Course Description
Designed specifically for computer science majors, this course focuses on developing students' ability to (1) communicate effectively with a range of audiences about technology; (2) identify, analyze, and appropriately integrate relevant information in their writing; (3) make informed judgments about and apply ACM's code of ethics; (4) function effectively individually and as members of a team to establish goals, plan tasks, meet deadlines, manage risk, and produce deliverables.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:

- Use appropriate forms of written, oral, and visual communication effectively with a range of audiences for specific purposes:
  - analyze situations
    - audiences/users, purposes, constraints/affordances, contexts, etc.
  - choose appropriate recognizable form(s) of communication
  - use effective process(es) to produce communication
    - plan, design, draft, revise, edit
  - find and use appropriate content
  - meet readers' / users' expectations for genre conventions
    - format / design, organization, citation and documentation, vocabulary, usage, punctuation, mechanics
- Apply their profession's code of ethics (ACM and IEEE) to computing-related or IT-related ethical situations.
- Demonstrate ability to function effectively individually and as members of a team to establish goals, plan tasks, meet deadlines, manage risk, and produce deliverables.

Course Texts and Materials
- Readings will be online, open-source, and free
- Islander account (including email, network logon, other University services)
- Active email account that you check regularly (daily or more often)
- Access to Blackboard
- Google account (If you don't have a Google account, you can sign up for free here: <https://accounts.google.com/SignUp?hl=en>)

Course Meeting (MW)
We will be meeting once a week face to face in the classroom, mostly Monday (M) except the first week and Labor Day week. The classroom is large enough for social distancing with this arrangement.
Assignments and How You Will Earn Your Grade

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<th>Engagement and Learning: Ongoing</th>
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<td>Progress Reports</td>
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<td>Midterm Reflection</td>
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<td>Final Reflection</td>
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<td>Professional Development: Ongoing</td>
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<td>Workplace Writings</td>
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<td>Processes, Recognizable forms</td>
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<td>Self-Assessments</td>
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<td>Resumes and contents</td>
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<td>Tutorial / Instruction Project</td>
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<td>Individual: Ethics and Current IT Issues</td>
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<td>2 Individual Reports</td>
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<td>1 Individual Presentations</td>
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<td>Group: Ethics and Current IT Issue</td>
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<td>Team progress reports (SCRUM / Agile)</td>
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<td>Research Log</td>
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<td>Formal Proposal</td>
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<td>Formal Report: Technical Readers</td>
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<td>Article: Non-Technical Readers</td>
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<td>Presentation: Technical Audience</td>
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<td>Script</td>
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<td>Visual</td>
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Course Policies: Responsibilities

"Presence" (Attendance) and Participation: Engaging with the Course

Writing Center
The CASA Writing Center at TAMUCC, located in Room 112 of the Glasscock Student Success Center, provides free help for students at any stage of their writing process. Writing Consultants are trained to support writers in planning, outlining, drafting, organizing, and/or revising their writing and are also knowledgeable in citing sources in various documentation styles used in academic writing. It offers both face-to-face and online appointments for both undergraduate and graduate students. The Writing Center works closely with faculty across the TAMUCC campus to understand writing in different disciplines and to help students meet these expectations. The Writing Center encourages students to make a 30-minute appointment; however, if Writing Consultants are available, they do accept walk-in appointments. Visit casa.tamucc.edu/wc.php to create an account using your @islander.tamucc.edu email address. Once you have an account, you can log-on to make an appointment.
Support for Basic Needs
Insufficient basic needs—food, a safe living space—can affect your performance in classes and make your university experience more challenging. If you have difficulty affording groceries or accessing sufficient food, or you lack a safe and stable place to live, you might consider several resources on campus.

- Contact the Division of Student Engagement and Success for support. Specifically, the office of Student Assistance provides consultations, resource management, and institutional support for “extenuating circumstances.” Their website is here: http://studentaffairs.tamucc.edu/StudentAssistance.html. The Student Assistance Coordinator is Kristeen Gonzalez. UC318, M-F 8AM-5PM. 361-825-2612
- If you do not have access to or cannot afford sufficient food, be aware that “Izzy’s Food Pantry” provides on-campus access to food. Find more information here: http://seas.tamucc.edu/FoodPantry/
- If you feel comfortable doing so, please talk with me and/or your other professors. We may be able to assist.

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.

Academic Advising
Because this course is a required part of the COSC degree plan and students' advising is handled through the College of Science and Engineering, the following statement applies specifically to students in ENGL 3310:

The College of Science and Engineering requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. The College's Academic Advising Center is located in CI 366 and can be reached at 825-3721.

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.

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. November 5th is the last day to drop a class with an automatic grade of “W” this term.

Academic Honesty/Plagiarism
The University will not tolerate plagiarism or any other form of intellectual or academic dishonesty. Violations of academic honesty will be processed under the Procedure for Academic Misconduct Cases 13.02.99.C3.01 (http://studentaffairs.tamucc.edu/Student%20Resources.html) and the Student Code of Conduct http://judicialaffairs.tamucc.edu/). All cases of academic misconduct are recorded in the student’s file. Consequences are determined by the faculty member and/or the Academic Integrity Hearing Panel.

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. This definition applies to texts published in print or on-line, to manuscripts, and to the work of other student writers. Most current discussions of plagiarism fail to distinguish between:

1. Submitting someone else’s text as one’s own or attempting to blur the line between one’s own ideas or words and those borrowed from another source, and
2. Carelessly or inadequately citing ideas and words borrowed from another source.

Such discussions conflate plagiarism with the misuse of sources. Ethical writers make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of their writing. (Quoted from “Defining and Avoiding Plagiarism: The WPA Statement on Best Practices”)

It is sometimes difficult to understand what plagiarism actually is. Students sometimes 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, or
• turning in a researched paper without citing sources in an appropriate documentation style.

Be aware that there are many ways to plagiarize. English 1301 courses and the Writing Center at CASA will review rules of academic citation. Information academic citation is available at the Purdue University’s OWL: http://owl.english.purdue.edu/ and/or from our local Writing Center at CASA.

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. 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.
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.

**Questions?**
If you have any questions or concerns regarding this syllabus, please speak with me as soon as possible. You are responsible for understanding and adhering to the policies of this course and the University.

**If you are concerned about a grade, see me during office hours.**

**Course Reading Outline** (see Blackboard for complete schedule of projects and readings)

- **Week 1-3** Professional Development: Workplace Literacy
- **Weeks 5-8** Tutorial / Instruction Project
- **Weeks 9-12** Individual: Ethics and Current IT Issues
- **Weeks 13-15** Group: Ethics and Current IT Issue
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](https://www.tamucc.edu/fall-2020/face-coverings-faq/) (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://www.tamucc.edu/fall-2020/face-coverings-faq/) 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/student-life/student-conduct-office/) 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)