ENGL 3301.W01 Principles of Professional and Report Writing
Summer I 2012
Tentative Schedule

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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 assignments:
• Writing on the Job – The focus of this assignment is to learn about the type of writing that is done in the real world. You will practice writing different types of professional documents.
• Writing to Get Results – You will practice writing proposals and other documents that create action in the real world.
• Writing to Address Specific Issues – This assignment will include analyzing issues and creating documents that address the issues.
20% of your grade will be based on class participation.
Students will practice respect and responsibility as a part of this learning community. Here are some things you can do to exhibit an attitude of respect and responsibility:
• Post assignments on time. Early is even better.
• Work extra hard to get to know other classmates.
• Reach out through email or Blackboard posts to support each other. If you have good info/tips on what is working for you/resource ideas, please share with the group so we can help each other out.
• Respect other classmates by watching what you say.
• Add your opinions to/participate in the discussions.
• Check the assignments every week. Don’t wait until the last minute.
• Be helpful to other students
• Don’t get behind. If you get behind in an online course it is harder to get back on track than it is in a traditional course.
• 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 in Blackboard so all you have to do is regularly check to make sure you have grades posted for all work.
• 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 trying 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.

**Required Statements:**

• Notice to Students with Disabilities: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom, or on campus, please contact the Disability Services office for assistance.

• 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. 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.

Texts/Readings:
- Other assigned readings.

Online Statements

Description of lessons/modules
Lessons/modules will include work in peer review of drafts, group discussions and presentations.

Technical support information/link
The Island Online (IOL) [https://iol.tamucc.edu](https://iol.tamucc.edu)

Technical requirements for course

*Computer Requirements*
IOL runs on a web based application called Blackboard through a web browser. If your computer can successfully run Microsoft Internet Explorer or any of its alternatives, then you will be able to use IOL. Please note that your web browser must be configured properly to work with IOL by installing Sun Java Runtime Environment, ensuring Javascript, pop-up blockers, and cookies settings are properly configured. To check if your web browser is compatible with IOL you can do a browser check-up by visiting the IOL site at [https://iol.tamucc.edu/](https://iol.tamucc.edu/). You may also check a list of IOL compatible browsers.

Delivery of instructor feedback
Instructor response to online requests usually occurs within a 24 hour period, but you can expect a response within 3 days.

Student login expectations
Students will be required to login a minimum of once per day on Monday, Tuesday, Wednesday and Thursday. It is recommended that students check daily for updates.

Specific login instructions
Blackboard Login [https://bb9.tamucc.edu/webapps/login/](https://bb9.tamucc.edu/webapps/login/)
Faculty availability to support students
Instructor maintains a consistent web presence and is available to meet online in the Blackboard synchronous environment or via phone meetings for students who need more help.

Types of required interactions

Email
- Always include a subject line
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your posts.
- Use standard fonts.
- Do not send large attachments without permission.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to the message
- Respect the privacy of other class members

Discussion Groups
- Review the discussion threads thoroughly before entering the discussion
- Try to maintain threads by using the “Reply” button rather than starting a new topic
- Do not make insulting or inflammatory statements to other members of the discussion group
- Be patient and read the comments of other members thoroughly before adding your remarks
- Be cooperative with group leaders in completing assigned tasks
- Be positive and constructive in group discussions
- Respond in a thoughtful and timely manner

Blog
- Introduce yourself to the other learners in the blog session
- Be polite and do not use derogatory statements
- Be concise in responding to others in the blog session
- Be prepared to participate in the blog session at the scheduled time
- Be constructive in your comments and suggestions

Provisional Course Outline:
Some work will be due for every class session.
(This plan is only for the readings and major assignments).
Week 1
- Introduction to course
- Blog on course expectations
- View video on usability
- Write “script” and questions
• Conduct usability test
• Write usability report

Week 2
• Blog on readings
• Read Chapters 1-4 of Palmquist text
• Complete visual analysis of text
• Write visual analysis report

Week 3
• Blog on readings
• Read Chapters 5-8 of Palmquist text
• Review book promotional materials
• Create book promotion materials

Week 4
• Blog on reading
• Review sources for book chapter
• Develop annotated bibliography for possible new sources
• Write chapter plan
• Create chapter mock up

Week 5
• Blog on readings
• Write chapter draft
• Review chapter drafts
• Write final chapter draft