

English 2311.152 (online) – Technical Writing

South Plains College

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Course Description

This course provides intensive study of and practice in writing for professional settings. Course topics focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Students will practice individual and collaborative processes involved in the creation of ethical and efficient documents.

Prerequisites

Prerequisite: Successful completion of English 1301 and English 1302. This course includes preparation of written reports in scientific and technical fields. Any student who does not have the prerequisites should contact the professor immediately.

Student Learning Outcomes

Upon successful completion of this course, students will:

1. Recognize, analyze, and accommodate diverse audiences.
2. Produce documents appropriate to audience, purpose, and genre.
3. Analyze the ethical responsibilities involved in technical communication.
4. Locate, evaluate, and incorporate pertinent information.
5. Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate.
6. Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.
7. Design and test documents for easy reading and navigation.

Required Textbook

Gurak, Laura & John Lannon. *Strategies for Technical Communication in the Workplace* (3rd Ed.)

TexBook Program: This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

Software Requirements

You are required to have access to the following technologies:

- High-speed Internet connection and Web browser
- A word processing program (papers will only be accepted in .doc or .docx format)

Communication

All communication should take place using the Blackboard email tool.

Attendance Policy

This is an online course; therefore, students are required to log in to Blackboard **frequently**, at least two separate days of the week. Students who fail to do so will be dropped from the course with an F.

Assignments and Activities

This course includes a variety of activities and assignments. Some assignments build on the previous units, so it is very important that all activities be done in order and on time. The semester will include these categories of activities:

- **Collaborate!** Discussion Boards will help students collaborate in a group learning atmosphere.
- **Read!** Activities are based on the information in the textbook. Reading assignments are scheduled for each unit.
- **Recall!** Reading checks ensure that the textbook is read and understood.
- **Analyze!** Before completing a written assignment, students are asked to analyze documents in case studies. These activities help recognize the reading material in a document.
- **Write!** Each unit will offer at least one writing assignment. These assignments offer an opportunity to apply the knowledge learned in that unit.
- **Extra Credit Activities:** These optional assignments are designed to augment learning units. These activities are not required.

Outline of Due Dates and Assignment Weights

All assignments are due by 11:59 pm on the assigned due date. Late submissions will be graded with a ten percent deduction per late day. Assignments more than five days late will not be accepted.

		Due date	Percentage of final grade
Unit 1: Document Design			
	Read Chapter 13 and Chapter 7	24 January	
	Unit 1 Reading Check	24 January	8
	Case study: Visuals	31 January	8
	Instruction Set	7 February	8
	Extra Credit: Tri-Fold Brochure	7 February	++10
Unit 2: Usability			
	Read Chapter 3	14 February	
	Unit 2 Reading Check	14 February	6
	Case study: Usability	21 February	8
	Usability Video (Discussion Board)	28 February	5
	Usability Report	7 March	10
Unit 3: Professional Formats			
	Read Chapter 18	21 March	

	Unit 3 Reading Check	21 March	6
	Professional Memo	28 March	4
	Digital and Social Media Application	4 April	6
	Usability Response Plan	11 April	7
Unit 4: Job-Seeking			
	Read Chapter 9	18 April	
	Case Study: Resume	18 April	8
	Resume	25 April	5
	Application Letter	2 May	5
Final Exam	Unit 4 Reading Check	9 May	6
			=100

Grading Scale

100-90=A	Superior
89-80=B	Above Average
79-70=C	Average
69-60=D	Poor
below 60=F	Unacceptable

Student Code of Conduct

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, vulgar, intimidating, aggressive, or demeaning. **Student conduct which disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.**

Academic Integrity

From the SPC General Catalog: "It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension...." "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." (See p. 23 of the SPC General Catalog for further information.)

Special Services

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Special 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 Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services Building, 806-894-9611, extension 2529.

Diversity Statement

In this class, the teacher will 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 of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disabilities Statement

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.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

