# ENGL 2311 – Technical Writing

<table>
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<tr>
<th>Instructor:</th>
<th>Mary Wood</th>
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<tbody>
<tr>
<td>Office:</td>
<td>Lavaca 237</td>
</tr>
<tr>
<td>Office Hours:</td>
<td>All office hours are virtual. M 10:00 am to noon T 10:00 am to noon W 10:00 am to noon Please email to set up a phone or on-campus conference.</td>
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<tr>
<td>Course:</td>
<td>ENGL 2311</td>
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<tr>
<td>Section:</td>
<td>86400</td>
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<tr>
<td>Days/Times:</td>
<td>MTWRFSS</td>
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<tr>
<td>Phone:</td>
<td>972-238-6094</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:mewood@dcccdd.edu">mewood@dcccdd.edu</a></td>
</tr>
<tr>
<td>Room:</td>
<td>Online</td>
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<tr>
<td>Term:</td>
<td>Summer 2019</td>
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## Course Description
The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions.

## Catalog Description
This is a Texas Common Course Number.
Prerequisite: ENGL 1301, ENGL 1302 and have met Texas Success Initiative (TSI) standards in Reading and Writing. (3 Lec.)

Coordinating Board Academic Approval Number 2313035112

## 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.

## Required Texts

## Course Expectations
This course builds on skills learned in ENGL 1301 and other previous English classes. We will focus on developing your ability to write in a clear and professional manner. In a sophomore level English class, you are expected to have mastered certain aspects of academic writing prior to this course, and your demonstration of those skills will be factored into your
grade for each major project. I have posted links on eCampus to help you review grammar and other skills for the course.

**Course Certification**
Simply logging into the online course is not sufficient to be certified in the course. In order to be certified, you must complete at least one assignment prior to the certification date, July 11, 2019.

### Grading & Assignments

<table>
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<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Discussion Board Posts</td>
<td>10%</td>
</tr>
<tr>
<td>Resume and Cover Letter*</td>
<td>12.5%</td>
</tr>
<tr>
<td>Recommendation Report*</td>
<td>12.5%</td>
</tr>
<tr>
<td>Instructional Document*</td>
<td>10%</td>
</tr>
<tr>
<td>Proposal*</td>
<td>15%</td>
</tr>
<tr>
<td>Peer Review Report (requires submission of your own report for review; see details below)</td>
<td>10%</td>
</tr>
<tr>
<td>Letter Assignment</td>
<td>7.5%</td>
</tr>
<tr>
<td>Email Assignment</td>
<td>7.5%</td>
</tr>
<tr>
<td>Reading Quizzes</td>
<td>15%</td>
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You will complete **four major projects** in this course (noted above with an *) in addition to minor writing or homework assignments. Each assignment will be evaluated based on your ability to thoughtfully respond to the prompt provided. For each major assignment, I will provide a detailed assignment sheet and rubric to clarify the expectations and grading scale.

**Revisions:** You may choose to rewrite 2 of the 4 major projects (noted above with an *) if you are not happy with your initial grade. However, original projects must meet the minimum requirements for the assignment to qualify for a revision grade increase. Rewrites can earn up to 90% of the possible point value for the assignment. Final grades will be reduced for an incomplete initial submission and will also be reduced 10 points a day if the original draft was late.

In addition to the major projects, you will complete the other assignments outlined above. You will receive a detailed prompt and grading rubric for each.

**Extra Credit:** In order to remain fair and equitable to all students, I do NOT offer individual extra credit assignments. If I offer extra credit opportunities, they will be offered to the entire class. The purpose of extra credit assignments is to help you increase your understanding and ability, not just your grade. Extra credit assignments will NOT be provided to replace incomplete or late work.

### Other Grading Policies

Per Richland policy, I do not send any graded work or discuss grades through email. Grades will be posted regularly in eCampus. All major assignments will include a summative comment that shows up in your grades as well as detailed comments through Crocodocs (accessible through eCampus). It is your responsibility to check your grades regularly and contact me if you have any questions. If you are unsure how to check your grades or your detailed comments, please email me to set up a phone meeting during virtual office hours. It is your responsibility to check your comments and contact me ASAP if you are unable to open a graded document. I am happy to schedule appointments to meet with you on campus if you’d like to discuss any grades.

### Late Policy
To receive full credit, all work must be submitted by the due date on the course calendar. Only the resume & cover letter, recommendation report, instructional document, and proposal will be accepted late and will be penalized by a full letter grade (ten points) EACH day (including weekends) that they are late. All other assignments must be submitted by the due date to earn any credit.

*Special Note about Peer Reviews:* The peer reviews have two parts; first, you must submit your own document for review. Then, you must review and write a report over your assigned partner’s work. You CANNOT complete a peer review report if you do not submit your own work for review by the posted deadline! There are no exceptions to this policy!

I recognize the many responsibilities and obligations faced by each of you outside of class, so you may choose to submit ONE MAJOR assignment (noted with an * in the grading chart above) up to three days late without penalty. In order to take advantage of this late submission, you must send me an email asking to use your late assignment; your email should follow the professional guidelines we discuss early in the semester.

**Formatting**
Often in college courses, you will be required to submit work in MLA, APA, or Chicago format. Technical writing courses, however, prepare you to design and create documents for the work environment. Most workplaces will not dictate a specific format for your work; therefore, you will decide how to format your papers for this course. We will review professional document design, so your choices in design must reflect your understanding of professional and effective choices. Your work should reflect your consideration of a professional audience, and your document design will play a part in all assignment grades.

**File Type**
Your work must be submitted as a Word document (either .doc or .docx) or a PDF in order for you to view comments in eCampus. DCCCD students are provided free access to Microsoft programs. Please see info in the Start Here tab.

Work that is submitted in file types that are not listed above will face a grade reduction if I cannot open the file. You will lose late points until an acceptable file type is submitted.

**Richland College Quality Enhancement Plan (QEP)**
Richland College’s QEP is called Learning to Learn: Developing Learning Power. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto [http://www.richlandcollege.edu/qep/](http://www.richlandcollege.edu/qep/)

**Academic Honesty**
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. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct [http://www.richlandcollege.edu/conduct](http://www.richlandcollege.edu/conduct).

Examples of academic dishonesty include passing off another student’s work as your own, copying and pasting sections from the Internet or another student’s work into your paper without proper formatting and citation, or submitting a paper in this class that was written for or submitted in another class. You must also design and write your own documents. While you can use blank templates for document design, you cannot use a form cover letter or document and fill in your personal informal.
Final drafts of any assignment that demonstrate evidence of academic dishonesty, whether intentional or unintentional, will be given a grade of 0. If you are caught plagiarizing or cheating on more than one assignment in this course (including minor assignments), you will automatically receive a failing grade for the course. Extra credit assignments will not go towards improving or replacing grades for work that has been given a 0 due to academic dishonesty, and you cannot revise assignments that fail due to plagiarism.

Help with Writing on Campus
• The Writing Center is located in Medina 216. There you can receive free tutoring by appointment or on a drop-in basis. Phone: 972-238-6226. More info, including summer hours, can be found online at: http://www.richlandcollege.edu/writing/
• Additional help is available on-line at: http://www.owl.english.purdue.edu
• When you visit the Writing Center, please make sure to take a copy of your assignment sheet, class notes, textbook, and your own writing. This will help the staff or instructors provide the most effective feedback.

Academic Progress
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check www.richlandcollege.edu/admissions/process.php for more details.

Obtaining Final Course Grades Using eConnect
Final Grade Reports are no longer mailed; they are available online at www.econnect.dcccd.edu or by telephone at 972-613-1818. Your grades will also be printed on your Student Advising Report, which is available in the Admissions and Student Records Office, T170.

Course 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 the official drop date for this course. Please see the list of Important Dates on the Academic Calendar webpage at http://www.richlandcollege.edu/academiccalendar/

Please consult with me before dropping this class. Any student who has below a 70 two weeks before the course drop date is encouraged to set an appointment with me to discuss his/her progress in the course.

The drop dates for this semester are as follows:
• Last day to drop a class without a “W”- July 11
• Last day to drop a class with a "W"- July 30

Institutional Policies

Disclaimer
The instructor reserves the right to amend this syllabus as necessary.

Course Outline
This section of the syllabus provides a general outline of topics and assignments as well as their due dates. As we move forward in the semester, we may discover that we need to spend more time on a
given topic or assignment. Therefore, it may be necessary to adjust our schedule to ensure you are gaining the best understanding of the material. Make sure to check your Blackboard regularly for updates to the course calendar.

**Unit 1**
Complete by July 9th
- Complete initial post to Introduction discussion board
- Review the syllabus and course info, and submit confirmation that you have read and understood the course policies

Complete by July 10th
- Reply to two classmates on Introduction discussion board
- Read “Effective Email Communication” and watch “The Key Forms of Business Writing: Email” and “Writing Effective Emails

Complete by July 11th
- Read “Tone in Business Writing”

Complete by July 12th
- Complete Email Assignment
- Complete reading quiz on Ch. 1 “Introduction to Technical Communication”

Complete by July 14th
- Complete quiz on Ch. 15 “Workplace Memos and Letters”
- Submit Letter Assignment

**Unit 2**
Complete by July 15th
- Complete reading quizzes on the following chapters:
  - Ch. 13 “Designing Pages and Documents”
  - Ch. 16 “Resumes and Other Job-Search Materials”
- Complete initial post to Resume and Cover Letter discussion board

Complete by July 17th
- Review all cover letter and resume materials as you work on your resume and cover letter
- Complete replies to two classmates on Resume and Cover Letter discussion board

Complete by July 19th
- Submit Cover Letter and Resume assignment

**Unit 3**
Complete by July 21st
- Review materials on writing recommendation reports including the prompt and sample recommendation report
- Complete reading quiz on Ch. 20 “Informal Reports”
- Complete initial post to Recommendation Report discussion board

Complete by July 22nd
- Complete responses to two classmates on the Recommendation Report discussion board
- Complete reading quizzes on Ch. 4 “Weighing the Ethical Implications” and Ch. 2 “Meeting the Needs of Specific Audiences”

Complete by July 24th
- Complete reading quiz on Ch. 8 “Evaluating and Interpreting Information”
- Submit Recommendation Report on the group discussion board for peer review

**Unit 4**
Complete by July 26th
- Review information on peer review reports in Ch. 20
- Submit Peer Review of Assigned Partner’s Recommendation Report on the group discussion board

Complete by July 28th
- Complete reading quiz on Ch. 5 “Teamwork and Global Considerations”
- Complete initial post to Teamwork discussion board

Complete by July 29th
- Complete responses to 2 classmates on the Teamwork discussion board
- Submit final draft of Recommendation Report

Complete by July 30th
- Complete reading quiz on Ch. 19 “Instructions and Procedures”
- Watch video on writing instructions

Complete by Aug. 1st
- Complete and submit Instructional Document for instructor review

Unit 5
Complete by Aug. 2nd
- Review materials on writing proposals
- Complete reading quiz on Ch. 22 “Proposals”
- Complete initial post to Proposals discussion board

Complete by Aug. 3rd
- Complete responses to two classmates on the Proposals discussion board
- Complete reading quiz on Ch. 9 “Summarizing Research Findings and Other Information”

Complete by Aug. 5th
- Submit Proposal Assignment

Complete by Aug. 8th
- Submit revisions (optional) to TWO of the following: Resume and Cover Letter, Recommendation Report, Instructional Document, or Proposal