

David Taylor Gaines
SYLLALBUS

82914 Eng 3330.05 MWF 11 a.m. EV 360

Office EV 254

Office hours MWF 9 a.m. – 11 a.m. *and* 1 p.m. – 2 p.m.

Phone (936) 825-4626

Office phone (936) 294-4097

English 3330, Introduction to Technical Writing, is required by 18 majors and strongly suggested by more than 20 here at Sam Houston State University. That's strong evidence that a significant number of decision makers consider Tech Writing important. Of course, you want to know, "What is it?" Good question. Tech Writing is a scary title. Suggests writing complex formulae for interplanetary travel and detailed contracts for international trade and expansive manuals for open heart surgery. Those topics are legitimate subjects for Tech Writing, but this course actually deals with the kind of writing you will do day-to-day. Over this semester, we'll write basic business letters, proposals, instructions. Because many of you are Criminal Justice majors, we'll write a proper criminal complaint, the document which leads to an arrest warrant. Because each of you wants to begin a successful career, we'll crate a job portfolio. Because the ability to find facts, assemble facts, interpret facts is absolutely necessary regardless of your endeavor, we'll generate a comprehensive e research project.

That's not to say that all we'll do is write papers and turn them in for grading. Speaking is as important as writing. It's quite common for your supervisor to ask for a 30-second summary of the 300-page analysis you've put together over the past two years. You'd better deliver. Remember, time is money and your supervisor makes the most money and, therefore, his time is the most valuable. Don't waste it. Tell him what he needs to know. Don't panic, you'll get plenty of experience in oral presentation both planned and impromptu.

To my way of thinking, Eng 3330 is practical writing. Every skill we practice in this course you can take right outside and use. A proper business letter? You'll sue them daily. A complaint? You need to understand how the Criminal Justice System works. Job portfolio? If you didn't want a good job, you wouldn't be here.

There are, of course, some personal requirements for my classes. First, I expect you to behave as a lady or gentleman of the highest standard. Informal dress is the style of the day and, even though we have gone too far with informality, I'll accept it. To a point.

Pajamas will not be allowed in my class.

Warmups will not be allowed in my class.

Flip-flops are not proper university footwear.

Gentlemen do not wear hats indoors.

I will decide if a particular item of clothing is or is not acceptable for my class.

Cell phones are not be used during my class unless I give specific permission to do so. An electrical device used improperly during a class exercise will result in a zero for that exercise.

Plagiarism will not be tolerated. Plagiarism is in fact theft. Thieves do not belong in this university.

You are responsible for the rules and regulations that govern Sam Houston State University. By now, most of you have seen these rules and regulations as part of the syllabus for a number of courses. If you have any questions, you can look up University Policy through the Human Resources section of your My Sam.

TEXT: *Technical Communication* by Mike Markel
ISBN 978-1-319-08808-8
Bedford/St. Martin's

At the top of this document is my cell phone number. Use it. Call me at any time about any thing. I'll be glad to talk to you!

Attendance: Your attendance is expected and will be documented. Department policy is that up to three hours of absence will receive no penalty. This translates into three absences from MWF classes. Each absence after three hours may result in points deducted from the final grade.

The appearance of an electrical device during class will result in an absence recorded in the grade book. This absence will be counted toward the three hours maximum allowed.

Class activities and assignments (quizzes and exercises) cannot be made up.

Classroom Policies

Individual and group responsibility During the semester, students will perform in teams to read and constructively criticize members' written work and at times resolve a problem, such as presenting an oral presentation dealing with a specific challenge. Because each student's input is essential to the team, participation is required. Failure to perform as part of the collaborative team will show that a student lacks the proper background to complete university assignments. Such a student will receive an F for the course.

Assignments Properly completed assignments are due on the due date. Late assignments have no place in Tech Writing and will not be accepted.

The instructor may require that work be submitted to a plagiarism detecting service such as turnitin.com.

Enrolling in Engl 3330 and electing to stay in the section assigned constitutes a student's agreement to submit work as the instructor requires.

Cell phones and electronics The use (including visible presence) of cell phones, text messengers, and all similar electronic devices is prohibited during class-time. Failure to comply with this policy can result in expulsion from the classroom. Failure to comply with this policy can result in an absence recorded on the guilty student's grade sheet.

Even the visible presence of an electronic device during a test will result in a zero for that test and, at the instructor's discretion, can result in an F for the course.

All electronic devices should be turned off or put in a silent mode during class.

To be clear, students are prohibited from checking e-mail, checking time on cell phone, leaving the classroom to answer a cell phone call, surfing the net, or engaging in any activity involving an electronic device. Electronic devices can be used during class only with specific permission from the instructor. Penalties for using electronic devices without specific permission from the instructor are:

- an absence being registered for that day
- a zero being recorded for the current assignment

NOTE: These rules apply whether class is held in the classroom, another location, or the class is on a field trip.

University Policies

Academic Honesty English Department policy states that a paper or assignment, which evidence can support as plagiarized or in any manner not the result of a student's own intellectual endeavors, will receive zero points. **The second offense will result in failure of the course and possible university disciplinary action.** Submitting your own previously written work for a current assignment or submitting an assignment in more than one class without the prior permission of the instructors is also considered academically dishonest. For information on plagiarism and other **Classroom Rules of Conduct**, see the following site: <http://www.shsu.edu/students/guide>.

Americans with Disabilities Act It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center, Lee Drain Annex (tel. 936.294.1720). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until the student registers with the Counseling Center.

Religious Holy Days Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

Visitors in the Classroom Unannounced visitors to class must present a current, official SHSU identification card to be permitted into the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom. This policy is not intended to discourage the occasional visiting of classes by responsible persons. Obviously, however, the visiting of a particular class should be occasional and not regular, and it should in no way constitute interference with registered members of the class or the educational process.

Instructor Evaluations Students will be asked to complete a course/instructor evaluation form toward the end of the semester.

Should an emergency arise (such as a serious illness or death in the family) students should report unavoidable absences through the Dean of Students. The Dean of Students will assist in gathering required documentation and informing all professors of the circumstances. The instructor will decide whether the documented circumstances qualify as an excused absence or not.

If unable to attend a class, students must be prepared when returning. Much of what a student needs to be prepared will be on the calendar in this syllabus, but the calendar may change. After an absence, each student is responsible for preparing himself before returning to class. An absence does not excuse a student for lack of preparation.

Class activities and assignments, including tests, cannot be made up.

Grading

Eng 3330 sections 1, 5, 7 and 11, under David T. Gaines, is grade on a cumulative scale:

A = 900- 1,000 B = 800 – 899 C = 700 -799 D = 600-699. F = 599 and below

Individual assignments are graded as follows:

Business letter project	100 points
Instruction project	100 points
Complaint project	100 points
Three-dimensional thinking	100 points
Job portfolio	175 points
Daily assignments	100 points
Final project	325 points

Class activities and assignments, including tests, cannot be make up without previous arrangements.

Eng 3330 Calendar for Fall 2017

Sep 6 – 8	Business letter Letterhead Envelope Business card	This is SHSU restart after Harvey. Read Markel 356
Sep 11 – 15	Instruction proposal Instruction manual	A most important skill to master Read Markel 551
Sep 18 – 22	Instruction folder, Business letter, envelope and business card due Mon 18 Sep	Oral presentations of instructions Read Markel 576
Sep 25 – 29	Crime report Criminal complaint Complaint due Fri 29 Sep	Read Markel 17 Read “Texas Criminal Code” class B misd Read Market 385
Oct 2 – 6	Three-dimensional thinking	Read Market 248

Oct 9 – 13	Map and blueprint	Read Markel 294
Oct 16 – 20	Where are we now	Read Markel 340
Oct 23 – 27	Informational report	Read Markel 445
Oct 30 – Nov 3	Job Portfolio due Fri 3 Nov	Read Markel 385
Nov 6 – 10	Research project	Read Markel 340
Nov 13 – 17	Research project	Read Markel 605
Nov 20	Research Project Due	Read Markel 614
Nov 22-25	Thanksgiving Holidays	Read funny books
Nov 27-29, Dec 1	Oral Presentations	Read Markle 576
Dec 4 – 7	Final Exams/Oral Presentations	