ENGL 2311 Syllabus
Central Park Campus
Summer 2016

Course Number:
ENGL 2311-WC1

Course Title:
Technical and Business Writing

Instructor's Information:
Instructor's Name: Professor Deartra D. Boone
Office Hours: Online
                M/W 1:00 PM – 3:00 PM
Email: ddBoone@collin.edu

Department office contact in case of emergencies: The department office contact in case of emergencies is:
Office of Academic Affairs, B-122 F 214.491.6270

Class Information:
Section Number: WC1
Meeting Times: Online
Meeting Location: Online

Minimum Technology Requirement:
Access to Blackboard via Collin College, access to your Collin email, access to a word processor to complete and submit papers in a typed format on Blackboard, access to the internet to view videos and labs.

Minimum Student Skills:
Ability to type, edit, and submit a word document. Understanding of Blackboard in terms of locating assignments, posting assignments, posting to the discussion board, and accessing the grade book is vital to success.

Netiquette Expectations:
Standards of courtesy and respect must be maintained at all times in our online classroom. Join in to the discussion, but remember that this is still an academic setting and respect and consideration are crucial for any intellectual discussion. Discussion areas are the place for intelligent and respectful airing of ideas. Name-calling and personal attacks are not permitted. Any violation of the standards of appropriate behavior online will be reported to the Dean of Students and appropriate disciplinary action will be taken by the college.

Course Description:
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

Course: Credit Hours: 3
> Lecture Hours: 3

Prerequisite: ENGL 1301

Course Resources:
- *Technical Communication*, 14th Edition, Lannon and Gurak (ISBN: 978-0-13-411849-9)
- Active Collin email account
- Blackboard access
- Access to the Collin library research resources

Student Learning Outcomes:
• **State-mandated Outcomes:**
> Upon successful completion of this course, students will:

- Appropriately responds to specific business writing situations with an understanding of context, purpose, and audience

- Reflects an analysis of workplace problems and proposes clear, precise, and innovative solutions for a specific audience

- Incorporates accurate and relevant evidence that supports well-reasoned solutions to workplace problems with a depth and breadth of significant, well-researched information

- Demonstrates the ability to consider co-workers' perspectives with intellectual fairness, empathy, and humility

- Adheres to professional standards and conventions of business communication genres such as letters, reports and resumes

- Indicates the perseverance to revise writing to achieve clarity, precision, and appropriate tone, considering multiple perspectives and sensitivity to cultural differences

- Incorporates a knowledge of document design, including the implementation of various principles of format, layout, and design of professional visual/verbal documents that meet multiple needs

- Reflects a control of the editing process, including the production of documents which exhibit concise language, appropriate format, proper sentence structure, and standardized grammar.

Method of Evaluation:
All assignments are expected to be submitted by the established due dates.
Late assignments will result in a reduced grade, failing grade, and are subject to not being graded at all.
Assignments are to be submitted in MLA format.
Visit the Owl at Purdue (online) for a MLA refresher session.
If you would like to work within another documenting format, such as APA, please let me know at the beginning of our semester.
Easy Bibliography (online) is also handy for citation assistance.

Our course operates on a percentage system as outlined below:
Grading Scale:
90-100%=A
80-89%=B
70-79%=C
60-69%=D
Below 60%=F

Course Points and Categories:
Weekly Projects (three total): 20%
Assignments (six total): 20%
e-Portfolio Project: 30%
Major Project/Final Exam: 30%

Requirements for Participation in Online Discussion of Collaborative Activities:
Timely participation in all discussion boards and collaborative assignments-due dates will be announced for each assignment. Please be respectful and treat our online environment as a scholarly environment. Slang and foul language is not acceptable. Critical thinking concerning the topic and expression of such in posted comments is expected. Cite all outside sources used in each posting if needed.

Criteria Used to Evaluate Participation in Such Activities:
Evidence of critical thinking as applied to the topic, responses of the minimum word length established for each posting, on time posting, and knowledge of the subject matter.

Delivery Method of Feedback and/or Graded Material:
Feedback and grades will be posted in the Blackboard grade book. Comments will be available in the grade book as well.

Standards for Instructor Response and Availability:
Projects will be graded within one week of submission (if I need more time, I will send an email). Feedback will be given in the comments section the Blackboard grade book. Emails to the professor will be answered in 24 hours during the workweek and by Monday afternoon if sent during the weekend.

Email Contact/Correspondence: Please use "ENGL2311-WC1:" in the subject line. This will ensure that I know what class you are from, and it will help me respond faster.
I.E. **ENGL2311-WC1 – Question about Assignment #2**

Attendance Policy:
Your prompt and regular attendance in our online environment is expected throughout the semester. Repeated absences result in the loss of community within the classroom as well as the growth of critical thinking. I do understand illness and unavoidable issues. If you do need to be absent, please contact me via email (you do not need to give me specifics concerning your absence-just touch base with me). Make sure to "catch up" with your assignments or missed notes as soon as you return to class. Positive attendance and a strong work ethic in our particular course will yield a rewarding grade.

Withdrawal Policy:
"See the current Collin Registration Guide for the last day to withdraw."

Americans with Disabilities Act:
Collin College will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal. It is the student's responsibility to contact the ACCESS office, CPC-D-118(I) or 972.548.6816 or V/TTD: 972.881.5950 in a timely manner to arrange for appropriate accommodations.

Collin College Academic Policies:
"See the current Collin Student Handbook."

7-2.2 Scholastic Dishonesty
Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means. Scholastic dishonesty shall involve, but is not limited to, one or more of the following acts:

General Scholastic Dishonesty:
It includes, but is not limited to, statements, acts, or omissions related to

applications for enrollment, credit or class work, research, and/or the award of a degree; falsifying academic records; using annotated texts or teacher's editions; using information about exams posted on the Internet or in any electronic medium; leaving a test site without authority; failing to secure test materials; and/or submitting work that is not one's own. All work submitted for credit is expected to be the student's own work. Students are expected to record honestly and accurately the results of all their research. Falsification of research results includes misrepresentations, distortions, or omissions in data or reports on research.

Plagiarism:
It is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation. In the preparation of all papers and other written work, students must distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published primary and secondary materials, but also information and opinions gained directly from other people. Whenever ideas or facts are derived from a source, the source must be indicated by the student.

Cheating:
It is the willful giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; unauthorized copying computer or Internet files; using someone else's work for assignments as if it were one's own; submitting or resubmitting an assignment (in whole or in part) for more than one (1) class or institution without permission from the professor(s); or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion:
It is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance or unauthorized collaboration; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site; and allowing a classmate to copy answers.

In cases where an incident report has been filed for alleged violation of scholastic dishonesty, the faculty member is requested to delay posting a grade for the academic work in question until the case is final. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty or penalties from the Dean of Student Development Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate academic penalty.

Course Calendar:
As a hint, the "most lengthy" assignments are your Major Project & e-Portfolio.
I recommend you begin working on them before the actual assignment date.

All assignments are due Thursday by 11:59 PM.
All projects are due Friday by 11:59 PM.

Week One:

Readings:
Syllabus
Discussion Board Introduction
e-Portfolio Introduction
Chapter One
Chapter Two

Assignments:
Project One: Global (Page 14)
e-Portfolio set-up (due Friday by 11:59 PM)

Week Two:

Readings:
Chapter 3
Chapter 6
Chapter 10
Chapter 15

Assignments:
Assignment 1: General 1 (Page 200)
Assignment 2: General 2 (Page 58)
Project Two: General 3 (Page 365)
Job Description for Major Project (due Wednesday by 11:59 PM)

Week Three:

Readings:
Chapter 11
Chapter 12
Chapter 13
Chapter 14

Assignments:
Assignment 3: General 1 (Page 280)
Assignment 4: General (Page 321-322)

Project Three: General 3 (Page 305)
e-portfolio Project Update (due Friday by 11:59 PM)

Week Four:

Readings:
Chapter 16
Chapter 24
Chapter 25

Assignments:
Assignment 5: Global (Page 616)
Assignment 6:Digital and Social (Page 627)
e-Portfolio Project (due Friday by 11:59 PM)

Week 5: Final Exam

Major Project:
Resume:
Reverse Chronological Resume (Example Figure 16.2, Page 374)
Application Letter:
Unsolicited Application Letter (Example Figure 16.6, Page 380)
Follow-Up Letter:
Thank You Letter (Example Page 389)

Notes:

I will post readings and assignments on a week-to-week basis via our Blackboard assignment category.

Inclement weather-in the case of bad weather please look for official Collin closings via the local news, radio, and CougarWeb. Make sure your active phone number is connected to CougarWeb in order to receive Collin updates.

Remember to frequently check your Collin email for messages from Collin and yours truly.

Our syllabus is subject to change. I will notify you of such changes via Blackboard. You are responsible for noting the changes.

Our classroom is our community: Listen, Share, Respect, Flourish, Think, Learn