VICTORIA COLLEGE

STUDENT SYLLABUS

Course Name:	**Technical Writing**
Section Number:	**ENGL 2311.W1**
Day/Time:	**Online**
Instructor Name:	**Professor Marshall**
Division/Dept:	**Arts, Humanities, & Social Sciences/ English**
Office Hours:	**MW 10:00-11:00 AM TTR 7:30-8:50 & 10:00-10:50 AM**
	Friday 10:45-11:45 or by appointment
Office Number:	**L 100 M**
Office Phone:	**361-582-2552**
Instructor Email:	**via Canvas (use "inbox" tab in Canvas)**

Course Description: Principles of composition, rhetoric, and mechanics, along with structures of expository and argumentative writing adapted to technical and business requirements in correspondence, reports, instructions, proposals, and sales. An oral component is included.

Prerequisite(s): A grade of "C" or better in ENGL 1301

Required Textbook and Supplies: *Successful Writing at Work by* Philip Kolin w/MindTap

Foundation Component Area Outcomes:

*Demonstrate writing or speaking processes.
Assessment: Research assignment, Negative Message, Letters (instructor selected)

*Write or speak to an appropriate audience, for a specific purpose, and select appropriate communication choices.
Assessment: Interview or presentation (instructor selected)

*Use appropriate evidence and reasoning to support claims.
Assessment: Research assignment or presentation (instructor selected)

Course Level Outcomes:

1. Produce documents appropriate to audience, purpose, and genre.
2. Analyze the ethical responsibilities involved in technical communication.
3. Locate, evaluate, and incorporate pertinent information.
4. Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate.

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5. Edit for appropriate style, including attention to word choice, sentence structure, a punctuation, and spelling.
6. Design and test documents for easy reading and navigation.

Core Objectives (AMS) & Assessment: (* indicates Program Level Outcome)

Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information. (Negative Message)

Communication Skills: to include effective written, oral, and visual communication. (Negative message)

Teamwork: to include the ability to consider different point of view and to work effectively with others to support a shared goal. (Presentation, peer review)

Personal Responsibility: to include the ability to connect choices, actions, and consequences to ethical decision-making. (Departmental quiz)

Attendance: Attendance is taken each week. Students must log in and participate in the class every week. Failure to do so will result in a week's absence. Attendance is determined by the "attendance activity" each week. **Attendance activities will be marked as "AA" and will not be accepted late**. Attendance for the week will be taken every Friday at noon. **Attendance activities will not be accepted late nor can they be made up**. Some of these activities will be graded and some may serve attendance purposes only. To view the full policy, please consult the student handbook.

Pre-ORD: Students who do not attend class **and** participate during the first twelve days of the semester will be automatically dropped from the course.

Post-ORD: Instructors may, at their discretion, drop a student who is not passing without consultation with the student when absences accrued from the first day of class exceed the equivalent of two weeks of the class meetings.

ORD: September 3, 2018 Last day to drop: October 31, 2018

Withdrawal: Please note that non-attendance **does not** constitute withdrawal from class. All withdrawals must be processed officially through the Counseling Services or Admissions/Registrar's office. http://www.victoriacollege.edu/studentresources. **Failure to do so will result in a failing grade for the course.**

Course requirements & policies:

1. Technology- Students should have Microsoft Word 2010 or newer or the viewer for Microsoft Office 2010 or newer in order to be able to open all course materials including documents and Power Point presentations that will be posted in the Canvas course shell. Students should also have the Adobe Acrobat Reader. It is the student's responsibility to ensure that documents are sent using the proper program and file type. Submitting the wrong file type will not be an acceptable excuse for missing a due date.

Students should contact the instructor with any questions or concerns about the class or the assignments, but **students should contact the technology department or the help desk for technical problems.** Contact information can be found in in the "help" menu in Canvas. Because personal technical problems are not an excuse for late work, saving your work in multiple places (desktop, hard drive, external storage devices, etc…) often proves helpful to students. Should a campus wide technology problem arise, the technology department notifies faculty and adjustments to due dates will be made accordingly.

2. All written assignments should be composed in MS Word and uploaded into the appropriate file as an attachment. Documents must be submitted with file extensions of doc or docx. **Do not send PDF files.** When attaching files, please label them in the following manner:

   Assignment_student last name_ first initial.file type (the file type is done automatically)

   Example: Issue Proposal_ Marshall_B.docx

Be sure to submit to the proper location within Canvas. Assignments submitted to the wrong place or emailed to the instructor will not be graded until they are submitted in the proper location; due dates and times still apply.

3. Assignments are not accepted late. This includes homework, handouts, and quizzes. Projects will not be accepted late. Assignments are due on the day listed on the syllabus or the assignment sheet. Major assignments, marked with an *, can be submitted up to one week beyond the original due date, if necessary. **There will be 10 point deduction for late major assignments.** Classwork can be turned in early, if due dates present a scheduling conflict for students. Zeroes are recorded for any missing work.

4. Participation- Active participation is a vital and expected component for success in this course. Active class participation will be considered in determining the final grade in this course.

    a. Discussions are used to help stimulate ideas and deepen understanding. A student's original response to a discussion prompt should be between 100-200 words. Students are expected to respond to at least one other classmate's response. The secondary response should be between 75-150 words.

5. A plagiarized assignment, which includes but is not necessarily limited to buying an essay from the internet, re-using a paper, and/or using the work of another person with or without his/her consent will result in a failing grade without the possibility of a make-up for that assignment. A second case of plagiarism will result in a failing grade for the course.

6. Communication: Please use the "Inbox" tab in the Canvas course shell to communicate with me. **This is the primary method of communication for this class**, so I would suggest checking your e-mail daily. **I will check and respond to emails during my office hours.** I am also available for face-to-face and telephone meetings by appointment. All communication, whether between students or student-to-instructor, should be professional and courteous. This is a college English class, so proper grammar and usage are expected.

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7. Instructions- All assignments come with detailed instructions and requirements. Students are expected to read all instructional documents thoroughly and to seek clarity from the instructor regarding instructions as necessary. Students who do not adhere to the instructions for assignments should expect negative consequences. Consequences range from point deductions (10 point minimum) to zeroes being recorded.

Criteria for Grading: Criteria for Grading:

Assignments (discussions, exercises, other quizzes, etc…)	20%
Cover Letter & Resume	10%
Negative Correspondence	10%
Telephone Interview	10%
Research Report*	20%
Group Presentation	10%
Final Exam	20%

TENTATIVE CLASS SCHEDULE ENGL 2311- The calendar shows what will be discussed each week. Students are expected to have read the assignment **prior** to discussions or quizzes. This is an overview of assignments. "Submit" section gives general information and examples of what may be assigned; check Canvas for actual assignments, detailed instructions, and **specific due dates.**

Week 1 August 20-25 Course introduction & Set-up for Success

Read:	Syllabus, Ch. 1
View :	Canvas Module Introduction video
Submit:	Discussion post & response (AA), syllabus quiz (AA)

Week 2 August 26- September 1 Writing in Careers & The Writing Process

Read:	Ch. 2
Submit:	Quizzes, final exam verification, schedule telephone interview
View :	Canvas Module

Week 3 September 2-8

Read:	Chapter 4
Submit:	Discussion, quiz (AA)
View :	Canvas Module

Week 4 September 9-15

Read:	Chapter 7 & pg 191
Submit:	Personal Responsibility Quiz (AA)
View :	Canvas Module

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Week 5 September 16-22

Read: Chapter 7 Submit: letters of application & resumes (AA), Discussion, etc… View : Canvas Module

Week 6 September 23-29

Read: Review relevant chapters Submit: quiz, discussion. Etc… View : Canvas Module

Week 7 September 30- October 6

Read: Review relevant chapters to complete assignments Complete: Telephone interviews (AA) View : Canvas Module

Week 8 October 7-13

Read: Chapters 5 & 6; instructions for negative letter Submit: Quizzes (AA), discussions, etc… View : Canvas Module

Week 9 October 14-20

Read: Relevant chapters to complete assignments; instructions for group project; instructions for research project Submit: Negative Letter assignment (AA), discussions, etc… View: Canvas module

Week 10 October 21-27

Read: Chapter 8; APA reference guide (pdf) Submit: Quiz (AA), discussion, etc… View: Canvas module, library resource video

Week 11 October 28- November 3

Read: Chapter 9 & 13 Submit: Quiz (AA), discussion, etc… View: Canvas Module

Week 12 November 4-10

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Read: Chapters 10 & 16 Submit: Quiz, discussion, etc… View: Canvas Module

Week 13 November 11-17

Read: Chapter 14 & 16 Submit: Research project (AA), discussions, etc… View: Canvas Module

Fall Break – November 19-23

Week 14 November 25-December 1

Read: TBD Submit: Group project; evaluation View: Canvas module

Week 15 December 2-8

Read: Review for final exam; the final exam consists of multiple choice, short answer, matching, & Composition. The final exam is comprehensive; students are responsible for all material covered in class from the day one of the course.

Week 16 December 9-12 Final Exams

The final exam for this course must be taken in a proctored environment. The VC Testing Center is the preferred choice. The final exam is "computer based." **The final exam can be taken from December 7th, 2018- December 12, 2018.** The final exam cannot be made up, retaken, or taken early.
There are no other class meetings.

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Victoria College Student Services

Resource	Location & Contact
Admissions & Records & Welcome Center *Admissions Applications, Transcripts, Grade Submission*	Student Services Building, Welcome Center, Suite 107 (361) 485-6841 http://www.victoriacollege.edu/Explore/GettingStarted/Admissions
Advising & Counseling *Academic Advising, Career & Personal Counseling, Disability Support Services, Veterans Services*	Student Services Building, Suite 105 (361) 582-2400 http://www.victoriacollege.edu/Explore/GettingStarted/Advising
Pre-College Programs/Dual Credit & Recruitment *Recruitment, Dual Credit, and TexPREP (summer program)*	Student Services Building, Suite 105 (361) 485-6823 http://www.victoriacollege.edu/Explore/ProgramsCourses/PreCollege DualEnrollment
Financial Aid *Childcare Assistance, PELL, Student Loans, Scholarships, Work Study*	Student Services Building, Suite 108 (361) 572-6415 http://www.victoriacollege.edu/Explore/WaysToPay/FinancialAid
KEY Center *The KEY Center is a federally funded program providing support services for eligible students.*	Johnson Hall, Room 101 (361) 582-2414 http://www.victoriacollege.edu/Explore/Students/KeyCenter
Student Life Office *Student Government Association, Student Clubs, Activities, Halloween Carnival, Welcome Information Booths*	Student Center (361) 572-6440 or (361) 485-6838 http://www.victoriacollege.edu/Explore/Students/StudentLife
Student Testing Services *TSI, GED, SAT, ACT, Online Testing*	Continuing Education Center, Suite 202 (361) 582-2589 http://www.victoriacollege.edu/testingcenter

Tutoring Services *Individual and Group Tutoring*	Main Tutoring & Study Center: Johnson Hall, Room 106 & 108 – (361) 572-6473 Science Tutoring Center: Health Sciences Center 121C Gonzales Center Tutoring Room – (830) 672-6251 http://www.victoriacollege.edu/Explore/Students/TutoringCenter

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