English 3301.W03 Technical and Professional Writing

Spring 2018

Contact Information:
Instructor: Dr. Frances Johnson
Email: frances.johnson@tamucc.edu
Office: Faculty Center (FC) 129
Phone: 361.825.2876
Course Platform: Course is delivered totally within TAMUCC Blackboard

Office Hours / Contact Information:
Virtual Office Hours
- Click URL:
  - https://tamuccwebex.com/meet/fjohnson
  - How to join a Personal Room Meeting
- MWF: Will be decided after DoodlePoll first week of classes
- TR: Will be decided after DoodlePoll first week of classes

Email
- I email everyone to his or her Islander.tamucc.edu email account, from BlackBoard. You can forward your Islander email to any account you wish. **YOU** are responsible for checking email. Missing an email is not an excuse.
  - You must have your name, section number, and reason for email in the subject line
    - Customary practice is 24 hours for an email answer, but I generally answer within 2-3 hours between 8am-8pm, M-F.
    - Weekends and after 8 pm will take longer.

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 WebEx, email, phone, or Skype (appointment necessary for Skype).

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

Class Chat Forum (Questions and Answers)
This is the area where we can discuss questions, problems, or anything that you might talk with your classmates in a brick n mortar setting. The expectation is that you will check in at least twice a week and join the conversation.

- Introduce yourself to your classmates,
- Post any questions that you have, especially ones that you believe might be helpful to others,
- Use this space to set up study groups,
- Use this space to keep us informed as to what is going on in your life
**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 (26 x 9.62 each)</td>
<td>25%</td>
<td>Tuesday/Friday</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>200 (10 x 20 each)</td>
<td>20%</td>
<td>Tuesday/Friday</td>
</tr>
<tr>
<td>Drafts</td>
<td>100 (2 x 50 each)</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Document Chart</td>
<td>200</td>
<td>20%</td>
<td>Tuesday, March 27 by 11:59 pm on BlackBoard</td>
</tr>
<tr>
<td>Document Analysis</td>
<td>250</td>
<td>25%</td>
<td>Tuesday, May 1 by 11:59 pm on BlackBoard</td>
</tr>
</tbody>
</table>

**Texts/Supplies**
- Working knowledge of Blackboard
  - Help is found at: BlackBoard Resources
- All work must be submitted as either, .doc./docx (Office) or an .rtf file
  - MS Office 365 is available free to TAMUCC students
  - Mac users: You must save your work as a .doc/.docx file. The file extension, .pages can only be opened by other Macs.
- Way to save work: personal computer, jump drive, or Cloud (Dropbox, etc.)
- WebEx Account
  - All students must have an established WebEx account for Office Hour communication
  - FMI on how to establish account, go to: [https://iol.tamucc.edu/webex.html](https://iol.tamucc.edu/webex.html)

**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.

- 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**

**Deadlines (Late Work)**

The nature of learning within the University system requires that at certain points in the semester you are provided with feedback, and an overall assessment of your performance in the class (a grade). In order to complete this process, I have set up a timeline for coursework projects. **Any work submitted late without extension will lose 50%.**

**Extension Policy**

If for some reason you are unable to make the deadline on a **major assignment** (Document chart, Research Report) it is your responsibility to contact me and make other arrangements, before the due date. The extension policy does not cover activities, quizzes, discussions, or the Recommendation Report. We will discuss an alternative completion date. In order to extend a deadline, you must:

1. Contact me via email as soon as you know about your completion problems; I do not want to know why, just that there are issues.
2. Save your email—you will need it later.
3. Save my response to your email.
4. We will agree on an alternative date;
5. Send me an exact day, date and time that you will be submitting the work.
6. After the initial due date, it’s up to you to work on the project!
7. No additional class time will be taken on the project
8. My involvement will be on your initiative;
9. Your submission will have copies of **all** our correspondence included—on the top of the project; this means you must show the time line of the requests, submission without a timeline, will be evaluated as late.

When work with an extension is submitted an email must be sent to Dr. Johnson with the following:

1. Extension submission notification in the subject line
2. Your name, section number, and assignment name in the body of the email
3. I will not review work until I have this email

**Resubmissions**

- Two works can be re-submitted for re-evaluation; HOWEVER, you must submit a work originally to be
able to re-submit. These are

- Document Chart
- Document Analysis

You must email me of your intention to do so; both this email and my response must be placed in the resubmission.

A piece of writing dealing with what has changed in the resubmission and why / how this makes the piece of writing stronger must be included in the resubmission. This is a detailed piece of writing clearly defining / outlining what was changed in the piece of writing. It provides statements for what was changed and how this makes the piece of writing stronger, supporting all statements with specific examples of what changes were made and why.

The consequences of not following the above procedure: the work will be returned unevaluated.

All resubmission must be in by date of final TBA each semester. This date will be on the Class Calendar

When resubmissions are submitted an email must be sent to Dr. Johnson with the following:

1. Resubmission notification in the subject line
2. Your name, section number, and assignment name in the body of the email
3. I will not review work until I have this email

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) 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**: 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 #203. For more information please call 361-825-3466.

- **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.

- **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 your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. 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 6th is the last day to drop a class with an automatic grade of “W” this term.

**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>Date</th>
<th>Major Project *</th>
<th>Assignments</th>
<th>SLOs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan. 16-19</td>
<td></td>
<td>Introductory Discussion, Chapter Readings, Exercises, Quizzes.</td>
<td>1,2,3</td>
</tr>
<tr>
<td>2</td>
<td>Jan. 22-26</td>
<td></td>
<td>Chapter Readings, Exercises, Quizzes.</td>
<td>1,2,3</td>
</tr>
<tr>
<td>3</td>
<td>Jan. 29-Feb. 2</td>
<td></td>
<td>Chapter Readings, Exercises, Quizzes.</td>
<td>1,2,3</td>
</tr>
<tr>
<td>4</td>
<td>Feb. 5-9</td>
<td></td>
<td>Chapter Readings, Exercises, Quizzes.</td>
<td>1,2,3</td>
</tr>
<tr>
<td>5</td>
<td>Feb. 12-16</td>
<td></td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>6</td>
<td>Feb. 20-23</td>
<td></td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>7</td>
<td>Feb. 26- Mar. 2</td>
<td></td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>8</td>
<td>Mar. 5-9</td>
<td></td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>9</td>
<td>Mar. 19-23</td>
<td>Document Chart-Draft</td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>10</td>
<td>Mar. 26-30</td>
<td>Document Chart-Polished</td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>11</td>
<td>Apr. 2-6</td>
<td></td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>12</td>
<td>Apr. 9-13</td>
<td></td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>13</td>
<td>Apr. 16-20</td>
<td></td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>14</td>
<td>Apr. 23-27</td>
<td>Document Analysis-Draft</td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>15</td>
<td>Apr. 30-May 2</td>
<td>Document Analysis-Polished</td>
<td>Activities, discussions, drafting</td>
<td>1,2,3</td>
</tr>
<tr>
<td>FINAL</td>
<td>May 7 by 7 pm</td>
<td>Document Analysis Resubmission, if necessary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All due dates are tentative