Instructor Information
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Course Information
Course Title: Technical and Professional Writing
Course Number: ENGL 2311

Course Prerequisites
Students must have completed English 1301 with a grade of C or better.

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 of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. (3 credit hrs)

Student Learning Outcomes
(Spring 2015.2 ACGM):
At the end of the course, the successful student will be able to
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

*(you do NOT need to purchase Launch Pad)*

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
Assignments | Point Total
---|---
Homework/Quizzes | 200 points
Resume / Cover Letter | 200 points
Rhetorical Analysis Project | 150 points
Instructions Project | 175 points
Final Project | 250 points
Participation / Drafts | 25 points

**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**

Specific descriptions of each assignment / project will be distributed as the course progresses, along with a detailed point break down.

**Attendance and Your Final Grade**

Financial Aid Certification of Attendance:
You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as, but not limited to, the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic
attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

Other Course Policies

**Academic Honesty:**
Papers should reflect YOUR knowledge and understanding. Don't let others do your thinking and writing for you. Information that is copied, quoted in part, paraphrased, or summarized without credit to the author is plagiarism. Instances of plagiarism have dire consequences: F on the assignment, F in the class, and/or expulsion from school. Review specific Academic Honesty Statement posted on e-Campus.

**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.

[El Centro Institutional Policies](http://www.elcentrocollege.edu/syllabipolicies)

**Course Schedule**
The schedule for the course can be found on an additional document in the “Syllabus and Calendar” section of your ECampus / Blackboard course shell.