



## **Syllabus**

**Course Name: Business and Technical Writing**

**Course Number:** ENGL 2311

**Semester & Year:** FALL 2014

### **Instructor Information**

Name:

Sharon Smith

Office: Adjunct

Telephone: 903-908-9225

E-mail: Sharon.smith@texarkanacollege.edu

Office and Class Hours: Before and after class

### **Textbook Information:**

*Technical Communication*, Johan M. Lannon and Laura J. Gurak, Thirteenth Edition.

**ISBN-13:** 978-0874215748

This book is sold in loose leaf form in our bookstore and is cheapest when purchased in this format. Warning: Students may not be able to resell a loose leaf edition. The loose leaf edition, as well as the paperback edition, are currently available through a variety of vendors. As long as the edition you purchase is the correct one, any format is acceptable in class.

**Materials Needed:** You will be required to by scantrons for this course, form #882-E. They are available at the bookstore. I recommend that you purchase a small stapler and keep it in your backpack or tote.

**Course Description:** This course is an intensive study of and practice of writing in professional settings. It focuses 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. It includes practice in the creation of ethical and efficient documents. The class contains both individual and collaborative work and assignments.

**Prerequisite:** Satisfactory completion of ENGL 1301

### **Student Learning Outcomes:**

**Learning Outcome #1:** The student should be able to recognize, analyze and accommodate diverse audiences. (ACGM #1, Chapter 2-3, 5)

**Learning Outcomes #2:** The student should be able to *produce documents appropriate to audience, purpose and genre*. The student should be able to produce these professional documents: memos, email and text messaging, letters, resumes, readable explanations of technical terms, instructions, reports, proposals, oral presentations, web pages and social media. (ACGM #2, Chapters #14-26)

**Learning Outcome #3:** Analyze the ethical responsibilities involved in technical communication. (ACGM #3, Chapter #4)

**Learning Outcome #4:** Locate, evaluate, and incorporate pertinent information. (ACGM #4, Chapter #6-9)

**Learning Outcome #5:** Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate. (ACGM #5, Chapters #5, 12-13)

**Learning Outcome #6.** Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling. (ACGM #6, Chapter 11)

**Learning Outcome #7:** Design and test documents for easy reading and navigation. (ACGM #6, Chapter 8 &10 )

**Learning Outcomes # 8:** The student should be able to conduct an interview with professional courtesy and skill, reporting in writing about the content of the interview. ( Not ACGM, added by faculty)

**Learning Outcome #9:** The student will be able to define technical communication. (Not ACGM, added by faculty, Chapter #1

### **Course Requirements:**

Grading scale: 100-90=A; 89-80=B; 79-70=C; 69-60=D; Below 60=F

Grade status will handed out to students in class in hard copy form. I am happy to discuss your progress if you have concerns. Please do not attempt to discuss this *before* class, but rather in my office, on the phone, or after class. I start class on time.

**Quizzes:** There will be short quizzes over chapters to ensure that you have read them and absorbed the material. Quizzes will be given according to the calendar. The student will be required to supply the Scantrons. The quizzes will count for no more than 10% of the total grade.

**Document Assignments:** This course requires the creation of documents that have professional quality. Document assignments will count for 70% of your grade. When employees write on the job, they are not graded according to an academic scale. They are told that their work is unacceptable, acceptable, or superior. Accordingly, your documents will receive a score of unacceptable (U), acceptable (A), or superior (S). This is a simple grading system that should allow you to know where you stand at a glance and what is required. The levels of acceptance are defined in the following way:

**SUPERIOR:** A document that meets professional requirement: worthwhile content, sensible organization, readable style, appropriate design, visuals, and mechanics. (2 points x weight of assignment)

**ACCEPTABLE:** A document that satisfies most of these requirements, or one that satisfies all these requirements, but contains a reasonable number of mechanical errors that can be corrected easily. (1 points x weight of assignment)

**UNACCEPTABLE:** A document that needs extensive revision to meet all the requirements, or that has the type or amount of mechanical, rhetorical, or design errors that would distract readers. (0 points)

**I will allow the revision of three documents during the course of the semester. In other words, if you receive a zero, you may re-work the assignment. I will do my best to give you advice and help you.**

**A list of point values for Individual Assignments will be given to you during the course of the semester.**

**Editing:** I believe strongly that collaboration is essential for learning, particularly in a course that needs to reflect real world situations. It also makes class more enjoyable. Peer editing and in-class

assignments will count for 10% of your grade. This means that absences will tend to lower your grade simply because you will not be there to participate. Participatory activities cannot be made up.

Final: There will be an objective final that includes questions from the chapters and also an objective element. The final counts for 10% of the grade.

Type of evaluation	Percent total
Quizzes	10%
Document assignments	45%
Editing/In-class participation	5%
Final Project	40%

**Make up Work:** See the policy for Make Up work under “Absences.”

### **Absentee Policy:**

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student’s responsibility to check the syllabus for each instructor’s tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

### **EXCUSED ABSENCES**

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook.

These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.  
*\*Students interested in Health Occupations should check with the division chair prior to entering the program.*

**ONLINE/HYBRID COURSE ABSENCES**

Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12<sup>th</sup> Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor); otherwise the professor **may** drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class; otherwise the student **may** be dropped for not having attended.

**MAXIMUM ALLOWABLE ABSENCES**

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

**Academic Classes**

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
Class or Lab Meets:	An instructor <b>may</b> withdraw a student from a course if absences exceed:
Once a week (Night classes or Friday classes)	2
Twice a week (MW or TR classes)	4
Three times a week (MWF or TRF classes)	6
Four times a week (MTWR classes)	8
	Three tardies count as one absence
A COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER	

Class or Lab Meets:  Twice a week (MW or TR classes)	An instructor <b>may</b> withdraw a student from a course if absences exceed:  4  Three tardies count as one absence.
<b>A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track)</b>	
Class or Lab Meets:  Four times a week (MTWR classes)	An instructor <b>may</b> withdraw a student from a course if absences exceed:  4  Three tardies count as one absence.
<b>A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions)</b>	
Class or Lab Meets:  3 times a week (MTW) (evening classes) 4 times a week (MTWR) (day classes)	An instructor <b>may</b> withdraw a student from a course if absences exceed:  2 2  Three tardies count as one absence.

**Workforce Classes (This does not include Health Occupations. See Health Occupations Handbook regarding absences for that program.)**

Day Classes	Evening Classes
Class meets:  5 days a week (MTWRF)  The instructor <b>may</b> withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester.  Three tardies count as one absence.  You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.	Class Meets:  4 evenings a week (MTWR)  The instructor <b>may</b> withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester.  Three tardies count as one absence.  You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.

**Last Day for Student to Drop:**

The official drop date is **Friday, November 22nd**, which is the last date for the student to drop this course with a W.

**Make-up Policy:**

Students who can anticipate an absence must make arrangements before their departure. Students who cannot anticipate an absence are still responsible for any work, notes, hand-outs, syllabus changes, etc. given in class. It is handy to exchange names and numbers with a classmate, so you can inquire about lecture notes, class activities, etc. **Late quizzes** will be in the testing center **for two weeks (and only two weeks)** after the exam date. Late **work** is accepted for up to **one week** after the due date. **All late work will be marked down at least ten percent.**

**Academic Dishonesty Policy: Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If a student has an accommodation letter from the Recruitment, Advisement, and Retention Department indicating that he or she has a disability that requires academic accommodations, the student should present the letter to the instructor so accommodations can be made. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

**TC Email:**

Students should check their TC Email account on a regular basis to check for general information sent from campus or instructors. Also, when emailing the instructor, the students should use the TC Email account.

**Class Policies:** Cell phones and beepers must be turned off and not visible in the class unless an emergency situation exists. This situation must be discussed with the instructor prior to class. If a student is caught text-messaging in class, the student will be dropped from the class. If a student's cell phone rings in class, the student will receive a warning and will be dropped from class after the second offense.

Students should make arrangements with the instructor in advance if they need to leave class before dismissal. There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes ANY use of vulgar language or rude behavior toward instructor or any other student in the class.

Only plastic bottled drinks will be allowed in the classroom. No other food or drinks are permitted.

**NOTE:** The above guidelines are subject to amendment by the instructor at any point during the semester.