ENGL 3301.W02 Summer II 2014
Technical and Professional Writing

Mr. Tom Murphy
Course Information
Contact Information
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Office Hours: M 10:00-11:00, T 10:00-12:00, W 4:00-5:00 or by appointment
Link to Course Home Web Page: https://bb9.tamucc.edu/wepapps/login/

Course Description:
In this course you will be involved in various writing projects that allow you (1) to identify writing projects and (2) to respond to the writing needs of those projects.
The course theme is: What are the needs of Corpus Christi? The course has four major assignments designed to help you establish a need and propose a chapter of a manual addressing this need in the South Texas area. This can be a serious topic such as diabetes, hunger, pet overpopulation, hurricane survival, or imaginative such as surviving the zombie apocalypse.
During a long semester, we would actually prototype, test, and complete the manual. For the short summer session, we sill stop at the chapters proposals.
If you keep up with your work, even though it may be difficult at times, you will probably see a big difference at the end of the class and have a much different attitude toward writing.

Course Purpose:
Upon completion, student will be able to:
• 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, of the community,
• create a document that reflects an effective interweaving of purpose and audience.

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
• integrates appropriate combinations(s) of text or graphics
• uses appropriate tools/media technology

Online Statements:
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, this can be achieved 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/wepapps/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 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 Forum
- 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 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

Graded Activities:
Compete descriptions, requirements, evaluation criteria, and rubrics are available on Blackboard. Remember, this is a short course. Each day is almost a week’s time in a full 15 week semester.

• **25% Weekly Activities**—Notice that this one area is 25% of your total grade. This is because this is an online class. Since we will not meet face-to-face (f2f), where most of the traditional class interaction taken place, our main source of class interaction will be in the Discussion Forum and Blog. I expect students will practice respect and responsibility as a part of this learning community. If you participate in discussion you will receive full credit. These activities consist of reading, working an exercise from the Tebeaux and Dragg text, and responding to other’s work (discussion). Any work not included in the other graded activities will be included in this category.

• **10% Chapter Quizzes**—There will be a quiz from the *Essentials of Technical Communication*. The questions are taken directly from the student resources page at: http://global.oup.com/us/companion.websites/9780199890781/student/. This will allow you to take practice quizzes.

• **10% Research Memo**—Since our course theme is *What are the needs of Corpus Christi?*, the course must begin with everyone choosing an area where there is a need in Corpus Christi.