English 3301.203
Technical & Professional Writing
Spring 2014

Instructor Name: Prof. Jennifer Bray
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Office Hours: Mondays: 4 - 5; Tuesdays: 3:30 - 5:30; Wednesdays: 4 - 5; Thursdays: 3:30 - 5:30; and by appointment.

Class: ENGL 3301.203, MW 5:30-6:45 PM, Room TBD

Course Website: http://falcon.tamucc.edu/wiki/JenniferBray

Course Description
This course will give you experience obtaining and interpreting information from academic databases, field research in the community, and other online settings in order to knowledgeably write various kinds of documents for specialized audiences to address a specific need. Prerequisites include English 1301 and 1302.

3301 Student Learning Outcomes
Upon completion of this course, students will be able to:
• Analyze information
• Analyze audience and purpose
• Create rhetorically effective professional documents

21st Century Technical Communicators:
• Solve problems to help achieve an organization’s goals
• Address a particular use/purpose/task
• Acquire, evaluate, and apply core knowledge and design content
• Integrate cultural and ethical considerations
• Promote collaboration
• Incorporate appropriate combination of text and/or graphics
• Use appropriate tools/media/technology

Course Theme
In this course, much of the writing you will do will be intended to be published and distributed to various members of the Coastal Bend community in the form of a professional report entitled Food Issues in the Coastal Bend. You and your classmates will determine what type of content should be included in this class project.

English 3301 Required Textbooks & Materials
• Access to University Network and an active islander email account.
• Appropriate / compatible media or cloud based access to save and transport computer files among computers on campus and / or between home and campus.
• A SandDollar card with available funds for printing in the classrooms/computer labs.
• Access to Microsoft Word and Publisher. If you don’t own these programs, budget extra time in the computer labs.
**Major Course Requirements**

*Please remember that all work must be formatted in APA manuscript style and sources must be cited in APA citation style.*

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Tentative Due Date</th>
<th>% course grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Class Participation</td>
<td>Daily</td>
<td>5%</td>
</tr>
<tr>
<td>Homework</td>
<td>Daily</td>
<td>5%</td>
</tr>
<tr>
<td>Resume/Cover Letter</td>
<td>Feb 3</td>
<td>5%</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>Feb 17</td>
<td>15%</td>
</tr>
<tr>
<td>Observation Report</td>
<td>Feb 26</td>
<td>10%</td>
</tr>
<tr>
<td>Prof. Report Chapter Proposal (Ind.)</td>
<td>March 5</td>
<td>5%</td>
</tr>
<tr>
<td>Prof. Report Chapter Prototype (Ind.)</td>
<td>March 24</td>
<td>10%</td>
</tr>
<tr>
<td>Prof. Report Chapter Proposal (Group)</td>
<td>March 31</td>
<td>5%</td>
</tr>
<tr>
<td>Prof. Report Group Chapter Prototype</td>
<td>April 21</td>
<td>10%</td>
</tr>
<tr>
<td>Prof. Report Finalized Chapter/ Group Presentation</td>
<td>May 5</td>
<td>20%</td>
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<tr>
<td>Prof. Memo to Accompany Final Report</td>
<td>Final Exam</td>
<td>10%</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>100%</td>
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**In-Class Participation**

You are expected to come to class every day prepared and with required materials. Your in-class participation grade will be determined by various activities and assignments, including but not limited to daily writing via wiki, peer review of drafts, group discussions and presentations. In-class work cannot be made up.

**Homework**

Homework will be assigned in the class plans. Occasionally, a homework grade will be assigned for an in-class reading quiz. However, homework assignments will most often be completed outside of class in the form of a Reading Response to an assigned chapter, which will then turned in as hard (paper) copies at the beginning of the next class period. *Homework will not be accepted late.*

**Resume/Cover Letter**

Much like technology, preferred styles of resumes are changing all the time. We will review the latest strategies in resume and cover letter writing, including producing digital documents. You will produce a viable resume and cover letter, preferably for a real world purpose.

**Annotated Bibliography**

After choosing a topic to explore that relates to some aspect of *food* in the Coastal Bend, you will conduct both academic and field research on this topic. Based on your research, you will choose 15 sources that best represent your area of interest and annotate each source.

**Observation Report**

You will conduct an observational report that relates to your area of food research. You are strongly encouraged to conduct field research as the basis of your observational report, but you may also write your report based on videos that I will make available to you.
Individual Chapter Content Proposal
You will write a proposal for a chapter topic to be included in the *Food Issues in the Coastal Bend* professional report. This proposal will be based on, and must align with, the preliminary research you have conducted on your topic of choice that relates to some aspect of food in the Coastal Bend.

Individual Chapter Prototype
Once your proposal is approved, you will write a chapter intended for the *Food Issues in the Coastal Bend* professional report, utilizing your previous research and observational report.

Group Chapter Proposal
After you have formed groups based on your research interests and your previous writing, you will collectively decide how to incorporate your and your group members’ ideas into a chapter for the final *Food Issues in the Coastal Bend* report. Your group will collaboratively write a proposal detailing the theme for the chapter and the specific issues that will be discussed within the chapter.

Group Chapter Prototype
Your group will collaboratively write a chapter for the final report. This will involve individual drafting, in addition to extensive group collaboration and peer editing. This chapter will be reviewed and evaluated before it is presented to the class and the community.

Finalized Chapter/Group Presentations
Each group will present their chapters in an oral/visual format. However, this presentation will not be a collection of separate group presentations. Instead, the entire class will have to collaborate on this presentation, as the presentation should serve as an outline for the final report. Our goal is to publish this report and disseminate it to the appropriate stakeholders in the community. Think of this presentation as a final “pitch” to the stakeholders for the entire, final report.

Professional Memo
You will each individually target a specific stakeholder in the community (this may be someone you contacted during your field research) and write a memo that will accompany the final report. The goal of this assignment is to compose the memo that will accompany your delivery of our final report of *Food Issues in the Coastal Bend*.

Policies
*Late Work*
Homework is due at the beginning of class and will not be accepted late. If you miss a homework deadline, you may make up the grade by attending an Islander Event, listed on the course website, and submitting the missed homework assignment along with a written reflection of the Islander Event. Daily writing assignments must be completed in class in order to receive credit. **Major assignments will not be accepted late unless you receive a written extension.** You must email me at least 24 hours before the due date if you encounter issues that may impact your ability to submit a major assignment on time. **In this email, you must propose a specific, alternative time and date in which you plan to submit your project.** Do not presume you have been given an extension unless you receive written confirmation from me.

*Student Success*
If there is a unique situation that arises that prevents you from turning in a major assignment or that causes you to miss a great deal of class, please email me and come see me during my office hours so I can be aware of your situation and possibly help you find resources you might need. Additionally, I am willing to adjust the weight
(percentage) of major assignments based on your situation. These arrangements will vary and you must see me in person to pursue this option.

**Attendance**
Like anything else, writing improves with practice. In addition, we’ll be doing a substantive amount of group work that will require group meetings in class. That’s why it’s essential that you attend class every meeting. If you have to miss a class, please email me and let me know about your circumstances. If you miss more than two classes, I will expect that you come visit me during office hours so we can discuss your situation.

**Scholarly Documentation**
This course requires that all students use the APA academic documentation system.

**Academic Integrity/Plagiarism**

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in an automatic failing grade; in the most severe cases, the assignment will not be accepted at all and will result in the grade of a zero.

Plagiarism includes:
- Using the work of another as your own
- Downloading or purchasing ready-made essays off the web and using them as your own
- Using resource materials without correct documentation
- Using the organization or language of a source without using quotation marks and proper citation

Be aware that there are other ways to use sources incorrectly, or to plagiarize. When in doubt, visit with me or the Writing Center for help on correct use of sources, how to paraphrase, and how to document correctly.

**Dropping a Class**

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class.  April 11 is the last day to drop a class with an automatic grade of “W” this term.

**Classroom/Professional Behavior**

Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.
**Students with Disabilities and Veterans**
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 in CCH 116 and 119. 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 at (361) 825-5816.

**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**
Students who feel that they have not been held to appropriate academic standards as outlined in this class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details on the process of submitting a formal grade appeal, please visit the College of Liberal Arts website, [cla.tamucc.edu/students/studentinfo.html](http://cla.tamucc.edu/students/studentinfo.html). For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean.

**Provisional Course Outline (Note: Required Readings are NOT included. Find these on our class plans.)**

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Jan 22</th>
<th>Introduction to Technical &amp; Professional Writing/Creating a Professional Wiki Page for this Class</th>
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<tbody>
<tr>
<td>Week 2</td>
<td>Jan 27 &amp; 29</td>
<td>Introduction to Resumes in the 21st Century; Career Services Visit</td>
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<tr>
<td>Week 3</td>
<td>Feb 3 &amp; 5</td>
<td>Resume/Cover Letter Due/ Choose Topic for Food Issues in the Coastal Bend report</td>
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<tr>
<td>Week 4</td>
<td>Feb 10 &amp; 12</td>
<td>Research Food Topic of Your Choice</td>
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<tr>
<td>Week 5</td>
<td>Feb 17 &amp; 19</td>
<td>Ann. Bibliography Due/ Field Research</td>
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<tr>
<td>Week 6</td>
<td>Feb 24 &amp; 26</td>
<td>Draft Observation Report/ Observation Report Due/Introduce Proposal</td>
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<tr>
<td>Week 7</td>
<td>Mar 3 &amp; 5</td>
<td>Peer Edit Chapter Proposal/Individual Chapter Proposal Due</td>
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<tr>
<td><strong>Spring Break</strong></td>
<td>Mar 10-14</td>
<td>No classes</td>
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<tr>
<td>Week 9</td>
<td>Mar 17 &amp; 19</td>
<td>Final Drafting of Individual Chapter Prototype/Peer Editing</td>
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<tr>
<td>Week 10</td>
<td>Mar 24 &amp; 26</td>
<td>Individual Chapter Prototype Due/Form Groups for Group Chapters/Begin Drafting Group Proposal</td>
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<tr>
<td>Week 11</td>
<td>Mar 31 &amp; Apr 2</td>
<td>Group Chapter Proposal Due/Collaborate on Group Chapter</td>
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<td>Week 12</td>
<td>Apr 7 &amp; 9</td>
<td>Group Chapter Workshops</td>
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<td>Week 13</td>
<td>Apr 14 &amp; 16</td>
<td>Group Chapter Workshops</td>
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<tr>
<td>Week 14</td>
<td>Apr 21 &amp; 23</td>
<td>Group Chapter Prototype Due/Prepare Group Presentation</td>
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<tr>
<td>Week 15</td>
<td>Apr 28 &amp; 30</td>
<td>Class Presentation Meetings/Final Report Design</td>
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<tr>
<td>Week 16</td>
<td>May 5</td>
<td>Final Group Chapters Due &amp; Class Presentation</td>
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<tr>
<td><strong>Week of Finals</strong></td>
<td>TBD</td>
<td>Professional Memo Due</td>
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