# ENG*202 – CRN 3220 – TECHNICAL WRITING – FALL 2017
Online – Blackboard

***Students must activate and regularly check their MxCC E-mail addresses in addition to their Blackboard Mail. Important messages from this class and the college will be sent to MxCC e-mail addresses. ***

Instructor: Dr. Eva Jones                                                    E-mail: ejones2@mxcc.edu
Office: Snow Hall, 520                                                       Phone: (860) 343-5854
Office Hours: Mondays 12:30pm – 4:00pm, Fridays 10:00am – 12:30pm, and by appointment.

## Course Description:
Practice and analysis of formats used in scientific and industrial writing. **This may not be used as a 200-level literature course.** *Prerequisite:* Either ENG*101ALP, ENG*101E, or ENG*101 (Updated November 2014) *(Fulfills an "L" course requirement for students who enrolled in a degree program prior to the Fall 2016 semester.)*

## Required Text:
Gurak, Laura, and John Lannon. *Strategies for Technical Communication in the Workplace.* 3rd edition. New York: Pearson, 2016.

**Blackboard:** This course is an online course and thus, students will need consistent internet access in order to complete the coursework.  As a system, Blackboard requires *at least* high-speed internet access (this access can be gained at various coffee shops or any place of business that offers free WiFi).  Blackboard offers a network on which I will post the syllabus, quizzes, assignments, lectures, and discussion questions – all of which students will need to consistently access in order to complete.  All students are encouraged to complete orientation for online classes. This orientation will help familiarize with the tools necessary to complete this course and can be completed online if you click on this link.  Please know that Blackboard is the ONLY way to submit assignments and the main source for contacting me during the course.  Use MyCommnet in order to access to Blackboard.  Students who experience technical difficulties should contact Distance Learning at 860-343-5756.

## Course Outcomes:
Generally, students will learn to write effective communications for the technical workplace in science, business and industry, with emphasis on clarity and correctness. Through the following units, students will meet the following specific goals:
*Content*
- learn to compose a variety of technical communications
- learn to focus on users' needs in generating technical information
- learn to design effective graphics
- learn to recognize ethical issues in the workplace
- learn various ways of delivering technical information by reading professionally written examples

*Organization*
- learn to place ideas in effective sequences
- learn to create clear, helpful connections between sentences and paragraphs

*Mechanics*
- learn to use correct grammar, sentence structure, punctuation, and spelling
- learn to use correct forms of documentation as needed

*Form*
- learn to compose in a variety of standard formats: memos, standard letters, résumés, proposals, abstracts, progress reports, etc.

*Style*
- learn to write in a concise manner emphasizing order and logic
- learn to use appropriate vocabulary to insure clarity

*Process*
- learn to produce professionally acceptable writing through revision
- learn to manipulate form and information on a computer

## ENG*202 TAP Competencies:
This course is important because it will strengthen your critical thinking skills as well as your ability to analyze and write for professional audiences.
- Written Competency (full competency): Students will be prepared to develop oral messages and written texts of
- varying lengths and styles that communicate effectively and appropriately across a variety of settings.
- Critical Analysis and Logical Thinking (full competency): Students will be able to organize, interpret, and evaluate evidence and ideas within and across disciplines; draw reasoned inferences and defensible conclusions; and solve problems and make decisions based on analytical processes.

**Course Requirements:** Students in this course will need to attend class, participate in class, complete the required homework assignments, and complete the required writing assignments. The following provides detail on what this section of the course will require.

**Blackboard Messages:** Students in this course are required to use Blackboard Messages, a class specific e-mail box, as their primary means of contact with the instructor. Sending me a Blackboard Message is the best way to contact me with questions or to schedule conferences. If you are unable to contact me via Blackboard, reserve use of MxCC e-mail as a back-up or emergency means for contact. I try to be as vigilant as possible in checking my e-mail and I do check it at least once a day, so I ask students to give me a 24-hour window for response. If I have not responded in 24 hours, please resend your request/e-mail. As a result, I ask that students also check their MxCC e-mails as I may send reminders or important messages. However, important messages will occasionally be sent to your MxCC e-mail address. Students should check that e-mail account regularly or they may forward it to an e-mail address that they do check regularly. See the link at start of the syllabus for information. Additionally, papers or assignments may <u>not</u> be messaged/e-mailed for credit, please post your papers and assignments to the appropriate place in Blackboard.

**Textbook and Materials:** It is required that students purchase a textbook to complete the course. Students should also have regular access to Blackboard in order to download the week's lecture notes, assignments, weekly quizzes, etc.

**Lecture Notes:** Each week I will post lecture notes to accompany the reading assignment (I will usually have these up and ready for you every Sunday). Within each week's notes, I will provide topic information, reading schedule, reading information, things to think about. Within these notes, I will also provide assignments/assignment instructions at the very end. **It is _imperative_ for students to read each week's notes carefully in order to stay on top of deadlines and demands throughout the course.**

**Quizzes:** Each week there will be a reading quiz posted on Blackboard. These quizzes will be unlocked on **SUNDAY** at 12:00am (when the lecture notes are posted) and will be available until 11:59pm on **WEDNESDAY** of each week (timeframes may alter and if they do, it will be appropriately stated within the course schedule and lecture notes). At the deadline, the quiz will be locked and graded; thus, no student may access that quiz. No quiz may be completed or made up after it is locked. Sometimes, writing assignments will be given as quizzes – such instances will be detailed in the lecture notes for that week and are indicated on the course schedule. Quizzes will be averaged together at the end of the semester and factored into your final grade.

**Assignments:** After students complete each reading assignment or near the end of the week, students will be required to complete an assignment. Assignments are smaller scale projects, to help demonstrate mastery of specific topics. Such assignments may include a discussion post, an individual assignment, a collaborative assignment, or other kinds of tasks. The lecture notes will provide instructions and deadlines for each assignment. These assignments will also help give students a start on their larger projects.

**Projects:** There will be six projects assigned throughout this course: Writing a Set of Instruction, Writing a Clear Description, an Informal Report, a Resume and a Cover Letter, a Proposal, and a Formal Report. All project assignments will be posted within the lecture notes on Blackboard with explicit guidelines and deadlines.

**General Criteria for Assignments:**
- **A and B papers** are well above average in the fulfillment of the assignment directions, including critical analysis, development, style, mechanics, grammatical correctness, and support with evidence (when the assignment calls for it). On an organizational level, the assignments are framed in third person (unless indicated otherwise) and include topic sentences and transitions. Paragraph discussion is thoughtful, organized, unified, and coherent. Assignments, when necessary, contain accurate use of the MLA format for Works Cited, in-text citations. Lastly, these papers follow the directions to the assignment fully and also apply the writing strategies from class text.
- **C papers** contain issues with grammar, organization, development, and/or support. The assignment may also not follow the directions fully and may not employ appropriate technical writing practices, as defined by our text.
- **D or F papers** are those that do not meet the assignment, contain numerous errors, lack logical organization, and/or focus on generalities rather than development.

**Deadlines:** All deadlines are posted within the weekly lecture notes and/or the course schedule of the syllabus. Unless special arrangements have been made with me, penalties will be applied to late papers/assignments and papers/assignments will not be accepted one week from the original due date. No extensions will be granted for quizzes.

**Formatting Papers:** All essays, or projects, need to be posted to Blackboard by the stated deadlines. Basic requirements for assignments are as follows:
- All essays for this course must be typed and generated with a word processing program. This means that students need to save all work on a hard drive or flash drive (having this work saved will save all students extra, unnecessary work).

- Each project must be submitted with your name, class/course number, date, and the instructor's name (MLA heading) in the upper, left-hand corner of the first page.
- Page numbers and the student's last name will appear within the upper, right-hand corner of all pages but the first.
- All papers must be double spaced.
- All papers need to follow MLA 8 Guidelines
- Papers may not be e-mailed outside of Blackboard. It is a student's responsibility to manage his/her time and post all assignments in the appropriate places by the stated deadlines.

**Office Hours and Conferences:** You are welcome to schedule an appointment to meet with me in person. See my contact information on the first page and please provide adequate notice (24-48 hours) so that I may respond to your request. Since this is an online class, please know that I can also have Skype or phone conferences with students.

**Academic Support**
- Tutoring is available at the Learning Center in Chapman Hall. If you visit a tutor, please bring the assignment with you. Attach the drafts and the work that you did with the tutor to the back of your assignments when they are due in class.
- Computers are available in Wheaton Hall and Chapman Hall

**Grading Scale:** Your final grade will be calculated according to the following percentages:

Quizzes = 30%
Assignments = 30%
Projects =40%
- Writing A Set of Instructions
- Writing Clear Descriptions
- Informal Report
- Resume and Cover Letter
- (Formal Report) Proposal
- Formal Report

Final grades will be calculated according to the grading percentages listed above and the final grade of A-F will be determined by the following scale:

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| A = 93-100 | B = 83-86 | C = 73-76 | |
| A- = 90-92 | B- = 80-82 | C- = 70-72 | F = 0-59 |
| B+ = 87-89 | C+ = 77-79 | D = 60-69 | |

**Withdrawals:** A student may withdraw from any course after the add/drop period, until the end of the 11th week of the semester (for the Fall and Spring semesters). This deadline is published in the Academic Calendar and is **Friday, November 10, 2017.** A student must take the responsibility for initiating and completing a withdrawal. It is in the best interest of the student to discuss a withdrawal with his or her academic advisor, and/or the instructor of the course. A student who wishes to withdraw from a course must:

1. Obtain a withdrawal form from the Records Office,
2. Fill in and sign the form,
3. Obtain the signature of the course instructor, and (if applicable) financial aid staff member and/or veterans counselor, and
4. Return the completed form to the Records Office prior to the deadline.

A student who wishes to completely withdraw from MxCC must notify the Records Office of that intention. The College prefers the student to come in personally and obtain signatures as described above. However, notification may be made in writing. A withdrawal will be recorded as a "W" on the student's transcript. Withdrawing from a course makes the student ineligible for Dean's List recognition in that semester. A student who misses the withdrawal deadline, and who has extenuating circumstances, may choose to file an "Appeal for Late Withdrawal" form with the Dean of Academic Affairs. This form must be signed by the instructor indicating his/her permission for withdrawal before the appeal will be considered. Any student who stops attending a class and fails to complete a withdrawal form will receive a letter grade for that course (A – F).

**ADDITIONAL SYLLABUS INFORMATION ON COLLEGE-WIDE POLICIES**
For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather/emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/

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**Week 1 (8/29 – 9/3): Introduction to the Course**

**Reading:** Week 1 Lecture Notes, Chapters 1 and 3

**Assignments:** Getting to know Blackboard Assignment due Sunday, 9/3 @ 11:59pm.

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**Week 2 (9/4 – 9/10)**

**Reading:** Week 2 Lecture Notes, Chapters 5 and 6

**Assignments:**
Quiz #1 (9/3 – 9/6@ 11:59pm)
See Week 2 Lecture Notes for Assignment Details

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**Week 3 (9/11 – 9/17)**

**Reading:** Week 3 Lecture Notes and Chapter 13

**Assignments:**
Quiz #2 (9/10 – 9/13 @ 11:59pm)
See Week 3 Lecture Notes for Assignment Details.

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**Week 4 (9/18 – 9/24)**

**Reading:** Week 4 Lecture Notes

**Assignments:**
Quiz #3 (9/17 – 9/20 @ 11:59pm)
Project #1: Writing a Set of Instructions due by 11:59pm on Sunday, September 24th.

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**Week 5 (9/25 – 10/1)**

**Reading:**  Week 5 Lecture Notes and Chapter 12

**Assignments:**
No quiz this week.
See Week 5 Lecture Notes for Assignment Details.

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**Week 6 (10/2 – 10/8)**

**Reading:** Week 6 Lecture Notes

**Assignments:**
Quiz #4 (10/1 – 10/4 @ 11:59pm)
Project #2: Writing a Clear Description due by 11:59pm on Sunday, October 8th.

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**Week 7 (10/9 – 10/15)**

**Reading:** Week 7 Lecture Notes and Chapter 10

**Assignments:**
No quiz this week.
See Week 7 Lecture Notes for Assignment Details.

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**Week 8 (10/16 – 10/22)**

**Reading:** Week 8 Lecture Notes and Chapter 15

**Assignments:**
Quiz #5 (10/15 – 10/18 @ 11:59pm)
See Week 8 Lecture Notes for Assignment Details.

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**Week 9 (10/23 – 10/29)**

**Reading:** Week 9 Lecture Notes

**Assignments:**
Quiz #6 (10/22 – 10/25@ 11:59pm)
Project #3: Informal Report due by 11:59pm on Sunday, October 29th.

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**Week 10 (10/30 – 11/5)**

**Reading:** Week 10 Lecture Notes and Chapter 9

**Assignments:**
No quiz this week.
See Week 9 Lecture Notes for Assignment Details

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**Week 11 (11/6 – 11/12)**

**Reading:** Week 11 Lecture Notes

**Assignments:**
Quiz #7 (11/5 – 11/8 @ 11:59pm)
Work on Resume and Cover Letter

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**Week 12 (11/13 – 11/19)**

**Reading:** Week 12 Lecture Notes

**Assignments:**
No quiz this week.
Project #4: Resume and Cover Letter due by 11:59pm on Sunday, November 19th.

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**Week 13 (11/20 – 11/26)**

**\*\*Thanksgiving Break: 11/22 – 11/26\*\***

**Reading:** Week 13 Lecture Notes, Formal Report Assignment, and Chapter 17

**Assignments:**
No quiz this week.
See Week 13 Lecture Notes for Assignment Details

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**Week 14 (11/27 – 12/3)**

**Reading:** Week 14 Lecture Notes and Chapter 16

**Assignments:**
Quiz #8 (11/26 – 11/29@ 11:59pm)
Project #5: Proposal for Formal Report due by 11:59pm on Sunday, December 3rd.

**Week 15 (12/4 – 12/10)**

**Reading:** Week 15 Lecture Notes and Chapter 2

**Assignments:**
Quiz #9 (12/3 – 12/6 @ 11:59pm)
Complete research for Formal Report and <u>submit an Annotated Bibliography by 11:59pm on Sunday, December 10th</u>.

**Week 16 (12/11 – 12/17)**

**Reading:** Week 16 Lecture Notes

**Assignments:**
Quiz #10 (12/10 – 12/13 @ 11:59pm)
<u>Project #6: Formal Report due by 11:59pm on Sunday, December 17th.</u>

**Disclaimer:** Instructor reserves the right to change or modify any part of this syllabus or outline to meet instructional needs. All changes will be announced/distributed in class and published on Blackboard.