English 2311 49402 Syllabus
Eastfield College

Instructor Information
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Office Location: G216
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Course Information
Course Title: Technical Writing
Course Number: English 2311
Section Number: 49402
Semester/Year: Spring 2020 Harvest Term I
Credit Hours: 3
Class Meeting Time/Location: Online
Certification Date: 01/27/2020
Last Day to Withdraw: 02/26/2020

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

Course Description
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.

Texas Core Objectives

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the activities you engage in will give you the opportunity to practice two or more of the following core competencies:

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making
6. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Required Course Materials

The textbook is free and available for students in eCampus
Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Graded Work
The tables below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

Summary of Graded Work

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards</td>
<td>10 @ 20 points</td>
<td>200 points</td>
</tr>
<tr>
<td>Projects</td>
<td>6 @ 100 points each</td>
<td>600 points</td>
</tr>
<tr>
<td>Final Project</td>
<td>1 @ 200 point</td>
<td>200 points</td>
</tr>
</tbody>
</table>

TOTAL: 1,000 points

Final Grade

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1,000</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-599</td>
<td>0-59%</td>
<td>F</td>
</tr>
</tbody>
</table>

Description of Graded Work

Discussion Boards:
Students will answer each discussion board prompt in 300 or more words. Please see the orientation for more details.

Projects:
There are 6 projects at 100 points each. These are work related projects. See the modules for more details.

**Final Project:**
This is the major assignment of the semester and is 20% of your grade. Read through the assignment carefully and remember that late work will not be accepted.

**Late Work Policy**

*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.

**Other Course Policies**

**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.

**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.

Institutional Policies
Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

Eastfield Institutional Policies (http://www.eastfieldcollege.edu/syllabipolicies)

Course Schedule
DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE
The instructor reserves the right to amend this syllabus as necessary.

Spring 2020
Course Schedule

01/21/2020 Classes Begin
02/26/2020 Last Day to Drop with a “W”
02/27/2020 – 02/28/2020 – No classes
03/12/2020 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>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>January 21</td>
<td>Discussion Board 1</td>
</tr>
<tr>
<td>Friday</td>
<td>January 24</td>
<td>DB 2, Project 1</td>
</tr>
<tr>
<td>Friday</td>
<td>January 31</td>
<td>DB 3, Project 2</td>
</tr>
<tr>
<td>Friday</td>
<td>February 7</td>
<td>DB 4 &amp; 5, Project 3</td>
</tr>
<tr>
<td>Friday</td>
<td>February 14</td>
<td>DB 6, Project 4</td>
</tr>
<tr>
<td>Friday</td>
<td>February 21</td>
<td>DB 7, Project 5</td>
</tr>
<tr>
<td>Day</td>
<td>Date</td>
<td>Assignment</td>
</tr>
<tr>
<td>-----------</td>
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<td>---------------------------------</td>
</tr>
<tr>
<td>Friday</td>
<td>February 28</td>
<td>DB 8, Project 6</td>
</tr>
<tr>
<td>Friday</td>
<td>March 6</td>
<td>DB 9 &amp; DB 10</td>
</tr>
<tr>
<td>Monday</td>
<td>March 9</td>
<td>Final Project</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Semester ends on Monday evening at midnight.</td>
</tr>
</tbody>
</table>

*** 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.