ENGL 3301.W01 Technical and Professional Writing,
Summer Session 2 2014 - Fully Online Course
Tentative Schedule

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Office Hours: Monday 2-4, Wednesday 3-4, Sunday Evening. Please note: All office hours are held online. I am available to speak with you via Skype or phone if you would like to meet that way. Please let me know at least 24 hours in advance so I can make preparations.

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. 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:
• 10% Weekly Activities - I expect students will practice respect and responsibility as a part of this learning community. If you participate in discussions you will receive full credit. Any work not included in the other graded activities will be included in this category.
• 10% Chapter Quizzes – End of chapter quizzes from the Tebeaux and Dragga text.
• 20% Usability Test – You will conduct a usability test on one of the texts we are studying.
• 20% Visual Analysis – Using the information found in the Tebeaux and Dragga text, you will complete analyses exercises.
• 20% Chapter Analysis – You will analyze one chapter from the texts we are studying
• 20% Chapter Redesign – Based on your chapter analysis, you will redesign the chapter.
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.

**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.
Required Statements:

**Academic Honesty/Plagiarism**
The University will not tolerate plagiarism or any other form of intellectual or academic dishonesty. Violations of academic honesty will be processed under the Procedure for Academic Misconduct Cases 13.02.99.C3.01 (see [http://ses.tamucc.edu/grievances.html](http://ses.tamucc.edu/grievances.html) and the Student Code of Conduct [http://judicialaffairs.tamucc.edu/assets/2013-2014StudentHandbook.pdf](http://judicialaffairs.tamucc.edu/assets/2013-2014StudentHandbook.pdf)). All cases of academic misconduct are recorded in the student’s file. Consequences are determined by the faculty member and or the Academic Integrity Hearing Panel. It is sometimes difficult to understand what plagiarism actually is. Students sometimes commit unintentional plagiarism (not citing sources properly, for example) because they are unaware of the standards that apply. 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 quote marks and proper citation, or
- turning in a project without citing sources in an appropriate documentation style.

Be aware that there are many ways to plagiarize. The Writing Center at CASA will review rules of academic citation. Information on academic citation is available at the Purdue University’s OWL: [http://owl.english.purdue.edu/](http://owl.english.purdue.edu/) and/or from our local Writing Center at CASA.

**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.

**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. 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. Please be aware that you are allowed 6 drops in your entire undergraduate career, so these decisions must be made carefully.

**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. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean.

**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.

**What Are 21st Century Technical Communication Skills?**
A 21st century technical communicator creates documents that communicate effectively, persuasively, and concisely. Specifically, the technical communicator

- solves problems to help achieve an organization’s goals
- addresses a particular user/purpose/task
- acquires, evaluates, and applies core knowledge and designs content
- integrates cultural and ethical considerations
- promotes collaboration
- incorporates appropriate combination(s) of text or graphics
- uses appropriate tools/media technology
Texts/Supplies
• The Essentials of Technical Communication by Elixabeth Tebeaux and Sam Dragga, Oxford University Press, 2011.
• Thumb Drive to save computer files.

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

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/. 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/

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.

Tentative Course Schedule

Week One
- Chapter Readings, Exercises, quizzes.
- Introduction to technical writing.
- Usability test is due.

Week Two
- Chapter Readings, Exercises, quizzes.
- Report writing.
- Visual analysis is due.

Week Three
- Chapter Readings, Exercises, quizzes.
- Chapter Analysis is due.
Week Four
- Chapter Readings, Exercises, quizzes.
- Peer-review.
- Chapter redesign is due

Week Five
- Chapter Readings, Exercises, quizzes.
- Peer-review.
- Final Chapter redesign is due.

*All due dates are tentative*