



WELCOME TO
**ENGL
2311**
TECHNICAL WRITING



Instructor: Wendy Esch

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OFFICE: 103B

OFFICE HOURS:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1:00 – 2:00	11:00 – 12:00 1:00 – 2:30		11:00 – 12:00 1:00 – 2:30	9:30 – 11:30

ZOOM: <https://southplainscollege.zoom.us/my/wendyesch>

Zoom Appts available upon email request.

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:

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

Ebook/Textbook Access:

The textbook (ebook) required for this course will be provided with this class. **You do not need to purchase anything.**

TEXTBOOK - WORKPLACE COMMUNICATION

Author: SEARLES Publisher: PEARSON Edition: 8TH ISBN: 2818560539193

IMPORTANT INFORMATION:

- Your ebook is part of the Texbook program and is available from the first day of class.
 1. **To access your ebook:** Click on the Course Content menu item on the left side of our Blackboard course, then click the Course Textbooks file folder, and finally, click on the Ebook link.
 2. The first time you click on the link, you will be required to register your account.
- **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 publishers') 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 portions 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.
- **Please consult with your professor before deciding to opt-out.* If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email to pwells@texasbook.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:
- **Email:** pwells@texasbook.com / **Phone:** 806-716-2097
- **Email:** agamble@texasbook.com / **Phone:** 806-716-4610

Supplies: Access to reliable computer and Internet access

Technology Requirements:

1. **SPC username and password:** email helpdesk@southplainscollege.edu or call the SPC Help Desk at 806-716-2600 for help with your username/password
2. **SPC student email access:**
 - **SPC Student Email Account:** If you haven't already, you must go ahead and activate your SPC student email account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but you must use it to communicate with me.
 - Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. jsmith1234@southplainscollege.edu).
 - Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at 806-716-2600.
 - To access your SPC email account, log in to [MySPC here](#)
 - You can also set up access to your SPC email account through mobile phone mail apps, such as default smartphone Mail app or the Outlook app.
 - Check with the SPC Help Desk for assistance: 806-716-2600.
3. **Regular access to a computer and reliable internet service:**
 - Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Reese, Lubbock, Plainview).
 - Computer or internet connection problems may occur for you at some point this semester. **Understand that it is your responsibility to find alternate computers you may use to submit your work on time.** Find your alternate resources **now**; do not wait until you suddenly need them! Line up three friends TODAY who would be willing to loan you a laptop if yours suddenly crashes.
 - Free WiFi is available in all SPC campus buildings, some SPC parking lots, most coffee shops, etc.

4. **Blackboard:** grades, assignments, quizzes, videos, and many other resources for this class are accessed through the Blackboard learning management system. Use your SPC credentials to log in here:
<https://southplainscollege.blackboard.com>
5. **Office 365: Word and PowerPoint:** You are required to use Microsoft Word to create papers for this course. As a member of the SPC community, you have free access to Office 365. Office 365 provides free online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or download for free and install to your PC, Mac, or mobile device.
 - To access Office 365 for free as an SPC student, go to <https://www.office.com> and sign in with the following credentials: SPCusername@southplainscollege.edu and your SPC password.
 - You can then click the link for the individual application you want to use online, or click the install office link towards the top right to install the application to your computer.
6. **Adobe Reader:** Available to download free from this website: <http://www.adobe.com/products/reader.html>

Computer Help: need help with your computer, laptop, email address, username/password?

- helpdesk@southplainscollege.edu
- 806-716-2600

Ebook Help:

- Pearson: <https://support.pearson.com/getsupport/s/>
- TexBook Information (Inclusive Access): <https://www.southplainscollege.edu/texbook.php>
- TexBook Help: <https://solve.redshelf.com/hc/en-us>
- SPC Bookstore: tfewell@texasbook.com or agamble@texasbook.com

Blackboard Help:

1. **Get Help by Email:** blackboard@southplainscollege.edu
 - Be sure to include your full name, your instructor's name, the course and section you are enrolled in, and a detailed description of the problem.
 - The blackboard@southplainscollege.edu account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
 - You can expect a response within 24 hours by email; however, the average response time is less than one hour.
2. **Get Help by Phone:** 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)
3. **Get Help Online:** click on the Help link listed in the Blackboard course menu.

Tutoring Help: You have two free tutoring options as an SPC student.

SPC Tutors

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations:

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

- Email: tutoring@southplainscollege.edu
- Phone: 806-716-2538

Tutor.com

You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. To access Tutor.com, log into Blackboard and click on Course Resources. Use the Tutor.com link provided on that page.

Tutor.com tutors are available nights and weekends:

- Monday-Thursday 8:00 PM-8:00 AM
- Friday 6:00 PM-8:00 AM
- Saturday-Sunday 24/7

Announcements:

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.

Assignment Deadlines:

- Due dates are posted on the course schedule and are weekly on Mondays and Thursdays. ***Due times are midnight on the date listed on the calendar.***

Late Work Policy*

Note that this late policy applies to **major assignments only. Late work is not accepted for group work such as discussions or peer reviews.*

1. If you submit after the deadline, 20% is automatically deducted from your grade, and this penalty increases by 10% each day until submission. Late assignments will not be accepted more than one week after the deadline.
2. If technical difficulties prevent you from submitting a major assignment, email me and attach the assignment or document the issue including a timestamp. This may help avoid late penalties in the event of technical difficulties, but you're expected to upload the final draft appropriately after technical issues are resolved. I will not grade assignments sent via email.

Revel Assignments:

- Online exercises that correspond with the content presented in the textbook chapter.
- Students are encouraged to use ebook for these assignments.

Packback Discussions :

- These weekly discussions are designed mainly for fully online courses to give the opportunity to interact and engage, sometimes on course topics, sometimes on non-academic/fun topics.
- Students will participate with a written initial post and then interact with fellow students with reply posts.

Perusall:

- This online social annotation platform is another way to interact while learning.
- Students will interact with documents and fellow students during these assignments.

Grading Policy

Final grades will be assigned based on the following percentages:

Essay Assignments		
Email / Memo		5%
Brochure		10%
Brainstorming	25%	
Rough Draft/Peer Review	25%	
Final Draft	50%	
Proposal		20%
Brainstorming	25%	
Rough Draft/Peer Review	25%	
Final Draft	50%	
Resume/Portfolio		15%
Brainstorming	25%	
Rough Draft/Peer Review	25%	
Final Draft	50%	
Short Report		10%
Intro Video		10%
Revel Assignments		15%
Discussions/Perusall		15%
Total		100%

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:

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.

Writing Assignments:

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:

- Email/Memos
- Short Reports
- Brochures
- Informational Flyers
- Proposals
- Digital Portfolio

Attendance Policy: I recommend that you access our course **at least three times a week** 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 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 per census regulations.

Dropping our class: The last day to withdraw/drop from a course this semester is listed on the academic calendar [here](#). It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course grades are continually available in Blackboard each week. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

Plagiarism and Cheating: There is zero tolerance for academic dishonesty in this course. Do not under any circumstances use words you didn't write in an essay or assignment without proper documentation. If you're not sure about proper documentation, you must reach out via email or office hours to ensure academic integrity. Plagiarism will automatically result in an F for the assignment and can result in getting dropped from the course with an F. In addition, an Academic Dishonesty Report may be filed with the Dean of Students.

Plagiarism violations include, but are not limited to, the following:

1. Using Artificial Intelligence websites or apps to generate all or part of a paper or other assignment;
2. Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them;
5. Submitting an assignment for this course that you also submitted to another course without my express approval;
6. Missing in-text citations and/or missing works cited entries.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, texting, internet, Quizlet, etc.) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Reviews so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Artificial Intelligence Statement & Procedure: I have an ethical responsibility to ensure that all students receive credit for only work that they have originally and ethically produced. Any evidence of AI through detection software or faculty review may be subject to further investigation. It is your responsibility as a student to demonstrate that your work is original in order to avoid penalties or plagiarism violations. I encourage all students to keep a comprehensive draft history and track changes in Microsoft Word as a precaution. This is the easiest way to prove authorship and protect your academic integrity as a student in the age of AI. In certain cases, work containing evidence of AI assistance will require an instructor meeting or Zoom conference and/or proctored writing sample. These conferences may be recorded and/or reviewed by additional faculty members, and a determination will be made as to whether there is satisfactory evidence of authorship to earn credit for the assignment. Failure to respond to an instructor request for authorship verification will be considered an acceptance of the penalty for AI usage per the plagiarism policy.

Diversity, Disabilities, Non-discrimination, Title V Pregnancy Accommodations, Campus Concealed Carry: For information regarding official South Plains College policies on these topics, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.

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.