English 3330W: Introduction to Technical Writing
Spring 2018, Sections 02,06,07 Online (3 Credit Hours)
Prerequisites: ENGL 1301 & 1302.

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Office Phone	936-294-1472 Voice mail on this phone comes to me as an email.
Cell Phone	936-544-0833 Leave voice mail as I may not recognize your phone number. If you text, be sure and identify yourself in the text.
Office Hours	• By appointment. I can also be reached by email, phone, or text. We can use Blackboard Collaborate for video chats.

Textbook *Technical Communication, 11th edition*, by Mike Markel. ISBN: 9781457673375

Technology Internet service and access to Blackboard. **Blackboard works best through Firefox browser.** If you are on campus, use Microsoft Edge to access Blackboard. You may be asked to install Respondus Lockdown Browser or use ProctorFree software to take quizzes and exams.

It is expected that you will have access to Microsoft Office for this course. SHSU provides you with free access to Microsoft Office 360 for your home computer. See http://www.shsu.edu/dept/it@sam/newsletter/jan-2017/microsoft-home-use-program.html for more information.

Course Goals This course is an introduction to the theory and practice of technical and professional communication. Throughout the semester, you will work to accomplish these goals:
- Analyze a rhetorical situation and craft the appropriate documentation to meet its constraints.
- Identify the elements of effective technical writing style and apply these elements to a variety of professional documents.
- Design documents that are usable and visually engaging.
- Create, edit, and revise prose to produce professional, polished documents.
- Produce documents as a member of a team.

This course meets the requirements for the Food Science and Nutrition Knowledge Requirements for Dietetics #2.1: opportunities to develop communication skills necessary for entry into pre-professional practice.

Course Evaluation Your grade for this course will be determined according to the following:

Major Documents (4)	40%
Formal Project	25%
Participation (quizzes, group discussions, peer reviews)	25%
Job Documents	10%

Grading Standards

I assign grades on a 100-point scale, which corresponds with the University's letter grades as follows:

Quality of Work	Score	Grade
Excellent work – exceeds all requirements with minimal or no errors. In the workplace, your supervisor would be impressed and would pass the document along to others, as is. A customer would use the document successfully and with ease.	90 – 100	A
Very-good/good work – exceeds/meets most requirements with few significant errors. In the workplace, your supervisor would appreciate your work, but would want you to revise it before passing it along. A customer may notice simple mistakes and draw conclusions about the quality of your company.	80 – 89	B
Fair/adequate work – meets most/some requirements, but with fundamental errors. In the workplace, your supervisor would be disappointed with the document and would want it revised significantly before passing it along. In addition, the supervisor could begin to doubt your ability to complete similar assignments successfully. A customer might wonder whether your company deserves her/his business.	70 – 79	C
Flawed work – meets few requirements; has excessive errors. In the workplace, your supervisor would have another employee re-do the document. A customer would likely abandon the document and resent your company for wasting her/his time.	60 – 69	D
Does not meet the assignment's requirements. In the workplace, your supervisor would assume that you don't care about your job. A customer would withdraw business, find your company's replacement, and/or ask to work with a different representative from your company.	0 – 59	F

Policies

Please read these polices carefully and keep them in mind as you complete this course.

Submitting Assignments

Completing assignments on time is very important for your success in this course; please be mindful of the deadlines in the calendar.

☐All Assignments must be submitted on Blackboard. **Submit assignments only as .pdf formats.** Using these formats allows me to see the document the way you formatted it and to allow the use of the comment feature in Blackboard.

☐All major writing assignments must be completed to pass the course. Because writing is a process and involves various stages, students are expected to work through projects in a step-by-step fashion and turn in all of these steps when the assignments are due. If any step in the process of a particular assignment is missing or completed unsatisfactorily, the final paper will not be accepted.

☐All assignments must be submitted on the due date to receive a grade. **Late assignments will not be accepted**. **If you do not make a deadline, the next assignment will not open for you.** You must let me know as soon as possible if there are any circumstances which will cause you to miss a deadline. I may, considering the circumstances, allow you to move forward. Completing assignments on time is vital not just in a class but also in the workplace. Our class is a professional space and we will work together to follow the calendar.

☐For some assignments, your classmates are relying on you to complete your work, so they may complete theirs. **Don't fail them. Failure to participate in peer reviews or group projects will mean you will not be able to continue in the course.**

☐**Plagiarism in any form will result in an automatic F in the course and possible disciplinary action.**

☐Save all assignments to a flash drive as a backup. Your home computer may develop a virus or lose its hard drive over the course of the semester.

Class Policies:

Attendance: In a face-to-face class, you are required to be physically present at class meetings; while an online class frees you from that requirement, you still need to be an active class participant. You will do this in the following ways:

☐Log onto Blackboard regularly. Plan to devote time every week to this class. Assignments are due each during the session.

☐Complete all readings and assignments according to the calendar

☐Submit all assignments on time.

☐Participate in discussions and other collaborative activities as required

☐**Some assignments will only be available for a limited time. Collaborative assignments are available for a limited time.**

☐Be available to conference with me as required

☐Should an emergency arise, please inform me so I'm aware of your situation. If you have an extreme or prolonged emergency (such as a serious illness of yourself or a close family member) you should report your situation to the Dean of Students as well; his office will help you complete the required paperwork and inform your professors of your circumstances.

Also, you are responsible for keeping up with the material and staying abreast with the class.

Legal Matters the University Requires:

These are policies that cover the University as a whole. For a more detailed discussion of the items below, go to this link: http://www.shsu.edu/syllabus/

- **Academic Dishonesty:** All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic

experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

In this course, students are encouraged to work together to increase their understanding and knowledge. However, two particular forms of academic dishonesty will result in a student earning a grade of "F" on the projects involved, possibly an F in the course, and reported to the Dean of Students. These two forms are: (1) cheating on exams by taking answers from notes or other students; (2) plagiarism. This involves taking the writing—either words and/or ideas—of another person—fellow student, published author, or paper seller--and passing them off as one's own.

☐ A**mericans 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. 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. SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If a student has a disability that will affect adversely his/her work in this class, then the student is encouraged to register with the SHSU Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu) and to talk with the instructor about how best to deal with the situation. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until the student registers with the Disabilities Office. All requests for accommodation must be initiated by the student. For the complete policy see: http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf

☐ **Religious Holidays:** 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 will 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:** As this is an online class, there can be no visitors in the classroom. Of course, you are not allowed to let someone submit work for you or take quizzes and exams for you.

Overview of Activities	Throughout the semester, you will complete a variety of assignments—both in and out of the classroom. I will provide detailed assignment sheets, supporting documents, and due times/dates. These documents will also be available via our course's online companion site.
	Note: The prerequisites for this course are ENGL 1301 and 1302; accordingly, you must have full understanding of basic grammar and writing mechanics before taking this course. Students who lack proficiency in basic grammar and writing mechanics cannot expect to pass this course.
Readings from Your Text	All students must obtain a copy of the textbook by the first due date. Your textbook offers a wealth of information regarding theories, genres, methods, and real-world applications of technical writing. I will assign readings that supplement the activities and deliverables for this course.
Exercises	I will assign exercises from your text to engage you in the theory and practice of creating effective documents.
Collaborative Assignments	Collaboration affords opportunities for experimenting with documentation techniques, collaborating with teammates, providing/receiving feedback, and applying principles covered in our readings and discussions.
Peer Review	Peer review can help you hone your documents and focus ideas as you work closer towards a final draft. I will help you identify and practice constructive peer-review techniques, and I will give you notice of dates on which we will conduct peer-review sessions.
Correspondence	E-mail is a part of our daily lives—whether at home, school, or work. This key genre in technical writing must be used effectively, and you will have many instances to practice your daily writing skills via e-mail. Because we are in a technical-writing course, every e-mail that you send to clients, your classmates, or me must demonstrate what you are learning in this advanced writing course. We will focus on principles of effective correspondence early in the semester, and you will practice these principles for the remainder of your professional life.
Assignment Drafts	You will produce drafts and/or mockups of your major documents and the formal project. Drafts are integral to producing effective, professional documents, and they allow me opportunities for helping you improve your documents before you submit them for my final review.
Major Documents	You will complete a series of major documents, which will allow you to practice working with the following: • Correspondence • Technical-writing style and document design • Proposals • Instructions • Job correspondence

Formal Project	Your formal project is a medium-to-large technical document that allows you to apply the principles learned from all major documents. I will provide a detailed description of the formal project early in the semester, so you will have opportunities to plan and workshop your ideas.
Instructor Evaluations	Toward the end of the semester, students will have the opportunity to evaluate this course and its instructor. These evaluations allow students to rate the efficacy of the instructional methods as well as their perceptions of the course in general. Any information provided by students is anonymous, and instructors do not receive students' evaluations until the following semester.

The Writing Center

 I encourage you to take advantage of the Academic Success Center's Writing Center, which offers online tutoring. Please visit http://www.shsu.edu/~wctr for instructions on scheduling a session.

Caveat: This syllabus and schedule are subject to change. Your continued enrollment implies agreement with and adherence to the requirements of the course.