

English 2311 Syllabus (Summer 2018)

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***Email is the best way to contact me.**

Contact

The best way to contact me is via email (see above). However, if you have any issues, we can make other arrangements, like Skype or another messaging service. If you have problems, simply contact me. I'm here to help.

I work hard to reply to emails within 24 hours Monday-Thursday and Friday during my office hours.

Course Description

Students will be instructed in the design and preparation of technical writing projects appropriate to the world of work, including resumes, letters, proposals, reports, instructions, brochures and oral presentations. Students will be encouraged to consider the audience of each of their technical communication assignments, paying particular attention to design, style and tone as they deliver accurate and thorough results that are thoughtfully prepared for their readers.

Required Text

Gurak, Laura J., and John M. Lannon. *Strategies for Technical Communication in the Workplace*. 3rd ed., Pearson, 2016.

****You should have the book by the second week of the summer session.**

Objectives and Outcome

Upon successful completion of this course, students will:

- Know the requirements of appropriate style and organization in technical communication
- Understand the elements of visual elements in technical communication
- Write various type of technical reports
- Understand basic types of graphic aids and be able to incorporate them in written and oral reports
- Realize the importance of personal responsibility in preparing documents and meeting deadlines
- Understand and deal with ethical issues of technical communication

Course Work

Resume/Cover Letter	10%
Business Plan Outline	20%
Sales Document	15%
Handbook/Report	20%
Final Exam	15%
Misc. Work	20%

Grade Availability

As this is an online course, you will always have access to your current grades. Simply click on the My Grades link to view individual assignment grades and your current course grade. You should check your grades weekly.

Grading Timeline

Reading quizzes are graded automatically. I will try to get your major assignments graded within a few days. However, they may take up to a week (or sometimes more) to be graded. As soon as assignments are graded, they will be available under the My Grades tab. You can also review feedback for your essays.

Submitting Essays

You will submit assignments and responses under the Writing Assignments tab on Blackboard.

- Documents must be saved and submitted as Microsoft Word files (.doc or .docx). These are the only formats that Turnitin will readily accept.
- If I can't open your file, it will receive a zero.
- Once your paper has been graded, you will be able to view my feedback.

Late Work Policy

In order to treat all students fairly, late work will not be accepted in this course, unless there are extreme circumstances. This is an online course, so you will have a week to complete minor assignments (like discussion board posts, homework, reading quizzes, etc.). All major assignment due dates are on the Course Schedule. See below.

Academic Integrity

The guidelines set forth in the South Plains College catalog will be followed. From the catalog:

Cheating: Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to

cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

Plagiarism: Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of fellow student, is guilty of plagiarism.

Plagiarism is another word for academic dishonesty and is a form of theft. All of the writing and the ideas in your writing (e.g., journals) must be your own. Any attempt to pass off the work of someone else as your own will result in an F for the course.

Failure to comply with this policy **will** result in a '0' (no credit) for the assignment and can result in an "F" for the course if circumstances warrant. Please note that essays cannot be "recycled" – reusing previous essays that you have written is still a form of academic dishonesty. All writing in this class must be new and original.

Turnitin

Work and essays written **MUST** be submitted to Turnitin via Blackboard. An unfavorable Turnitin report may result in a zero for the assignment. A failure to upload to Turnitin will result in a zero for the written work, regardless of quality.

Blackboard, Internet Access, and Word Processors

Blackboard is the website host for our class, where you are able to view and access homework, view and print out class *PowerPoint* lessons, check your grades, view the syllabus, and utilize additional links. You will need internet access and a word processor to complete your homework assignments. If you do not have a computer or reliable internet access, you will need to plan time into your weekly schedule to use the SPC computer labs on the Levelland, Reese, or ATC campuses or find a computer with reliable, fast internet access and a word processor that you can use on a regular basis. Access our Blackboard course from the SPC homepage: <http://www.southplainscollege.edu/> or at:

<https://southplainscollege.blackboard.com>.

You **will need** to view *PowerPoint* presentations and *Microsoft Word* files, as found under the *Course Content* tab. In order to fully participate in the course, you will need access to *Microsoft Office*. SPC provides *Office 365* for free for all students. You can download the programs here:

[https://myspc.southplainscollege.edu/ICS/Students/Information Technology/Computer and Software Purchases.jnz?portlet=Microsoft Office365](https://myspc.southplainscollege.edu/ICS/Students/Information%20Technology/Computer%20and%20Software%20Purchases.jnz?portlet=Microsoft%20Office365).

Reading Quizzes and Discussion Boards

It is especially important that you read the assigned materials. Therefore, in order to ensure that you are keeping up with the readings, you will be required to complete reading quizzes or submit discussion board posts on Blackboard. Be sure, before taking the tests, to read each text carefully. You will not have time, once the quiz begins, to look up answers. These reading quizzes cannot be made up and will not be accepted late.

Attendance Policy

If you have not logged into the course by the fourth class day (June 8th), your access to the course will be blocked and the Registrar's Office will remove you from the class roster.

I recommend that you access English 1302 daily Monday through Thursday to complete the day's tasks or assigned readings. To be successful, do NOT procrastinate until the night before assignments are due.

Online Etiquette

Since you are college students, you are expected to conduct yourselves professionally.

Be Respectful. Show respect to yourself, your classmates, and your instructor. Be courteous and professional in all of your written communication. Any student who displays rude or confrontational behavior will be permanently blocked from the course.

Tips for Success

1. Professional Writing. Your written work and communication should reflect that you are in a composition course. All essays should be written in scholarly, Standard Academic English.
2. Communicate. If you do not understand the assignment, call or email me. I am here to help you! However, try to contact me in a timely fashion. Do not email me the night before an assignment is due. I work hard to respond to emails within 24 hours, except on the weekends.
3. Be Organized. Give yourself enough time to complete each assignment. Do not fall behind in the course.
4. Be Studious. Internet courses require self-discipline, organization, and motivation. You need to set aside time each week to "attend" this class.

Note to Students with Disabilities

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Diversity Statement

In this class, the instructor will endeavor to establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all participants to learn about others, about the larger world, and about themselves.

Statement of Non-Discrimination

As your instructor, I do not discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation or veteran status. You can find SPC's Non-Discrimination Policy Statement online.

****Note: The instructor reserves the right to modify the course syllabus, policies, and schedule at any point during the semester. Students will be notified of any changes.**