of course)

Course Outline
Exercises due Saturday, June 9

Chapter 12
Submit exercises 12.1 (p. 363), 12.3 (p. 365), and 12.6 (p. 368)

Chapter 3
Submit exercises 3.1 (p. 57), 3.3 (p. 59), and 3.4 (p. 60)

Exercises due Saturday, June 16

Chapter 4
Submit exercises 4.1 (p. 93), 4.2.1 (p. 94), 4.2.2 (95)

Chapter 5
Submit exercises 5.1 (p. 118) OR 5.2 (p. 121) (You don’t need to complete both! I will grade only one.)
This exercise includes two parts:
Part 1: A formal letter of transmittal (see the model on page 110 in your textbook).
Part 2: The semi-formal report (see the model on pages 112 ff. in your textbook.)

Exercises due Saturday, June 23

Chapter 8
This assignment has two parts: The User Manual and the PowerPoint Outline.

Submit a User Manual of no fewer than 700 words. This manual must be of your own creation. Do NOT submit a commercially or otherwise independently produced manual! The User Manual must explain the operations of a piece of equipment, use of a software program, office procedure, installation instructions, or an organizational procedure.

Create a PowerPoint presentation featuring the main outline (only) of the steps in the procedure (Do NOT just “dump” the user manual text into PowerPoint). Use graphic aids as appropriate and follow guidelines for the use of PowerPoint found on the website.
Exercises due Saturday, June 30

Chapter 11
Submit a Personal Data Record, a traditional resume, and an electronic resume
(See the models in the text.)

Exercise due Friday, July 6

Final Exam
Complete the Online Final Exam (Find the link to the online instructions in the
eCampus “Course Assignments” area and on the course website:

Course Schedule of Assignments & Exams
(See the dates above for submission dates). All work should be completed and submitted as assigned.

Withdrawal Policy

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institutions of higher learning, including all of the Dallas County Community Colleges. For more information, you may access https://www1.dcccd.edu/coursedrops

To drop a class or withdraw from the College, students must obtain a drop or withdrawal form and follow the prescribed procedure. Should circumstances prevent a student from appearing in person to withdraw from the College, the student may withdraw by mail by writing to the Registrar. No drop or withdrawal requests are accepted by telephone. Students who drop a class or withdraw from the College before the semester deadline receive a “Withdraw” in each class dropped.

Semester Drop Date
The deadline for withdrawal with a “W” this semester is June 27, 2018.

Withdrawal Policy (with drop date):
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by June 27, 2018. Failure to do so will result in your receiving a performance grade, usually an “F.”
If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped.

**Repeating This Course:**
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: [https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm](https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm).

**Financial Aid:**
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.

**The Texas Success Initiative (TSI)**
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at [https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm](https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm).

**Academic Honesty:**
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Plagiarism—the intentional copying of any or all information—from a source not your own without appropriate citation and documentation will result in an automatic “0” on the assignment. A report will be filed with the Dean of Communications and Social Sciences.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at [https://www1.dcccd.edu/cat0406/ss/code.cfm](https://www1.dcccd.edu/cat0406/ss/code.cfm).

**ADA Statement:**
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office.
Religious Holidays:
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

Disclaimer Reserving Right to Change Syllabus:
The instructor reserves the right to amend this syllabus as necessary.

Inclement Weather Statement:
In the event there is inclement weather that affects regular scheduled classes and events on the Mountain View campus, the Dallas County Community College District and Mountain View College web pages will display a notification of any closings or delays. If there is no notice of changes or delays, then classes are in session as usual. You also may refer to announcements on major television and radio stations in the event that the DCCCD or Mountain View College Internet sites cannot be accessed.

Last revised on May 17, 2018.