

**Instructor:** Linda Haynes

**Email:** [linda.haynes@clarendoncollege.edu](mailto:linda.haynes@clarendoncollege.edu)

Or through the Mailbox on the Home Page

**Office hours:** Contact me via TEXT message at 806-664-3139 from 8 a.m. to 6 p.m., Monday through Friday during the semester.

**Textbook:** Lannon, John M. and Laura J. Gurak. *Technical Communication, 12e.* New York: Addison Wesley Longman. The book is available at 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.

**Teaching Philosophy:** Students who take responsibility for their own learning will be most successful in this class. Your learning will come from the textbook exercises, PowerPoints, practice tests, and email messages. If you need extra help, you are encouraged to contact me through the Mail Box on the Home Page or text me at 806-664-3139 during regular hours.

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

Distinguish between technical writing, academic writing, and essay writing

Discuss the requirement of good style in technical writing

Write introductions, conclusion, and transitions in documents

Determine what kinds of reports fit different situations

Find and use published information

Compose effective business letters

Design and implement graphic aids

Produce common reports

### INSTRUCTIONAL PROCEDURES:

Provide additional materials for class assignments and study when needed

Grade and discuss student writing assignments online.

Provide PowerPoint presentations and emailing of assignments and projects

### COURSE POLICIES

### STUDENT REQUIREMENTS:

Regular attendance (for this class, that means checking email every two or three days)

Complete all written weekly assignments on time

Complete unit tests and final exam.

Complete research project.

### About assignments:

You **MUST** upload assignments through the Assignment Drop Box on the due date. You may turn in assignments early, but you may not turn in assignments after the due date. **IF OUR SERVER GOES DOWN**, I will adjust the due date to give you more time. **YOU MUST CONTACT ME IF YOU HAVE TROUBLE SUBMITTING YOUR WORK.** Again, the best way to get my attention instantly is to text me.

### Dropping the course:

If you decide that you cannot continue with the course, you should go through the proper process for dropping a course to avoid a failing grade. See the college catalog for procedures to drop.

### **Withdrawing from college:**

Please see the college catalog for proper procedures to withdraw from college.

### **HOW I GRADE:**

I grade document assignments and exercises with a numerical grade, based on the assignment.

Grades will be calculated as follows: Weekly assignments, 40 percent; tests (including final) 40 percent; research project, 20 percent.

### **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.