Susan Garza, PhD, Instructor

Contact Info

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<th><a href="mailto:susan.garza@tamucc.edu">susan.garza@tamucc.edu</a></th>
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<td>FC 267</td>
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<td>361-825-2483</td>
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Office Hours

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<tr>
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<th>Monday/Wednesday 1:30-3:30</th>
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<td>Tuesday 1-2</td>
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<td>Appointments can be arranged at other times with advanced notice.</td>
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Course Description
Focuses on rhetorical theory in professional writing, such as the role of the audience and purpose, ethical decision making in professional writing, and the broad spectrum of types of professional writing. This course is held in a computer-assisted classroom. It cannot substitute for other writing classes required for students in their disciplines. Satisfies university computer literacy requirement. Students must make a C or better in ENGL 1301 or 1302 and must be able to type before enrolling in ENGL 3375.

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

- 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.
- use basic layout techniques to enhance the readability of documents.
- understand the role of visual rhetoric in creating and using documents.
- enhance the visual appeal of documents.
- manage desktop publishing files and templates.

Graded Activity

20% Homework – book exercises and other work as assigned. Homework must be turned in at the start of class. Work that is turned in after class has begun will not be accepted. You can earn up to 5 points for each assignment.

20% In-class Work – book exercises and other work as assigned. 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.

20% Project – You will examine a current issue related to either journalism or technical writing.
and develop a project that will culminate in a report.

**20% Online Portfolio** – You will gather the work you have produced to date and develop an online portfolio to assist you in getting a job/being accepted into graduate school.

**20% Class Participation** – Students will practice respect and responsibility as a part of this learning community. Points will be deducted from your class participation if you do not adhere to the following rules:

- Be on time.
- Come to class prepared.
- Respect other classmates by watching what you say.
- Give your attention to the discussion and whoever is speaking. This means looking at whoever is speaking with your hands nowhere near the computer keyboard.
- Add your opinions to and participate in the discussion.
- Complete work on time.
- Check the assignments before every class period.
- Be helpful to other students.
- Don't be working/playing on the computer while the teacher or other students are presenting to the class.
- 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 on Blackboard 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.

**Policies**

- **Late work** will not be accepted without prior approval. Prior approval means that you have contacted me within an appropriate amount of time (minimum 24 hours before the start of the class in which the work is due). Prior approval does not mean that you call or email at the last minute to tell me something else has come up. Also, for major projects, work will not be accepted for projects that the student has not turned in 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 have never submitted drafts of the work prior to that time, the work will not be accepted. Homework assignments will not be accepted 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), up to one full grade may be deducted 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 provide proper notification 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. 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**


• And other assigned 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.

- **Week 1 – Intro.** In class assignment due. Homework due.
- **Week 2 - Ethics.** In class assignment due. Homework due.
- **Week 3 – Ethics.** In class assignment due. Homework due.
- **Week 4 – Ethics.** In class assignment due. Homework due.
- **Week 5 – Diversity/International Issues.** In class assignment due. Homework due.
- **Week 6 – Diversity/International Issues.** In class assignment due. Homework due.
- **Week 7 – Online Portfolio.** In class assignment due. Homework due.
- **Week 8 – Online Portfolio.** In class assignment due. Homework due.
- **Week 9 – Online Portfolio.** In class assignment due. Homework due.
- **Week 10 - Project.** Online Portfolio due.
- **Week 11 - Project.** In class assignment due. Homework due.
- **Week 12 - Project.** In class assignment due. Homework due.
- **Week 13 – Project.** In class assignment due. Homework due.
- **Week 14 – Project Presentations.**
- **Week 15 – Project Presentations.**

The detailed schedule for the course can be found at [http://critical.tamucc.edu/wiki/SGarza/Home](http://critical.tamucc.edu/wiki/SGarza/Home).