English 3301.W04 Technical and Professional Writing Fall 2020
Go to bb9.tamucc.edu to login

Online Instructor: Susan Garza, PhD
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Office: Online/Phone: 361-533-2658
Course Platform: Course is delivered totally within TAMUCC Blackboard
Office Hours: Online Tue/Thu 3-5, Sunday evening via WebEx

Course Description: This course is designed to help students learn to
- analyze communication contexts in terms of audiences and purpose
- analyze and apply ethical responsibilities
- use methods for audience analysis and participatory design, and
- create and design effective and usable documents.

Student Learning Objectives: Upon completion, students will be able to
- create documents using effective and appropriate rhetorical strategies
- choose and use appropriate strategies in a variety of genres to achieve specific purposes with specific audiences
- locate and analyze information sources

Technical Requirements: The course is delivered entirely within the TAMUCC Blackboard system. 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. (FYI, the browser that works best with Blackboard is Chrome.)
- Instructor response to online requests usually occurs within a 24-hour period, but you can expect a response within 3 days.
- Students should check Blackboard on a regular basis for announcements(updates).
- Instructor maintains a consistent web presence and is available to meet either online, video chat or phone.

Student Engagement
- 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 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.

- 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" (Texas A&M University-Corpus Christi General Academic Policies and Regulations). Instances of plagiarism will be handled in accordance with Texas A&M University-Corpus Christi General Academic Policies and Regulations as listed in current catalog.

- 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 about 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. Activity assignments will not be accepted late. If you do not get the work turned in when it is due 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.

- For major projects, work will not be accepted for projects that the student has not turned in drafts 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.

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

Required Weekly Postings: You must post at least once each week in the Updates Forum. The Updates Forum is the first forum under the Discussion tab in WebEx. You can post anything you like – questions you may have, answers to other students’ questions, information related to the course that you have found helpful. Your weekly post can be in response to something I post or something posted by another student, or you can create your own thread and post on a new topic. Even if you just post and say "I'm still here and working hard," or some general statement that will be enough. The idea is we want to hear from everyone at least once a week. You are responsible for reading everything that is posted in the Updates Forum by the end of each week. I will post lots of helpful info in the Updates Forum so you should always keep up with what’s going on. If you post a question that has been answered, you might lose points for that week’s posting. Not
paying attention to what’s posted in the Updates Forum would be like coming to a f2f class and ignoring what is said during class, by both the teacher and other students. And I know none of you want to be disrespectful in that manner. All of the info is there to help you, so it’s really to your advantage to keep up with info posted in the Updates Forum.

**Graded Activities**

50% Analysis Project – We will study and analyze technical writing documents and create a list of expectations for writing in your career area. We will develop reports and other documents to give you practice in how to design and deliver technical information.

50% Reading, Activity Assignments, Weekly Updates, etc. – You will do weekly readings and activities that support the work you will do to complete the Web Analysis Project. **You are also required to post in the Updates Forum at least once a week.**

**Texts**

*Technical Writing Essentials: Introduction to Professional Communications in the Technical Fields* by Suzan Last, University of Victoria. This open textbook is available online at https://pressbooks.bccampus.ca/technicalwriting/

… and other reading as assigned.

**Required Statements**

**Disabilities Accommodations**

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 at (361) 825-5816.

**Grade Appeals**

As stated in University Procedure 13.02.99.C0.03, Student Grade Appeal Procedures, 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.C0.03, Student Grade Appeal Procedures. For assistance and/or guidance in the grade appeal process, students may contact the Dean’s office in the college in which the course is taught or the Office of the Provost. These documents are accessible through the University Rules Web site at http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.c0.03_student_grade_appeals.pdf
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.

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. The last day to drop a class for the Fall 2020 semester is November 5, 2020.

Academic Integrity/Plagiarism
Definition: In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source. Plagiarism is a violation of academic expectations, but it is sometimes difficult to understand what plagiarism actually is. Students may 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.
- Turning in a researched project without citing sources in an appropriate documentation style.
When you are confused about citation of quotes or ideas, please visit the Writing Center or me to get help. Information on MLA documentation rules and APA documentation rules is available at Purdue University’s OWL: http://owl.english.purdue.edu/, and from our local Writing Center at CASA. I will work individually with each student to determine how to handle instances where plagiarism may have occurred.

Classroom/professional behavior
Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.
Schedule

Week 1 Reading, Activity Assignments, Weekly Update

Week 2 Reading, Activity Assignments, Weekly Update

Week 3 Reading, Activity Assignments, Weekly Update

Week 4 Reading, Activity Assignments, Weekly Update

Week 5 Reading, Activity Assignments, Weekly Update

Week 6 Reading, Activity Assignments, Weekly Update

Week 7 Reading, Activity Assignments, Weekly Update

Week 8 Reading, Activity Assignments, Weekly Update

Week 9 Analysis Project

Week 10 Analysis Project

Week 11 Analysis Project

Week 12 Web Analysis Project – review documents

Week 13 Web Analysis Project – create digital documents

Week 14 Web Analysis Project – review digital documents

Final
Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University has adopted policies and practices for the Fall 2020 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):

- Self-monitoring—Students should follow CDC recommendations for self-monitoring. **Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.**

- Face Coverings—**Face coverings** (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain. Description of face coverings and additional guidance are provided in the [Face Covering policy](https://www.tamucc.edu/fall-2020/face-coverings-faq/) and [Frequently Asked Questions (FAQ)](https://academicaffairs.tamucc.edu/rules_procedures/assets/34.99.99.c0.02_use_of_face_coverings.pdf) available on the [Provost website](https://www.tamucc.edu/fall-2020/face-coverings-faq/).

- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in course and course-related activities.

- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.

- To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the [Student Conduct office](https://www.tamucc.edu/fall-2020/face-coverings-faq/) for sanctions. Additionally, the faculty member may choose to teach that day’s class remotely for all students.

**TAMU-CC Face Coverings**

TAMUCC Face Coverings Policy and FAQs: [https://www.tamucc.edu/fall-2020/face-coverings-faq/](https://www.tamucc.edu/fall-2020/face-coverings-faq/)

Rule and Procedure: [https://academicaffairs.tamucc.edu/rules_procedures/assets/34.99.99.c0.02_use_of_face_coverings.pdf](https://academicaffairs.tamucc.edu/rules_procedures/assets/34.99.99.c0.02_use_of_face_coverings.pdf)