

welcome

Summer 2023

Course: ENGL 2311 Technical Writing

Instructor: Wendy Esch

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EMAIL IS THE PRIMARY WAY TO CONTACT ME.

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.
 3. You can also download the free [Cengage Mobile App](#) to get your eTextbook and study tools on your phone.

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.

1. 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, and view tutoring locations.

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

2. TUTOR.COM

You also have 180 FREE minutes of tutoring with Tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tools option from the left-hand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access tutor.com tutors during the following times: Monday – Thursday: 8pm-8am and 6pm Friday – 8am Monday morning.

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2538.

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 Thursdays and Sundays. ***Due times are midnight on the date listed on the calendar.***
- Be advised – I will accept late work, but it will incur a deduction. However, discussions and peer reviews cannot be submitted late since they are group assignments.

Grading Policy

Final grades will be assigned based on the following percentages:

Essay Assignments		
Email		10%
Brochure		15%
Brainstorming	25%	
Rough Draft/Peer Review	25%	
Final Draft	50%	
Proposal		25%
Brainstorming	25%	
Rough Draft/Peer Review	25%	
Final Draft	50%	
Resume/Portfolio		20%
Brainstorming	25%	
Rough Draft/Peer Review	25%	
Final Draft	50%	
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

Due dates are on the course schedule, and specific assignment details can be found in the Weekly Assignment folders in Blackboard under Course Content. **Due times are midnight on the date listed on the calendar.**

Revel Assignments:

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

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.

Perusal:

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

Attendance Policy: I recommend that you access our course **at least five times a week** to work on the week's assignments. To experience the most 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 in or submitted any assignments by the fourth class day, your access to the course will be blocked and the Registrar's Office will remove you from my class roster.

Dropping our class: Before you withdraw from our class, please contact me or talk to your advisor. There may be a way for you to get back on track.

- Check the SPC Academic Calendar here to find out the last day to drop a course for this semester: <http://www.southplainscollege.edu/academiccalendar/index.php>
- To drop this class, fill out and submit this form online: https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWElqAmJdCCqVjMnZs6h15Nrs0pgCo_sEIUODEXTUFXS0J0ODhJ0TIYM0NEV1kzRk9GMSQIQCN0PWcu
- You are not required to obtain an instructor signature to drop. There will be no charge for drops for the fall or spring semesters.
- For additional information regarding schedule changes, drops and withdrawals, [click here](#).

Withdrawing from all SPC classes: If you wish to withdraw from all courses, initiate that process with the Advising Office. Schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant it.

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; or
5. Missing in-text citations.

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, text messaging, internet) 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; or
7. Copying another's work during an examination or on a homework assignment.

COVID-19: For information and resources about COVID-19, please visit <https://www.southplainscollege.edu/emergency/covid19-faq.php>.

For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, 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.