ENGL 3301.W02 (Fall 2016)
Technical and Professional Writing (Online)

Dr. Christopher Andrews

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● 361-825-4124

Office Hours: TBA

I maintain a consistent web presence and am available via Skype, email, or in person. I will commonly respond to Blackboard or email requests within 24 hours, but you can expect a response within 3 days.

Catalog Description

English 3301 is an introductory technical writing 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. Typing ability is a prerequisite for this course. Prerequisites: ENGL 1301 and 1302.

About the Course

Technical and professional communicators work alone and with others to prepare documents and presentations that communicate information within business, government, industry, and the scientific community—really, any workplace setting. Technical communicators respond to a problem, whether that is in providing instructions to users of a technology, writing a workplace report, making recommendations to improve a process, presenting information on a Web page, or reporting on scientific findings. In some industries and companies, “tech writer” is a particular job title or even an entire department of job titles, while in others such writing is just one part of the work that everyone does. Because of the wide proliferation of writing and publishing technologies in recent decades, nearly every professional is or can be (or has to be) a technical writer.

This online course is designed to help you learn to 1) analyze communication contexts in terms of audiences, purposes, and situations, 2) create professional documents that solve problems and improve situations, 3) analyze and apply the ethical responsibilities involved in professional and technical writing, 4) use methods for audience analysis and participatory design, and 5) write and design multimodal documents that audiences and stakeholders find effective, convincing, and usable.

This online course is delivered entirely within the TAMUCC Blackboard system. See the “Online Learning Information” section of this syllabus, also available separately on Blackboard, for more information about Online Learning at TAMUCC and in this course.

Required Materials

Required Technologies

- Basic emailing, web browsing, and word processing skills
- A computer with reliable Internet access and a reliable office software suite. TAMUCC provides students with access to Office 365; visit [it.tamucc.edu/Office365/Office365.html](http://it.tamucc.edu/Office365/Office365.html)

Course Outcomes

Upon completion of the course, students will be able to

- Create documents (written/visual/multimodal) by using effective and appropriate rhetorical methods and strategies in writing
- Create documents (written/visual/multimodal) by choosing and using appropriate strategies in a variety of genres to achieve specific purposes with specific audiences.
- Create documents (written/visual/multimodal) by locating, selecting, assessing, and analyzing information sources, both print and digital, and to integrate and document those sources appropriately

Graded Activities

Complete descriptions, requirements, evaluation criteria, and rubrics are available on Blackboard.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Total Points</th>
<th>Percentage of Grade</th>
<th>Date Due *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities</td>
<td>250 (12.5 each)</td>
<td>25%</td>
<td>Twice weekly</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>100 (10 each)</td>
<td>10%</td>
<td>Once Weekly</td>
</tr>
<tr>
<td>Observation Memo</td>
<td>100</td>
<td>10%</td>
<td>September 20 by 11:59 pm</td>
</tr>
<tr>
<td>Research (Letter Format)</td>
<td>150</td>
<td>15%</td>
<td>October 18 by 11:59 pm</td>
</tr>
<tr>
<td>Infographic</td>
<td>100</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Recommendation Report (Formal Report)</td>
<td>200</td>
<td>20%</td>
<td>December 8 by 7 pm</td>
</tr>
<tr>
<td>First Submissions</td>
<td>100 (33.33 each)</td>
<td>10%</td>
<td>9/13</td>
</tr>
</tbody>
</table>

* Due dates are tentative.
Course Schedule

A detailed weekly schedule is available on Blackboard.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Major Project *</th>
<th>Assignments</th>
<th>SLOs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug. 24-26</td>
<td></td>
<td>Chapter Readings, Exercises, Quizzes.</td>
<td>1,2,3</td>
</tr>
<tr>
<td>2</td>
<td>Aug. 29-Sept. 2</td>
<td></td>
<td>Chapter Readings, Exercises, Quizzes.</td>
<td>1,2,3</td>
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<tr>
<td>3</td>
<td>Sept. 5-9</td>
<td></td>
<td>Chapter Readings, Exercises, Quizzes.</td>
<td>1,2,3</td>
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<tr>
<td>4</td>
<td>Sept. 12-16</td>
<td>First Submission Observation Report</td>
<td>Chapter Readings, Exercises, Quizzes.</td>
<td>1,2,3</td>
</tr>
<tr>
<td>5</td>
<td>Sept. 19-23</td>
<td>Observation Report (Memo format)</td>
<td>Chapter Readings, Exercises, Quizzes</td>
<td>1,2,3</td>
</tr>
<tr>
<td>6</td>
<td>Sept. 26-30</td>
<td></td>
<td>Chapter Readings, Exercises, Quizzes</td>
<td>1,2,3</td>
</tr>
<tr>
<td>7</td>
<td>Oct. 3-7</td>
<td></td>
<td>Chapter Readings, Exercises, Quizzes</td>
<td>1,2,3</td>
</tr>
<tr>
<td>8</td>
<td>Oct. 10-14</td>
<td>First Submission Research Report</td>
<td>Chapter Readings, Exercises, Quizzes</td>
<td>1,2,3</td>
</tr>
<tr>
<td>9</td>
<td>Oct. 17-21</td>
<td>Research Report (Letter format)</td>
<td>Chapter Readings, Exercises, Quizzes</td>
<td>1,2,3</td>
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<td>10</td>
<td>Oct. 24-28</td>
<td></td>
<td>Chapter Readings, Exercises, Quizzes</td>
<td>1,2,3</td>
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<tr>
<td>11</td>
<td>Oct. 31-Nov. 4</td>
<td></td>
<td>Chapter Readings, Exercises, Quizzes</td>
<td>1,2,3</td>
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<tr>
<td>12</td>
<td>Nov. 7-11</td>
<td>Infographic</td>
<td>Chapter Readings, Exercises, Quizzes</td>
<td>1,2,3</td>
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<tr>
<td>13</td>
<td>Nov. 14-18</td>
<td></td>
<td>Chapter Readings, Exercises, Quizzes</td>
<td>1,2,3</td>
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<tr>
<td>14</td>
<td>Nov. 21-25</td>
<td></td>
<td>Reading Days / Thanksgiving Holiday</td>
<td></td>
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<tr>
<td>15</td>
<td>Nov. 29-Dec 2</td>
<td>First Submission Recommendation Report</td>
<td>Chapter Readings, Exercises, Quizzes</td>
<td>1,2,3</td>
</tr>
<tr>
<td>16</td>
<td>Dec. 5-6</td>
<td>Workshop for Recommendation Report</td>
<td></td>
<td></td>
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<tr>
<td>FINAL</td>
<td>Thursday, Dec. 8 by 7 pm</td>
<td>Recommendation Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Due dates are tentative.
Course Conduct

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. Late work will earn a 10% reduction in grade. The last day to submit work will be posted in Blackboard.

I accept revisions on all major projects, provided that you meet formally with me to discuss feedback on your project, a revision agenda, and a timeline for completion. Contact instructor for details.

Interacting with your classmates is just as valuable as interacting with the instructor. See the “Interacting in this Course” section for more details, but in general:

- Class discussions via Blackboard are the most important learning tool in the course. Take advantage them. Add your opinions to/participate in the discussions, but do so respectfully. See the “Interacting in this Course” document for more details and strategies.
- 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.
- Use the “Troubleshooting” forum in Blackboard to ask technical or process questions. The class will become its own community of practice, and you will be amazed at how good of a resource your colleagues can be.
- Don’t use the “Troubleshooting” forum to ask or talk about grades. Grade discussions are private and should occur with your instructor only.

You are responsible for you.

- Check the assignments every week. Don’t wait until the last minute.
- Don’t get behind. This is not a “work at your own pace” course and cannot be completed in two weeks at the end of the term. If you get behind in an online course it is harder to get back on track than it is in a traditional course.
- 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. 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.

Course Policies

Plagiarism and Academic Dishonesty: 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. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in: first offense, no credit for assignment; subsequent offenses, failure of class.

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.

Disability Services: 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, Room #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 at (361) 825-5816.
**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. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information, please call 361-825-3466.

**Grade Appeals 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, [http://cla.tamucc.edu/about/student-resources.html](http://cla.tamucc.edu/about/student-resources.html). For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s Office.

**Statement of Academic Continuity:** In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.
Online Learning Information

Find more information about Online Learning, including orientation modules, at [http://iol.tamucc.edu](http://iol.tamucc.edu)

Log in to Blackboard Learn at [http://bb9.tamucc.edu](http://bb9.tamucc.edu)

Online courses give you a great deal of flexibility, but also require computing, communication, and organization skills that may not be emphasized in face-to-face courses. Online courses emphasize active learning and regular contact with your instructor and other students.

**To get started well:**
- Check Blackboard early and often
- Read the course syllabus
- Purchase and locate all reading material
- Print out syllabus and calendars
- Enter major dates and deadlines into your calendar

**Strategies for success:**
- Practice self-motivation and self-discipline
- Read assigned material and take notes: outline, summarize, and create relationships between ideas
- Keep a record of your progress
- Make plans, set goals, and monitor your successes

Make sure you give yourself adequate time to succeed. For a 3 credit hour course, prepare to allot 6-12 hours of time per week to study and take notes on readings, participate in discussion forums, and work on projects.

**What is required?**

**Skills and Tools**
- Basic computer skills
- Basic word processing skills
- Basic emailing skills
- Way to save work; either personal computer, portable storage, or cloud storage.
- MS Word is suggested, but not required. TAMUCC provides free access to Office 365 to all students, which allows you online and offline access to Word, Excel, PowerPoint, and other tools. Visit [http://iol.tamucc.edu](http://iol.tamucc.edu) for details.

**Interactions**
Online courses require careful, active communication. You should:
- Check BB.9 regularly (3 times/week)
- Check Islander email daily
- Participate in online discussions
- Interact with other students as well as your instructor

**Where can I get support?**

**Help with Blackboard:** Either the student Help Desk on the 2nd floor of CCH (825-2825) or at the IOL website: [https://iol.tamucc.edu/](https://iol.tamucc.edu/)

**Help with Wifi:** Help Desk, 2nd floor of CCH (825-2825) or the MicroComputer Services website: [http://labs.tamucc.edu/](http://labs.tamucc.edu/)

**Help with Software:** Help Desk, 2nd floor of CCH (825-2825) or the MicroComputer Services website: [http://labs.tamucc.edu/](http://labs.tamucc.edu/)

**New users:** To claim your Island ID, visit [https://it.tamucc.edu](https://it.tamucc.edu).