

# welcome

## Summer II 2021

**Class:** ENGL 2311 Technical Writing

**Instructor:** Wendy Esch

**Zoom by appt:** <https://southplainscollege.zoom.us/j/7683091604> (email me if you need to set up a time)

**Email:** [wesch@southplainscollege.edu](mailto:wesch@southplainscollege.edu)

### 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. They 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

### Student Learning Outcomes:

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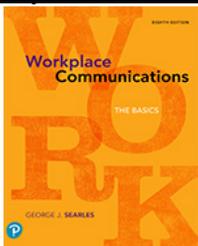
Upon successful completion of this course, students will:

1. To know the requirements of good style and organization in technical communication
  2. To understand the standards of visual elements in technical communication
  3. To write various types of technical reports
  4. To understand the basic types of graphic aids and to incorporate such visual aids in written and oral reports
  5. To realize the importance of personal responsibility in preparing documents and meeting deadlines
  6. To understand and deal with the ethical issues of technical communication
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### Ebook/Textbook Access

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The textbook (ebook) required for this course will be provided to you in class. **You do not need to purchase any book/code from the bookstore.**



### Inclusive Access:

- **Textbook:** The textbook and resources for this course are available in digital format through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided to students through Blackboard from the first day of class. The fee for the e-book/resources is the lowest price available from the publisher and bookstore and is included in the student tuition/fee payment. Therefore, students do not have to purchase a separate textbook or access card for this course.

- **E-book features:** Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book 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 up to 20% of the book for offline access. Visit <https://solve.redshelf.com/hc/en-us/requests/new> for e-book issues and support.
- **Opting out of Inclusive Access:** As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. Students should check with the instructor for advice before deciding to opt-out because Inclusive Access is the cheapest option for most students. Students should also find out whether course work is required in an online platform like *Mindtap* or *Connect*. If so, students who opt out would be required to purchase access to that platform in addition to acquiring the e-book on their own. To opt out of the Inclusive Access e-book/resources, students need to email [tfewell4texasbookcompany@gmail.com](mailto:tfewell4texasbookcompany@gmail.com) before the census date. Students must include their first name, last name, student ID number, and the course they are opting out of in the email. Once students have been opted out of Inclusive Access, they will receive a confirmation email. Students who need assistance to opt out should contact the SPC Bookstore. **The Inclusive Access fee will be refunded to students who opt out before the census date for their term of enrollment. The census date for fall and spring is the twelfth class day. The census date for shorter terms varies between the second and third class day.**

## Software Requirements

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You are required to have access to the following technologies:

- High-speed Internet connection
- SPC Blackboard account
- **Internet Browser:** Blackboard is designed to work best with the **Mozilla Firefox or Chrome** browser. Both of these browsers are available for free online.
  - Visit this website for a free download of the Mozilla Firefox browser: <http://www.mozilla.org/en-US/firefox/new/>
  - Visit this website for a free download of the Google Chrome browser: <https://www.google.com/chrome/>
- Pearson Revel account will be provided with this course.
- Canva, a free online design software. The account is free and I will instruct you how to sign up for this.
- Adobe Spark account will be provided with this course. – You will receive an email with sign up instructions.
- **Microsoft Office 365: Word and PowerPoint:**
  - As a member of the SPC community, you have free access to Office 365.
  - Office 365 provides online access to Microsoft. Microsoft is continuously adding new applications as well.
  - You can use Office 365 online or install it on your PC, Mac, or mobile device.
  - To access Office 365, go to <https://www.office.com/GetOffice365> and click the link "Find out if You're Eligible."
  - Complete the registration process with your SPC email address (your *Blackboard username@southplainscollege.edu*), create a new password, and wait for your online account to be provisioned. This takes a few minutes the first time you log

## Communication

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<b>To Contact Me:</b>	<b>Ways that I will contact you:</b>
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Email me at <a href="mailto:wesch@southplainscollege.edu">wesch@southplainscollege.edu</a> .	<u>South Plains College email</u> -Plan to check it every day.
Zoom meeting – by appointment through email.	<u>Announcements</u> in your Blackboard class.
<b>I will respond to your email you within 24 hrs.</b>	

## Attendance and Participation Policy

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I recommend that you access our course at least three times a week (or every 48 hrs) to work on the week's assignments. To experience more success, do not procrastinate and attempt to complete a whole week's assignments the day (or night!) before they are due. You should log in to Blackboard frequently and check your Course Messages, Announcements, and SPC email daily. I will post announcements and send emails regularly.

If you have not logged into our course by the fourth-class day, your access to the course will be blocked and the Registrar's Office will remove you from my class roll.

If you have not submitted any assignments by the twelfth-class day, your access to the course will be blocked and the Registrar's Office will remove you from my class roster.

Be advised – I will accept late work but only within a week of the due date and it will incur a late penalty.

## Grading Policy

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Final grades will be assigned based on the following percentages:

Essay Assignments	
Email	5%
Memo	10%
Padlet	10%
Brochure	15%
Proposal	20%
Digital Portfolio	20%
Revel	20%
<b>Total</b>	<b>100%</b>

### GRADE TOTAL

A (Superior):	90-100
B (Good):	80-89
C (Acceptable):	70-79
D (Poor):	60-69
F (Unacceptable):	0-59

Click on My Grades link in the Course Tools menu to view your assignment grades and current course grade. I recommend you do this weekly throughout the course, so you are always aware of your grade status.

## Reading Assignments and Video Lectures

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Mandatory, assigned reading is required for this course; you may also be required to watch recorded video lectures. Reading and video lecture assignments can be found on the course calendar in Blackboard.

## **Announcements**

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Any information sent-out via announcements in emails or posted as an announcement on the course website is important and is, accordingly, an extension of assignment requirements and syllabus policies. Students must read all announcements and will be held responsible for any information posted in the announcements.

## **Writing Assignments**

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You will be required to write and revise documents to produce strong, audience-centered texts, taking into account different purposes, audiences, and tones. The writing assignments will be over an array of topics and could require graphics. These activities will help hone your writing, creativity, and technology skills. The different types of texts students will produce might include:

- Emails
- Memos
- Brochures
- Informational Flyers
- Proposals
- Digital Portfolio

Due dates are on the course calendar, and specific assignment details can be found in the Weekly Assignment folders in Blackboard.

## **Revel Assignments**

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Throughout the semester, you will be required to complete several online Revel exercises. Availability and due dates are available on the course calendar. Revel assignments will cover content presented in the assigned chapters with discussion assignments as well as Chapter quizzes. When averaged together, these assignments are worth 20% of your final grade, so the completion of your Revel assignments is crucial.

## **Padlet Posts**

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You will be using Padlet in this course. Padlet is very easy to use and has a user-friendly interface. It is web-based and does not require any software installation. It allows you to easily add notes, text, images, videos, and drawings to your instructor's wall. You can also add word documents from your computer to your Padlet wall. Padlet works across multiple devices including mobile phones. When averaged together, these assignments are worth 10% of your final grade.

## **Grading Time Frames**

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I grade all work as efficiently and quickly as possible but it could be a week before you receive a grade for your written assignments.

## **Due Dates**

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Due dates are posted on the course syllabus and Weekly assignment files. Any written assignment submitted past the due date will receive an automatic deduction in points after the first 24 hours. Late assignments must be turned in **within seven days of the due date** to receive partial credit. After seven days, your papers will not be accepted, and you will receive a zero for the assignment. If there are excusable circumstances which might justify an extension on the task, arrangements must be made with your Instructor.

Please turn your work in on time, so your overall grade does not suffer from late deductions.

***Due times are NOON on the date listed on the calendar.***

Although I may post reminders about assignment due dates, it is ultimately your responsibility to keep up with these dates on your syllabus calendar.

### **Assignment Submission**

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**Due dates are posted on the course calendar. Try not to wait until the last minute because technology is not always reliable. I will accept an assignment up to a week past the due date, but it will incur a penalty. As a student, you assume the responsibility for your technology. I suggest three things:**

1. Have a backup plan in place from day one, just in case your technology fails.
2. After submitting an assignment, return to the assignment submission before the due date or check your SPC email for submission acknowledgment to verify it's been submitted correctly. If it's not submitted properly by the due date, you will not receive credit for it, regardless of whether you thought the paper had been sent.
3. Don't wait until the last minute to submit assignments. If you have trouble, but no one is available to help you, you will incur the late deduction associated with late assignments.

***Please contact the Computer Help Desk at (806)716-2600 or Blackboard Help at (806)716-2180 with any problems related to technology. Remember, you are responsible for making sure your work has been submitted properly.***

### **Writing Assignment Submission - TURNITIN**

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You will submit some of your assignments to a TURNITIN link in the Writing Assignments folder in the Course Content menu. TURNITIN is a powerful program that helps detect plagiarism or improper use of sources in papers.

TURNITIN accepts the following file types: Microsoft Word, WordPerfect, PDF, RTF, OpenOffice (ODT), Google Docs.

Once your paper has been graded in TURNITIN Feedback Studio, you will be able to view my comments and marks on your paper.

#### How to Submit a Paper to TURNITIN:

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1. Click on the Writing Assignments link in the Course Content menu on the left.
2. Click on the View/Complete link under the assignment you wish to submit.
3. Make sure the option is set to submit paper by single file upload (do not use cut and paste)
4. In the drop-down menu under author, your name will be filled in automatically but you will need to provide a title.
5. Browse for and double-click the file containing your essay.
6. Click the Upload button.
7. Next, you will see a screen that gives a preview of your paper. Check to see that you have submitted the correct file, but do not be alarmed if the formatting appears to be messed up. The formatting is usually fine when I view the paper in TURNITIN Feedback Studio.

8. IMPORTANT STEP: Click the Confirm button below the preview.
9. The next screen says: "Congratulations - your submission is complete! This is your digital receipt. VERY IMPORTANT LAST STEP: Take a screenshot of this digital receipt with your computer or take a photo with your phone camera and save it, OR print a copy of this receipt from within the Document Viewer (instructions are below).
10. Save and/or print a copy of the digital receipt, so you will have documentation that your paper was submitted correctly before the deadline. It happens from time to time that TURNITIN gives a "successful submission" message, but the paper does not actually submit properly, so to prove that you submitted your paper before the deadline, you must have this receipt for documentation. See the instructions below for how to save/print your digital receipts.
11. You may resubmit the paper multiple times before the deadline if you suddenly discover an error you need to fix.

## Style Guide

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We will use the MLA formatting and documentation in this course. Specific rules regarding this style guide can be found in Blackboard. All documents you submit should be formatted using MLA standards, and all citations you write, whether in-text or on a References page, should follow MLA guidelines for citation.

## Academic Integrity

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"Offering the work of another as one's own, without proper acknowledgment, is plagiarism" and will not be tolerated (*General Catalog* 23). Furthermore, cheating will not be tolerated (see *General Catalog* 23). You must do your own work on paragraphs and homework. Submitting portions of or complete papers downloaded from the internet, for example, is plagiarism. Allowing someone else to revise your writing is plagiarism. Submitting a paper written for another class is cheating. Depending on the nature and the severity of the problem, a student who cheats or plagiarizes may receive penalties ranging from a zero for the assignment to an "F" in the course. Extreme cases may result in disciplinary action up to and including expulsion from South Plains College.

**\*\*Do not, under any circumstances, turn in another student's work as your own. Do not, under any circumstances, give your work to anyone else to turn in as their own. Do not copy and paste from the Internet. All of these situations are representative of academic dishonesty and will be treated as such.\*\***

**Disclaimer: Because we will use Blackboard to conduct a portion of this class, please note that the materials you may be accessing in chat rooms, bulletin boards, or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution's rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information, or opinions expressed in these forums.**

## Note to Students with Disabilities

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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. Following 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) 806-716-2529.

If you have a disability-related need for reasonable academic adjustments in this course, make an appointment with me ASAP to privately discuss your specific accommodations. If you need immediate accommodations or physical access, please arrange to meet with the Disability Services Office before the next class meeting.

## Online Tutors Available

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Tutoring is available to SPC students for FREE! We look forward to helping you succeed in your classes. SPC provides both in-person and online tutoring in most courses. For a list of subjects or to schedule a tutoring session, go to the website:

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

and select the campus you would like to go to for tutoring or "Live Virtual Tutoring" for live online tutoring with an SPC tutor, then follow the link to the booking page.

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**Please Note: The Instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester. Continued enrollment by the student in the course indicates that the student agrees and will abide by all policies outlined in this syllabus by the Instructor.**

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### Class Schedule – ENGL 2311 Summer II 2021

This schedule serves to outline the material/subject matter we will cover in class. All major assignments will be accompanied by instructions detailing specific requirements and due dates via your Instructor and/or Blackboard.

Week 1	<p><b>Assignments Deadline</b>  <b>Tues., July 13<sup>th</sup></b>  <b>12:00 P.M. Noon</b></p> <p><b><u>Underlined assignments are due this week.</u></b></p>	<p>The following assignments for Week 1 must be completed/submitted by <b>12:00 P.M. Noon on Tuesday, July 13:</b></p> <ul style="list-style-type: none"> <li>• <u>Course Syllabus Quiz</u> (unlimited attempts allowed until you make a 100)</li> <li>• Sign up for Adobe Spark (check your SPC email for the link and Pearson Revel)</li> <li>• Read Chapters 1 &amp; 2 in your Workplace Communications Ebook.</li> <li>• <u>Complete Week 1 Revel assignments</u></li> <li>• <u>Complete/Submit Email Assignment</u></li> <li>• <u>Padlet - Introduction Post</u></li> </ul>
Week 2	<p><b>Assignments Deadline</b>  <b>Tues., July 20</b>  <b>12:00 P.M. Noon</b></p> <p><b><u>Underlined assignments are due this week.</u></b></p>	<p>The following assignments for Week 2 must be completed/submitted by <b>12:00 P.M. noon on Tuesday, July 20:</b></p> <ul style="list-style-type: none"> <li>• Read Chapters 3 &amp; 4 in your Workplace Communications Ebook</li> <li>• <u>Complete Week 2 Revel assignments</u></li> <li>• <u>Complete/Submit Memo</u></li> <li>• <u>Padlet Post</u></li> </ul>
Week 3	<p><b>Assignment Deadlines</b></p>	<p>The following assignments for Week 3 must be completed/submitted by <b>12:00 P.M. on Tuesday, July 27:</b></p>

	<p><b>Tues., July 27<sup>th</sup></b>  <u>Underlined assignments are due this week.</u></p> <p><b>12:00 P.M. Noon</b></p>	<ul style="list-style-type: none"> <li>• Read Chapters 5 &amp; 6 in your Workplace Communications Ebook.</li> <li>• <u>Complete Week 3 Revel assignments</u></li> <li>• <u>Complete/Submit Brochure assignment</u></li> <li>• <u>Padlet Post</u></li> </ul> <p><b>LAST DAY TO DROP SUMMER II COURSES -- Tues., Aug. 3<sup>rd</sup></b></p>
<p>Week 4</p>	<p><b>Assignments Deadline</b></p> <p><b>Tues., Aug. 3<sup>rd</sup></b>  <u>Underlined assignments are due this week.</u></p> <p><b>12:00 P.M. Noon</b></p>	<p>The following assignments for Week 4 must be completed/submitted by <b>12:00 P.M. on Tuesday, Aug 3<sup>rd</sup></b> :</p> <ul style="list-style-type: none"> <li>• Read Chapters 7 &amp; 9 in your Workplace Communications Ebook.</li> <li>• <u>Complete Week 4 Revel assignments</u></li> <li>• <u>Complete/Submit Proposal Assignment</u></li> <li>• <u>Padlet Post</u></li> </ul>
<p>Week 5</p>	<p><b>Assignments Deadline</b></p> <p><b>Tues., Aug. 10<sup>th</sup></b>  <u>Underlined assignments are due this week.</u></p> <p><b>12:00 P.M. Noon</b></p>	<p>The following assignments for Week 5 must be completed/submitted by <b>12:00 P.M. on Tuesday, Aug 10<sup>th</sup></b> :</p> <ul style="list-style-type: none"> <li>• Read Chapter 10 in your Workplace Communications Ebook.</li> <li>• <u>Complete Week 5 Revel assignments</u></li> <li>• <u>Complete/Submit Digital Portfolio Assignment</u></li> <li>• <u>Padlet Post</u></li> </ul> <p><b>ATTENTION: The Digital Portfolio must be submitted by <u>12:00 P.M. on Tuesday, Aug. 10<sup>th</sup></u> because grades are due tomorrow.</b></p>
	<p><b>Wed., Aug 11<sup>th</sup></b></p>	<p><b>Last Day of the Semester - Congratulations, you have completed Technical Writing in Summer II! Great job!</b></p> <p><b>Final grades due to the Registrar today.</b></p>