

South Plains College
Course Syllabus: ENGL 2311
 Spring 2024

Instructor's Contact Information:**Instructor:** Taylor Guesnier, Instructor of English**Office Location:** Lubbock Downtown 2029 (2nd floor)**Office Hours:****Scheduled Office Hours:**

*By appointment Monday-Friday

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM – 9:30 AM 10:45 AM – 12:15 PM	9:15 AM – 11:00 AM	9:00 AM – 9:30 AM 10:45 AM – 12:15 PM	9:15 AM – 11:00 AM	10:00 AM - 11:00 AM

Office Phone: 806-716-2441**Email:** tguesnier@southplainscollege.edu

- I try to answer emails within 24 hours Monday-Thursday and Friday morning.
- Required for emails: Type your name, course, and subject in the subject box of your email to me (example: *Jane Doe – ENGL 1302-005 - Question about Week 2*).
- Do NOT message me on Blackboard, I will not answer those.

Department: English and Philosophy**Discipline:** English**Course Number:** ENGL 2311**Course Title:** Technical Writing**Prerequisite:** Successful completion of 1301 & 1302**Credit:** 3 **Lecture:** 3 **Lab:** 0**Required Technology:**

Access to computer with printer and Internet access (there will be days where a computer is required for class. If you do not have a laptop or Chromebook, you will need to borrow one from the library for the semester).

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

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.
- 4.

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

Course Syllabus and Organization:

- This syllabus is available on the **Syllabus and Schedule** page in our Blackboard course.
- The course calendar is available on the Syllabus and Schedule tab.
- The course is organized into sixteen weeks. Each week has its own folder on the **Course Content** page in our Blackboard course.

Assignment Deadlines:

- The weekly assignment deadlines are Sundays by 11:59 PM.

Course Evaluation: A final letter grade will be assigned based on this grading scale: A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below).

Extra Credit (optional)

- Each student will be given an opportunity to write a comparative 500-word essay at a later date in the semester and send to tguesnier@southplainscollege.edu by the due date (to be given later)

Grading Policy

A = 90 – 100

B = 80 – 89

C = 70 – 79 (credit is only given for a grade of “C” or above.)

D = 60 - 69

F = 59 or below

Grading of Course work:

Process Work (Readings, Class Discussions, Participation, Drafting, Revising, etc.) 15%

Professional Email 5%

Resume and Cover Letter 10%

Collaborative Writing 15%

Short Reports 15%
 Proposal Project 20%
 Proposal Presentation 10%
 Portfolio 10%

*3 points for extra credit assignment after career speakers (TBD)

***Any assignment that does not meet at least 50% of the minimum length requirement will receive an automatic zero.*

Essay Assessment Guidelines:

Essays may earn grades ranging from A to F based on the instructor's grading scale. Depending on the assignment, certain criteria may be weighted more than others, and the instructor's assignment may establish additional, more specific criteria. The quality of each of the criteria determines the letter grade. Not every essay will fit a single grade's description completely. Instructors may also include process assignments and drafts in their assessment of the final grade.

"A" Essay (Superior)

To earn an "A," a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences strongly support the thesis, and body paragraphs are unified around their topic sentences. The essay conveys a clear purpose and is tailored to a distinctive audience.
3. **Support:** Body paragraphs contain abundant, fresh details and examples that provide specific, concrete, logical evidence. If sources are required, the paper accurately integrates and correctly documents credible source material to add insight, sophistication, and complexity to the paper's ideas.
4. **Coherence:** The organization of the paper is excellent and logical (emphatic order, chronological order, etc.), transitions are sophisticated, and the paper exhibits mastery of basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and is virtually free of other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety (simple, compound, complex) are effective and powerful.

"B" Essay (Strong)

To earn a "B," a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences directly support the thesis, and body paragraphs display unity. The essay conveys good awareness of purpose and audience.
3. **Support:** Body paragraphs are well-developed with specific details, examples, and sound logic. If sources are required, the paper accurately uses and correctly documents credible source material to supplement its ideas.

4. **Coherence:** The organization of the paper is clear and helpful, transitions are helpful, and the paper exhibits strong basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than two major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and very few other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety are strong.

“C” Paper (Acceptable)

To earn a “C,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** A thesis is stated but may lack a strong claim or be obvious or predictable; topic sentences adequately support the thesis. One error in paragraph unity may occur. The essay’s purpose and audience are adequately conveyed.
3. **Support:** Body paragraphs contain relevant details or logical reasons but need more specific examples/evidence. If sources are required, credible outside sources are usually integrated and cited correctly.
4. **Coherence:** Organization of ideas is satisfactory, transitions are logical, and the paper indicates competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than four major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Some other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors are present but not distracting. Word choice and sentence variety are strong.

“D” Paper (Developing)

To earn a “D,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper only partially fulfills one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis may announce the topic but no claim, contain more than one idea, or be too vague, too broad, or too narrow. Topic sentences are not tied to the thesis. Two errors in paragraph unity may occur. Essay conveys little awareness of audience or purpose.
3. **Support:** Details are sparse or vague and consist of generalizations, clichés, or repetition. If applicable, sources are insufficient and/or not always integrated or cited correctly.
4. **Coherence:** Organization is attempted but disjointed or confusing; transitions are sparse. The paper indicates awareness of but not competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than six major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Several other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors distract from the content. Informal word choices occur with little or no variety in sentence type and length.

“F” Paper (Unacceptable)

To earn an “F,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper fails to fulfill one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).

2. **Unity:** The thesis is illogical, incomplete, or missing, so the essay lacks focus on one central idea. Topic sentences are missing, so body paragraphs lack unity. The essay ignores the purpose and audience.
3. **Support:** Details are illogical, irrelevant, or missing from body paragraphs. If sources are required, the paper fails to use sources, does not meet the minimum source requirements, uses source material inaccurately, uses sources that are not credible, fails to document fully or correctly, and/or includes plagiarism.
4. **Coherence:** Organization is incoherent, transitions are missing or illogical, or the paper indicates lack of competence in basic paper components (for example, lack of introduction and/or conclusion, lack of paragraphing).
5. **Sentence Skills:** Seven or more major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) occur with numerous other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice is often inaccurate, immature, or inappropriate. Multiple sentence structure/syntax errors make the paper difficult or almost impossible to read. If one type or a combination of types of errors, regardless of whether they are major or minor, seriously affects the readability of a paper, it will receive an "F."

Essay Portfolios Folder:

1. The Essay Portfolios folder is located in Blackboard toward the top of the **Course Content**. The Essay Portfolios folder is a central location where all essay-related assignments and activities are submitted and completed.

Student Responsibilities: Students are expected to:

1. Be on time and regularly attend class
2. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
3. Be responsible for having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments
4. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
5. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class
6. Be responsible for writing down all grades and applying them to the grading scale used for the class, which is shown in the course's policy statement/syllabus
7. Submit all assignments in accordance with due dates, formats, and requirements
8. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
9. Ask questions when something is unclear.

Class Attendance Policy

Students in English 1302 are expected to be on time. *If you are more than 10 minutes late to class, then you are considered absent* but will be allowed to stay in class and submit assignments due that day for full credit. If you are late to class and choose to stay, please enter quietly. If a

student misses more than 5 classes, they will be subject to being dropped from the course at the instructor's discretion.

*When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. The following absences are excused with the proper notices:

S.P.C. official activity	Signed note from Dean of Students
Illness (or child's illness)	Dr. note signed & dated on abs. date
Funeral	Email of funeral bulletin dated on abs. date

Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting. Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Cell Phone Policy

- Please turn your phone to silent/no-vibration while in class.
- Please do not answer your phone during lecture or discussion time, if you need to take a call, please step into the hallway.
- Please do not text during lecture or discussion time.
- All mobile devices are to be put away during quizzes and tests.
- *If non-adherence to this policy becomes consistent and/or constant, you will be asked to leave the class and be assigned an absence for each infraction.*

Outcomes Inventory:

Composition Requirements

1. All compositions must successfully use the conventions of standard grammar.
2. All compositions must be properly developed.
3. All compositions must be properly unified and coherent.
4. All compositions must properly utilize logic, facts, and argumentation to advance its thesis.

Composition Focuses:

1. Central Idea
2. Organization
3. Sentence Structure
4. Diction
5. Mechanics
6. Creativity/Originality

Due Dates

All assignments are due on the days listed on the syllabus calendar. **Late assignments will be accepted for 3 days after the due date. 15 points will be deducted for each day past the due date. After 3 days, it will not be accepted for any reason.** If for some odd reason, the calendar must be changed, then it will be noted in class.

<https://www.southplainscollege.edu/syllabusstatements>. This official SPC page is updated as needed and provides official institution policies on the following:

- Intellectual Exchange Statement
- Disabilities Statement
- Non-Discrimination Statement
- Title IX Pregnancy Accommodations Statement CARE (Campus Assessment, Response, and Evaluation) Team
- Campus Concealed Carry Statement
- COVID-19
- Artificial Intelligence Statement

Student Code of Conduct Policy: 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, intimidating, aggressive, or demeaning. Student conduct that 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.

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.