Susan Garza, PhD, Instructor

Contact Info

susan.garza@tamucc.edu
FC 267
361-825-2483

Office Hours

Tuesday/Thursday 3-5
Sunday night online (hours may vary)
Appointments can be arranged at other times with advanced notice.

Course Description: A course designed to help students gain practical experience in finding and interpreting information and writing reports and documents for specialized audiences in the professional world. ENGL 3301 will be held in a computer-assisted classroom. Satisfies university computer literacy requirement. Typing ability is a prerequisite for this course. Prerequisites: ENGL 1301 and 1302.

Student Learning Outcomes: Upon completion of courses within the technical writing/journalism minors, a student will

- identify a need or problem by describing the factors involved
- explain a viable solution to a need or problem in a department, the larger university, or the community
- create a document that reflects an effective interweaving of purpose and audience.

Graded Activity:

60% of your grade will come from 3 portfolio projects:

- Writing on the Job – The focus of this portfolio allows you to learn about the type of writing that is done in the field that you are planning to go into. One important element is an interview conducted with someone who currently works in that field and a written report about what you learn from the interview.
- Writing to Get a Job – You will choose from options such as writing a functional resume, applying for a job, applying to graduate school and/or applying for an internship and developing the appropriate documents.
- Writing to Fill a Need – This portfolio will give you the opportunity to make a real difference as you will engage in a service-learning project that will fill a real need. You will work to determine what the needs are for the project that you choose (or the chosen project for the class) and develop documents that will meet the identified needs.

20% of your grade will be based on class participation. I expect students will practice respect and responsibility as a part of this learning community. For each day that you are present in class, if you participate in class work and discussions, and complete work assigned in class you will receive a full 5 points. If you only come to class but do not participate or turn in your work, you may receive only 1 point. If you are active in class and complete the then you will get full credit.
Here are some things you can do to exhibit an attitude of respect and responsibility:

- Be on time
- Come to class every day
- Come to class prepared
- Respect other classmates by watching what you say
- Give your attention to the discussion and whoever is speaking
- Add your opinions to/participate in the discussion
- Complete work on time
- Check the assignments before class every day
- Be helpful to other students
- Don't be playing on the computer while the teacher or other students are talking
- Stay focused and stay connected.
- Keep up with your assignments and your grades. It is not the teacher's responsibility to tell you what you have or haven't turned in. Your grades will be available of WebCT so all you have to do is regularly check to make sure you have grades posted for all work.
- If you miss class, check the online schedule and check with a classmate before the next class period so that you can complete the missed work in a timely manner and not get behind.

20% of your grade will come from homework. Reading homework will be assigned for each week.

Policies:

Late work will not be accepted without prior approval. Prior approval means that you have contacted me within an appropriate amount of time. Prior approval does not mean that you call or email at the last minute to tell me something else has come up. I also will not accept any work for major projects that I have not seen drafts of over the course of the semester. In other words, if you turn in a major project at the end of the semester on the day it is due and I have never seen any of the work prior to that time, I will not accept it. I will not accept any of the homework assignments late. If you do not get the work turned in when it is due at the beginning of class you will not receive credit for that work. As long as you turn your work in on time, you will be given opportunities to rewrite any work that needs extra attention, so turning your work in on time works very much to your advantage.

Plagiarism should not be a part of your writing practices. You will be encouraged to rewrite any documents that you need help with. Most often the issue is not that a student is wanting to steal another’s work, but rather a lack of experience in how best to incorporate the discussions of others in their own writing. Please do not hesitate to contact the instructor if you feel you need extra assistance in this area. In general terms, students are expected to "demonstrate a high level of maturity, self-direction and ability to manage their own affairs" and to "conduct themselves in accordance with the highest standards of academic honesty." Instances of plagiarism will be handled in accordance with Texas A&M University-Corpus Christi General Academic Policies and Regulations as listed in the current catalog.

Attendance and tardiness can affect your final grade. If you miss more than 3 class meetings (2 for summer, night and graduate courses) I will deduct up to one full grade from your final grade. Save your absences for important things that come up, things you have no control over. This does not mean that you should schedule other appointments during class. If you do need to miss class for an appropriate reason, please let me know as soon as possible.

Required Statements:

- Notice to Students with Disabilities: Texas A&M University-Corpus Christi complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Services for Students with Disabilities Office, located in Driftwood 101, at 825-5816. If you need disability accommodations in this class, please see me as soon as possible.
• **Reminder to English Majors:** As part of the English undergraduate capstone course (ENGL 4351), all English majors are required to submit a portfolio of writings in different discourse genres that they have completed for their college classes. To help you prepare for this assignment, you should **keep a copy** of all essays, research papers, literary analyses, creative and report writing, etc., so that you will have an ample selection from which to choose when the portfolio comes due.

• **Academic Advising:** The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. The College's Academic Advising Center is located in Driftwood 203E, and can be reached at 825-3466.

• **Grade Appeal Process.** As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at [http://www.tamucc.edu/provost/university_rules/index.html](http://www.tamucc.edu/provost/university_rules/index.html). For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

**Supplies:**

• Thumb Drive to save computer files.

• Folders/notebooks for portfolio work. Do not spend a lot of money on these. I encourage you to use recycled folders from other classes.

**Texts/Readings:**

**Journalism Minors:** News writing is a form of professional writing. It has a unique purpose and style, often quite different from other forms of professional writing practiced in this class. If you are taking this course as part of a journalism minor, you may be able to tailor some of the assignments to meet your needs. Please see the professor to discuss options.

**Provisional Course Outline:**
Homework is assigned every week.
In-class work is graded every class period.
This plan is only for the readings and major projects.

- **Zombie Survival Guide – Brooks (ZSG)**
- **Designing Writing – Palmquist (DW)**
- **Articles on BlackBoard (ABB)**

### Project One: Understanding Project Needs

<table>
<thead>
<tr>
<th>Week / Date</th>
<th>Readings—to be read for class indicated</th>
<th>In Class Day One</th>
<th>In Class Day Two</th>
<th>Major Assignment Due</th>
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<tbody>
<tr>
<td>Week 1 / Aug 24-26</td>
<td></td>
<td>Aug 25&lt;br&gt;Introduction to course&lt;br&gt;View Video on usability&lt;br&gt;Blog on course expectations, zombies, survival guide</td>
<td>No class two this week….</td>
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<tr>
<td>Week 2 / Aug 29-Sept 2</td>
<td>Aug. 30 : Neilson; Handout on Think aloud (ABB)&lt;br&gt;Sept 1. none</td>
<td>Aug 30&lt;br&gt;Blog on readings&lt;br&gt;Form usability testing groups&lt;br&gt;Write “script” and questions</td>
<td>Aug Sept 1&lt;br&gt;Pick groups for chapter reports&lt;br&gt;Perform usability test&lt;br&gt;Begin writing usability report.</td>
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<td>Week 3 / Sept 5-9 *</td>
<td>Sept. 6: Read Chapter 1 in ZSG and Keenan on planning (ABB)&lt;br&gt;Sept 8: Read Chapter 2 in ZSG</td>
<td>Sept 6&lt;br&gt;Blog on readings&lt;br&gt;Chapter presentations&lt;br&gt;Discussion on report format…decide as class&lt;br&gt;Work on usability report</td>
<td>Sept 8&lt;br&gt;Blog on reading Chapter presentations&lt;br&gt;Work on usability report</td>
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### Project Two: Background and Chapter Mock Ups

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<tr>
<th>Week / Date</th>
<th>Readings</th>
<th>In Class Day One</th>
<th>In Class Day Two</th>
<th>Major Assignment Due</th>
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<tbody>
<tr>
<td>Week 4 / Sept 12-16</td>
<td><strong>Sept 13:</strong> Read Chapter 3 in ZSG; Read handout on taking field notes&lt;br&gt;<strong>Sept 15:</strong> Read Chapter 4 in ZSG</td>
<td>Sept 13&lt;br&gt;Blog on readings&lt;br&gt;Chapter presentations&lt;br&gt;<a href="#">Smarthinking on Observation</a></td>
<td>Sept 15&lt;br&gt;Blog on readings&lt;br&gt;Chapter presentations&lt;br&gt;Work on observations</td>
<td>Sept 16: Observations report due along with field notes on BB by 5pm</td>
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| Week 5 / Sept 19-23 | Sept 20: Read Chapter 5 in ZSG  
| Sept 22: Read Chapter 6 in ZSG | View Zombie observations clip  
| Discuss chapter content assignment and annotated bibliography | Sept 20 Blog on readings  
| Sept 22 Blog on readings Chapter presentations Work on chapter content ideas and research for annotated bib | Sept. 16 Chapter content proposal due on BB by 5pm |
| Week 6 / Sept 26-30 | Sept 27: Research readings  
| Sept 29: Research readings | Sept 27 Blog on readings Work on annotated bib | Sept 20 Annotated bib due on BB by 5 pm |
| Week 7 / Oct 3-7 | Oct 4: Read Part one in DW  
| Oct 6: Read Part Two in DW | Oct 3-4 Blog on readings Work on Chapter mock-up | Oct 7. Chapter Mock-up due on BB by 5pm |
| **Project Three: Chapter and ZSG Completion** | **Readings** | **In Class Day One** | **In Class Day Two** | **Major Assignment Due** |
| Week 8 / Oct 10-14 | Oct 11: Read Part Three in DW and Find information on cover letters & resumes to share with class | Oct 11 Blog on reading Discuss / vote on chapter mock-ups Chose chapter leaders Share information on Cover letter and resumes Work on Cover letters and resumes | Oct 13 Blog on reading Select teams Look at MOU Work on either cover letters or as a team begin working on MOU | Oct 14 cover letters and resumes are due by 5pm on BB |
| Week 9 / Oct 17-21 | Oct 18: no readings | Oct 17 Work on MOU  
| Begin drafting chapter | Oct 20 Blog on progress Work on MOU and chapter draft | Oct 21 MOU due by 5 pm on BB |
Week 10 / Oct 24-28
Oct 25: no readings
Oct 25
Blog on progress
Progress reports (in class writing due by end of class hard copy)
Work on chapter draft
Oct 27
Blog on progress
Progress reports (in class writing due by end of class hard copy)
Work on chapter draft
Oct 28 Chapter draft due by 5 pm on BB

Week 11 / Oct 31-Nov 4
Nov 1: No readings
Blog on progress
Progress reports (in class writing due by end of class hard copy)
Usability test on chapter drafts
Work on 2nd iteration
Nov 3: Final chapter due on BB by 5 pm

Week 12 / Nov 7-11
Nov 8: no readings
Blog on progress
Progress reports (in class writing due by end of class hard copy)
Usability test on chapter drafts
Work on 2nd iteration
Nov 11: Final chapter due on BB by 5 pm

Week 13 / Nov 14-18
Nov. 15: no readings
Work on chapter presentation to class
Nov. 18: No School

Week 14 / Nov 21-25**
Nov 22: no readings
Chapter presentations
Work on debriefing packet
No class..Turkey Day
No Major

Week 15 / Nov 28-Dec 2
Nov 29: no readings
Work on debriefing packet
Dec 2: Thanksgiving Holiday—No School
No Major

Week 16 / Dec 5-6
Dec. 6 no reading
Work on debriefing packet
Dec 6: Debriefing Due on BB by 5pm

Final Due December 12