English 3301.W01 Technical and Professional Writing

Spring 2018

Contact Information:
Instructor: Susan Garza
Email: susan.garza@tamucc.edu
Office: Faculty Center (FC) 267
Phone: 361.825.2483
Course Platform: Course is delivered totally within TAMUCC Blackboard

Office Hours:
Tuesday/Thursday 11-1 f2f, Sunday evening online, video chat or phone

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

Student Learning Objectives:
Upon completion, students will be able to:
1. Create documents (written / visual / multimodal) by using effective and appropriate rhetorical methods and strategies in writing.
2. Create documents (written / visual / multimodal) by choosing and using appropriate strategies in a variety of genres to achieve specific purposes with specific audiences.
3. Create documents (written / visual / multimodal) by locating, selecting, assessing, and analyzing information sources, both print and digital, and to integrate and document appropriately.

Technical requirements for course
Course delivery
The course is delivered entirely within the TAMUCC Blackboard system.

Computer requirements
It is up to each student to visit the TAMUCC IT Department’s Blackboard Technical Requirement’s webpage (https://iol.tamucc.edu/techreq.html) to determine the computer requirements for using Blackboard. As an FYI, the browser that works best with Blackboard is Chrome, so even if you are using a Mac, it would be a good idea to install Chrome on your computer.

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 throughout the regular school week for updates presented via the Announcement feature in Blackboard.

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 either via Skype (w/prior notice), email, or in-person

Types of required interactions
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

FAQs
• Used to post any questions you may have on assignment that do not require immediate attention
• The FAQs are not for questions such as grade discussions
• Try to provide an answer to questions-this is one way that we develop a community of communicators.

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities</td>
<td>25%</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Drafts</td>
<td>10%</td>
</tr>
<tr>
<td>Document Chart</td>
<td>20%</td>
</tr>
<tr>
<td>Document Analysis Report</td>
<td>25%</td>
</tr>
</tbody>
</table>

Texts/Supplies
• Working knowledge of Blackboard
• All work must be submitted so that it can be opened and viewed on multiple platforms. Pdf works the best unless otherwise noted.
• Way to save work: personal computer, jump drive, or Cloud (Dropbox, etc.)
• Way to save work: personal computer, jump drive, or Cloud (Dropbox, etc.)
• Email
  o I email everyone to his or her Islander.tamu.edu email account, from BlackBoard. You
    can forward you Islander email to any account you wish. YOU are responsible for
    checking email. Missing an email is not an excuse.
    ▪ You must have you name, section number, and reason for email in the subject
      line
    ▪ Remember, customary practice is 24 hours for an email answer, but I generally
      answer with 2-3 hours.

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. 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.
• 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.
• 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.
• Academic 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. (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.
  o 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
Late work is generally not accepted. I expect you to handle issues that come up as a professional would.
If you post a little past midnight on due dates, as long as the work is there by the time I review the work
it’s not an issue. You should handle the situation as much as you can, and not feel like you need to email
me every little detail. When things happen beyond your control, communicate with me as a professional
so that the burden of taking care of the situation rests on you.
Required Statements:

- **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) 8252 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) 8252 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:** Please check with your Academic Advisor with any questions on your degree plan. 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 Office of the Dean. For more information please call 3612 8252 3466.

- **Grade Appeal Process:** As stated in University Procedure 13.02.99.C2.03, 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 Procedure 13.02.99.C2.03, Student Grade Appeals. These documents are accessible online at: http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal in CLA, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.html.

- **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.
**Tentative Course Schedule**

Detailed information available on Blackboard. All work due on Tuesdays / Thursdays, see Bb for specific days and times.

<table>
<thead>
<tr>
<th>Week</th>
<th>Major Project *</th>
<th>Assignments</th>
<th>SLOs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Introductory Discussion, Chapter Readings, Exercises, Quizzes.</td>
<td>1,2,3</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Chapter Readings, Exercises, Quizzes.</td>
<td>1,2,3</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Chapter Readings, Exercises, Quizzes.</td>
<td>1,2,3</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Chapter Readings, Exercises, Quizzes.</td>
<td>1,2,3</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>9</td>
<td>Document Chart-Draft</td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>10</td>
<td>Document Chart-Polished</td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
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<tr>
<td>11</td>
<td></td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
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<tr>
<td>12</td>
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<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
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<tr>
<td>13</td>
<td></td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>14</td>
<td>Document Analysis-Draft</td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>15</td>
<td>Document Analysis-Polished</td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>FINAL</td>
<td></td>
<td>Document Analysis is final</td>
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*All due dates are tentative*