

**COURSE SYLLABUS
ENGL 2311
TECHNICAL WRITING
Fall 2011**

Taught online

***PRINT THIS OUT AND REFER TO IT OFTEN.
EVERYTHING YOU NEED TO KNOW ABOUT THE
CLASS IS IN HERE!***

***You will have to take a "test" over this syllabus—
that is the only way I know for sure you've read it
thoroughly!***

Instructor: Linda Haynes

Email: linda.haynes@clarendoncollege.edu – or best way to catch me is through WebCT email.

Office Hours: I have several hours each week available for on-line "office hours," using [WebCT](#). Office hours include responses to email and assigned discussion postings throughout the semester.

Textbook: Lannon, John M. *Technical Communication, 9e*. New York: Addison Wesley Longman. You can get the book from the Clarendon College bookstore.

Course Description: A course involving correctness and effectiveness in technical writing for students of agriculture, engineering, business, science, and other technical fields. Principles of exposition are applied to actual problems in these and other subjects.

Statement of Purpose: This course partially satisfies the requirements for the Associate degree at Clarendon College and is designed for transfer to a senior college.

General Course Objectives: Students will understand and be able to demonstrate in writing the knowledge, skill, and appreciation regarding techniques necessary for effective communication in technical fields. See Course Objectives below for specific objectives.

TEACHING PHILOSOPHY: It is my firm belief that students who take the responsibility for learning will learn the most. Therefore, in this class I will be acting more as a "facilitator of learning" than a "traditional teacher." What you learn in this course will come primarily from these sources: textbook exercises, lab assignments, bulletin board postings from instructor and students, chat room discussions with fellow classmates and me, and email messages from other students and me. If you ever need extra help, remember that I am only a phone call or an email message away.

SPECIFIC COURSE OBJECTIVES: Upon completion of this class, the student will

Knowledge and understanding

Distinguish between technical writing, academic writing, and essay writing.

Discuss the requirements of good style in technical writing.

Write introductions, conclusions, and transitions in documents.

Determine what kinds of reports fit different situations.

Find and to use published information.

Skills and abilities

Compose effective business letters.

Design and implement graphic aids.

Acquire skill in practical communication.

Master the fundamental types and techniques of exposition pertinent to engineering, business, scientific, and agricultural reports.

Produce common reports.

Attitudes and appreciations

Recognize the importance of a carefully prepared manuscript.

Demonstrate consideration of the reader.
Appreciate a scientific approach to everyday problem solving.
Realize and accept the importance of meeting responsibilities.

Exemplary Objectives

Produce a longer research report or real-world project
Decide how to most effectively format a document, giving consideration to the audience, context, time constraints, and available resources.

INSTRUCTIONAL PROCEDURES:

Collaborate with students on-line.
Provide additional materials for class assignments and study when needed.
Grade and discuss student writing assignments on-line and in class.
Direct and assist students in library and Internet research.
Work with students individually whenever possible.
Conduct bulletin board messaging, chat room conferencing, PowerPoint presentations, and emailing of assignments and projects.

COURSE POLICIES

STUDENT REQUIREMENTS:

Regular attendance (for online classes (that means checking email at least every two or three days)
Complete all written weekly assignments and communication assignments (bulletin board postings)
Complete unit tests and final exam

ABOUT ASSIGNMENTS: Assignments will be uploaded into the Drop Box area of the Web CT server. Click on the "How To..." link on the homepage then "How to Submit Assignments." This is a little tricky: you **SIMPLY MUST FOLLOW THESE DIRECTIONS EXACTLY FOR YOUR ASSIGNMENTS TO BE SUBMITTED PROPERLY.** Specific directions will be given with each assignment. I will notify you when I have received the assignments. Assignments are to be turned in on time. You will generally have at least one week to complete assignments. You can certainly turn the assignment in early; however, if the assignment is not turned in on time, you will receive a zero. You will know if it is late because the Dropbox icon will indicate "Not Available." Contact me on by WebCT email; I check it almost every day.

It is, of course, possible that someone will have some technological difficulties (computer crashes or our server goes down). If this should happen, I will let you know what to do. You will certainly not have points deducted when something happens beyond your control. **BUT YOU HAVE TO CONTACT ME IF YOU HAVE TROUBLE SUBMITTING YOUR WORK.**

The best way to get my attention quickly is to text me on my cell phone—806-664-3139.

DROPPING THE COURSE: If you decide that you cannot continue with the course, you should go through the proper process for dropping a course so that you don't receive an "F" on your transcript. I won't drop you from the class – you must do that yourself. For heaven's sakes, don't just quit coming! If you see you are having serious trouble or something comes up you couldn't foresee, please come talk to me and we'll see if we can work something out before you drop. See the [College Catalog](#) and refer to sections under Academic Information entitled "Schedule Changes" and "Dropped Course Grades" for specific information.

WITHDRAWAL FROM COLLEGE:

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W."

HOW I GRADE: I grade document assignments and exercises as “superior, good, acceptable, or unacceptable.”

Superior documents (you’ll get a grade of 100)

- meet professional requirements as if you were in a real workplace setting
- have only one or two spelling, grammatical, or mechanical errors
- are organized in a logical and readable style
- are designed appropriate and correctly (memos look like memos are supposed to look, etc.)
- are the **ONLY ONES THAT EMPLOYERS WILL ACCEPT!!**

Good documents (you’ll get a grade of 85)

- satisfy most of the superior requirements but contain some mechanical and spelling errors that can be easily corrected
- contain no more than three or four spelling, grammatical, or mechanical errors
- are not organized as logically and thoughtfully as superior documents

Acceptable documents (you’ll get a grade of 70)

- satisfy some of the superior requirements but contain some mechanical and spelling errors that can be easily corrected
- are not organized logically and are confusing to the reader
- need quite a bit of revision to be acceptable

Unacceptable but completed documents (you’ll get a grade of 50)

- need extensive revision to meet all the requirements or has so many mechanical, rhetorical, or design errors that would distract the reader

GRADES AND GRADING: Grades will be calculated as follows

Average of unit evaluations, including final	45%
Assignments (documents and exercises)	25%
Research project or real-world document	20%
Periodic progress reports	10%

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = below 59

ACADEMIC INTEGRITY (HONESTY)

Clarendon College’s Official Policy:

“Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsible of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Academic dishonesty (cheating) violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (5) entering an office or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (10) plagiarizing. Plagiarism is the using, stating, offering, or reporting as one’s own, an idea, expression, or production of another person without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source written by someone other than the student claiming credit, or stolen from another student.

While academic honesty is the responsibility of the individual student, the classroom teacher is responsible for maintaining ethical behavior within the classroom. The classroom teacher will be responsible for deciding what actions will be taken if the need arises for the dispensing of discipline due to inappropriate actions by a student.

Each incident, whether occurring in workforce or academic courses, will be reported to the Dean of Students. The report shall include the course, instructor's name, student's name, and a brief explanation of the infraction. The Dean of Students will keep records of these reports. If a student has more than one infraction, the Dean will meet with the instructors involved within 14 days, and they will decide upon a course of action."

My Policy in Addition to the Official Policy:

In order to help students learn in an academic environment, I adhere to a strict policy regarding academic honesty. Anyone who is dishonest in any way (including the following examples) will receive a zero on that CATEGORY (not just the assignment or test) with no opportunity to make up the zero and will receive a grade of F if it happens twice. Clarendon College defines cheating as anyone who:

- Cheats on an assignment by letting someone else complete part/all of your work by
 - using someone else's files
 - letting someone else use your files**
 - using the Internet illegally (we'll do an exercise on plagiarism)
 - using any kind of electronic device for unauthorized testing purposes

** It is your responsibility to protect your electronically saved files. If someone else turns in an assignment as if it were that student's work but it is work that you completed, I will have to assume that you allowed it to happen. Therefore, make sure your saved files are kept in a place where others cannot copy them. I take plagiarism VERY seriously, as do most instructors, and will not tolerate it.

NEVER LET ANYBODY USE YOUR COLLEGE LOGIN OR PASSWORD!!! GUARD IT WITH YOUR LIFE!

PLAGIARISM: Read the following explanations carefully and be sure that you understand them.

1. Word-for-word plagiarism: The student quotes his or her source without using quotation marks. Even if the student cites the source, he or she is still plagiarizing because proper quotation procedures were not used.
2. Paraphrased plagiarism: The student uses a source and with the exception of changing a few words or phrases essentially quotes the original. Even if the source is properly cited, the writing is still plagiarized because the student has used the author's style, vocabulary, and content and claimed it as his or her own.
3. Improper citations: If a student uses someone's information other than his or her own, the source of the material must be properly cited. Failure to do so is plagiarism.
4. Improper use of ideas: Ideas are as equally protected as words. If the student uses someone's ideas, but expresses them in his or her words, the student plagiarizes if he or she does not cite the source of the idea.
5. Internet use: Copying and pasting from the Internet is plagiarism. Purchasing papers from a paper mill is plagiarism.
6. Student sharing: While students are certainly free to work together and study together, an assignment that calls for individual work must reflect the student's personal effort. If a student borrows or copies another student's work, that is plagiarism. If a student has another student write a paper, that is plagiarism. If two students collaborate on an individual assignment and turn in the same work, that is plagiarism.

Plagiarism is a serious academic offense. It involves legal issues about improper use of materials that do not belong to the student. Plagiarism is unethical. A student must do his or her own work; otherwise, the learning

process is compromised. Plagiarism is unfair to fellow students who take the time and make the effort to do their own work. Essentially, plagiarism is cheating and will not be tolerated.

PROGRESS REPORTS: The purpose of the progress reports is to get you into the habit of writing. In business and industry, you often have to keep a log of your day's tasks, prepare progress reports on projects, give periodic updates, and so on. This will get you into the habit. Progress reports will be due on specified weeks, submitted through the Dropbox. Tell me how you have progressed during the class, your thoughts/wishes/gripes/frustrations with the class, and how you feel the assignments will help you in your chosen careers. Write at least three or four paragraphs. Since this IS still an English class, I will be looking at spelling, grammar, mechanics! Pretend that you're preparing these for an actual company. If you submit them professionally with very few errors (less than three), you will receive a grade of 100. If the report has more than three errors, you will get a 70. Don't submit your progress reports, and you will get a zero. The Dropbox will indicate the week you should send in.

PARTICIPATION ACTIVITIES: We will have in-class and bulletin board discussions throughout the semester. The purpose of these discussions is to bring you into the "community" of the classroom and make you begin to feel like you are a professional in your field. In the real world of business and industry, you have discussions, meetings, and conferences about various topics all the time. **You will need to post at least 20 messages in our bulletin board – each message counts 5 points on your participation grade.**

RESEARCH PAPER OR REAL-WORLD DOCUMENT: Depending on how many people we have in class, you will prepare either a research paper or a real-world document in order to get you more involved in researching methods that you will use in workforce. As I have said before, I want this class to prepare you for the workforce. In business and industry, you often have to conduct primary or secondary research for budgets, proposals, new products or services, and so on.

If you prepare a research paper, the paper will be from five to six pages long, prepared in Microsoft Word and submitted to me via the Dropbox titled "Submit Research Paper." We will discuss possible topics you may consider later.

Use MLA Style, and PLEASE BE SURE TO WATCH GRAMMAR, PUNCTUATION, ETC. I will count off for things of that nature, of course. Or, there are a ton of sites giving you examples of writing research papers in MLA style.

I will compile all these and post them for the whole class to see and respond to (that will be about our last topic of discussion in the bulletin board).

For five points of extra credit, you can prepare and submit PowerPoint presentation in conjunction with the research paper. If you need help with the slides or have never done PowerPoint, I am more than glad to help you, or the lab assistant on the main campus can aid you. Or, if you rather, email some of your fellow classmates and see if they have worked with the program and can give you some assistance.

I will have more information for you later in the semester if you prepare a real-world document.

ABOUT TESTS: You will have on-line objective and short-answer tests.

ACCOMMODATIONS POLICY: Clarendon College provides reasonable accommodations for persons with disabilities. Should you have a recognized disability and require special accommodations, you must notify either of the following individuals as soon as possible: Dean of Students or your instructor.

SYSTEM REQUIREMENTS (needed to submit homework in WebCT if you don't prepare it at the college)

Hardware Required:

Pentium 133 computer or better with minimum 32 mb RAM (To check: My Computer, Control Panel, System, General tab)

Screen resolution best at 800x600 (To check or re-set: My Computer, Control Panel, Display, Settings tab)

Software Required:

Windows 95 or higher

Microsoft Office 97 or higher, especially MS Word (if you don't have MS Word, you can use Windows Word Pad, which can be found by clicking on your computer Start, Accessories, Word Pad
Email address

Internet Access using a common browser

WORD PERFECT OR MS WORKS WILL NOT WORK THROUGH WEBCT!!!! If you do not have MS Word, you can prepare the documents in WordPad and save the file as a "rich text file" (.rtf) or text (.txt) file. WordPad is in your computer Accessories. Go to Start, Programs, Accessories, WordPad

You CANNOT prepare documents in WordPerfect unless you save them as an .rtf file.

Basic Computer Skills Needed:

Keyboard and mouse usage, starting/closing programs, manipulating windows, using menus, toolbars, dialog boxes, and scroll bars. basic word processing and spreadsheet skills. [Continuing education classes](#) are also offered on campus to help you develop these skills.

Special Skills Required for Taking an On-Line Course:

1. Sending and receiving email
2. Working knowledge of the web
3. Basic knowledge of computer operations

TENTATIVE COURSE OUTLINE

The following is a course outline for this semester: (Remember, assignments and tests will be due on Sunday at midnight). **Specific assignments are listed in WebCT under Outline of Assignments.**

Weeks 1-2:	Chapters 1-3
Week 3:	Chapters 4-5
Week 4:	Chapters 6 Test #1, Ch. 1-6
Week 5:	Chapters 7-9
Week 6:	Chapter 10 Test #2, Ch. 7-10
Week 7:	Chapters 12-13
Week 8:	Chapters 14
Week 9:	Chapters 15-16
Week 10:	Chapters 17 Test #3, Ch. 12-17
Week 11:	Chapters 18 and 20
Week 12:	Chapter 19 Research paper due
Week 13:	Chapters 22-23 Test #4, Ch. 18-23
Week 14:	Chapters 24-26
Week 15:	FINAL, Ch. 24-26

[\(back to categories\)](#)