

SUMMER 2017 Syllabus

ENGL 2033 TECHNICAL WRITING II

This course continues the emphasis on the writing process taught in ENGL 1033 and includes a brief review of composition techniques. The assignments include various types of technical reports with emphasis on preparation, data collection and research, organization, style, format, graphics, technical descriptions, and formal report writing.

Type of course: Theory

Credit Hours: 3; Total clock hours of theory per semester: 45;

Total clock hours of lab for the semester: N/A; Total clock hours of clinical per semester: N/A.

Class length: 1st 8 weeks

Class days and times: MWF 12:30 pm – 2:25 pm CST; NCAT 101

Prerequisites: ENGL 1033 *or* ENGL 1113

ABOUT THE INSTRUCTOR

Name: Kari Henry Hulett

Phone: (918) 293-4842

Please note: I have a compound last name; *Henry Hulett* is my full last name— no hyphen. (I know it is confusing. What was I thinking?)

Office: NCAT, 103 C

Email: kari.henry_hulett@okstate.edu

Contact: My preferred method of contact is email. Please allow 24-48 hours to return your correspondence Monday through Friday. Response times may be longer on weekends or holidays.

INSTRUCTOR'S OFFICE HOURS:

MW – 7:30 – 10:30 AM; **TTH** – 7:30 – 9:30 AM; **F** – 10:30 – 11:30 AM (CST)*

Additional office hours are available by arrangement.

I encourage you to see me during office hours (make an appointment if you cannot attend my scheduled office hours) to discuss your writing projects, especially if are having a problem with a paper. Students often tell me one of the most helpful parts of the course was conferencing with me about their writing.

School Name: Arts & Sciences

School's Main Phone: 918-293-4768

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts:

- Markel, M. (2016) *Practical Strategies for Technical Communication, 2nd Edition*. Bedford/St. Martin's. ISBN: 9781319047740 (\$92 new) **with LaunchPad access code**. This is available in an e-Book bundle as well.

References: None

Materials:

- Standard notetaking elements (notebook, pen, etc.)
- Digital storage space (ie. cloud drive, USB flash drive, etc.)

Uniform/Tools: None

Estimated Cost for Materials: \$92

Estimated Cost for Uniform/Tools: \$ None

ABOUT THE COURSE

Upon completion of the course, students should be able to:

Course Objectives	Assessment of Objectives
Use Microsoft Office	All assignments
Construct written documents using processes that combine writing and critical thinking	All assignments
Employ standard grammar, punctuation, and spelling	All assignments
Communicate in writing with a clear purpose and audience in mind	All assignments
Write a variety of technical documents, using a standard writing process	<ul style="list-style-type: none">• Unit Writing Assignments• External Proposal*

Aspects of the course objective assessments may be used in the university's assessment of student learning. If applicable, an asterisk (*) above indicates this assignment is used in the university assessment program.

COURSE ACTIVITIES

In this course students will:

- Participate in class discussions, activities, and group work
- Complete reading assignments
- Complete writing assignments and projects
- Use Brightspace to submit assignments
- Use LaunchPad to complete exams and submit assignments
- Take exams

EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:

Daily Work/Homework...	225 pts
Unit Exams	125 pts
Unit Writing Assignments	360 pts
Final Exam	75 pts
External Proposal Project*	<u>215 pts</u>
Total	1000 pts

OSUIT Grading Scale
A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% & below

Points to Letter Grade
A = 900 + above
B = 800-899
C = 700-799
D = 600-699
F = 599 -below

*The student's grade for this assignment will be used in the university's assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student's course grade.

FEEDBACK ON ASSIGNMENTS

Students are expected to utilize the feedback given on each assignment to build and improve performance throughout the semester.

- Daily and/or weekly quizzes, small weekly assignments and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.
- Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Normal return time to students in one (1) to two (2) weeks.

Please note: Should I need to contact you about an assignment, I will do so through your school email, so check it often.

GRADING POLICIES

LATE WORK

Since many of the written assignments in this class rely on the sequence and timing of the course schedule, **late work will not be accepted**. Specific due dates and times are outlined in the Course Schedule section of this syllabus. These dates and times are not flexible. Please review the calendar to ensure that you fulfill all course requirements in a timely manner. All daily work is graded at the time of assignment and cannot be made up.

All written assignments (essay drafts, assignments, homework, etc.) must be submitted electronically to the Drobox by 11:59 pm (CST) on the due date; Dropbox access will close at that time. Remember, this is the latest possible time you may submit an assignment. You are encouraged to submit much earlier to allow time for solving any technology problems which may arise.

PLEASE NOTE: If you have difficulty uploading an assignment to the Dropbox, you may submit it by email to the instructor *prior* to the due date and time to show you have completed the work by the deadline and earn credit. **Assignments not received prior to the due date and time will earn a grade of zero.**

ONE-TIME EXCEPTION TO LATE POLICY

I recognize there are sometimes extenuating circumstances; therefore, I am including a permit that may be used **one time** for a late written assignment regardless of the reason. You may have up to an additional week from the original due date to earn credit; however, no assignment may be submitted after the last day of the semester.

After this permit has been used one time, any further late work will earn a zero.

IMPORTANT NOTES:

- The late permit cannot be used for the course project. (External Proposal Project)
- The late assignment must be submitted within one week of the original assignment due date to earn credit.
- The late permit cannot be used for peer reviews, in-class assignments, or quizzes. (These assignments must be completed at the time they are assigned.)
- **Submit your permit to the instructor by email from your school email address to gain access to the Dropbox for late submission.**

Late Policy Exception Permit	
This may be redeemed one time for submission of a late assignment OR for ten points extra credit toward final grade.	
Assignment Name	
Student's signature	Date

PLAGIARISM

Plagiarism means using words, ideas, or arguments from another person or source without citation. To avoid plagiarism, cite all sources consulted to any extent (including material from the internet), whether or not assigned and whether or not quoted directly. For quotations, four or more words used in sequence must be set off in quotation marks, with the source identified.

You are responsible for being familiar with the university standard for academic misconduct. Please see the Student Rights and Responsibilities Handbook for information (See Academic Dishonesty section below).

In order to deter and detect plagiarism, originality detection software is used in this course. Each written assessment submitted to the Dropbox will be analyzed for originality and a report will be generated. Students are encouraged to review the originality report in the Dropbox after submitting each assignment. If necessary, the student may revise and resubmit the assignment *prior to the due date and time* to rectify the situation.

The penalty for plagiarism will be based on the severity of the issue. The first three levels will be considered academic misconduct and dealt with as follows:

Level 1 – A minor portion of the submission is not cited correctly and clearly. Grade will be reduced by 10%.

Level 2— A moderate portion of the submission is not cited correctly and clearly. Paper will earn a zero. Student will be given the opportunity to redo the assignment for up to 50% credit. If this issue occurs again, the student will receive a zero with no opportunity to resubmit.

Level 3 – A major portion of the submission is not cited correctly and/or clearly. Paper will earn a zero; student *will not* be given opportunity to resubmit.

Level 4 – Student presents the work of others as his or her own original work. This is academic dishonesty; the student will earn a grade of F for the course, and university officials will be notified.

TESTING

Exams are scheduled at the end of each unit in the course. Students may also be required to take unannounced quizzes. Whether announced or unannounced, quizzes and exams will be taken in class. No makeup quizzes or exams will be given. If a student is not in class on the day the test is given, he or she will receive a zero on that test.

Exams will be taken during class time using the Quizzes Tool in Brightspace; each exam will be timed. Information for the exams is derived from the assigned readings.

Exams are graded automatically, and the grade appears in the Brightspace grade book immediately upon completion. Exam dates are listed in the course schedule.

AUTHORIZED TOOLS

Students may use any/all course materials, including books and notes, while participating in classroom activities. All quizzes and written assignments are to be the sole intellectual work of the individual student; no collaboration with classmates is permitted and any instance of such will be considered academic misconduct. During quizzes, students are not allowed to utilize cell phones or other personal digital devices for any reason; these devices must be out of sight and turned off.

UNIVERSITY & COURSE EXPECTATIONS

It is the responsibility of each OSUIT student to read, abide by and maintain a copy of the syllabus for this course. Syllabi are available on the OSUIT website.

Students understand that excerpts or portions of their work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. Every effort will be made to keep this information confidential.

AMERICANS WITH DISABILITIES ACT (ADA)

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Academic Accommodations/LASSO Center. Please advise the instructor of your disability as soon as possible, and contact The LASSO Center, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. The LASSO Center is located on the 3rd floor of the Noble Center. You may call [918.293.4855](tel:918.293.4855) for more information or fax documentation to [918.293.4853](tel:918.293.4853).

ACADEMIC DISHONESTY

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: the representation of previously written, published, or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowing cooperation with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others. For details, refer to The OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior) available online at http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf.

ATTENDANCE POLICY FOR FACE-TO-FACE COURSES

A primary component of OSUIT's Mission is "to prepare and sustain a diverse student body as competitive members of a world-class workforce." Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; **therefore, regular and consistent attendance is a requirement in all OSUIT courses.**

DEFINITIONS:

ABSENT: Failing to attend all or a significant portion of a class or lab session.

- A. Students may not be marked as absent if missing class for situations such as, but not limited to
 - 1. participating in a required university activity such as a field trip;
 - 2. fulfilling a military obligation;
 - 3. a mandatory court appearance;

4. death in the immediate family;
5. extreme illness or accident to oneself or immediate family.

Instructors, at their discretion, may require proof of such events.

- B. It is the responsibility of the student to contact and inform the instructor and/or department in advance of such excused absences whenever possible.

TARDY: Arriving late to class as defined by the individual class instructor. Faculty, at their discretion, may equate three tardies to equal one absence.

PROCEDURES:

EARLY INTERVENTION

- A. Any student who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.
- B. At the point the Early Alert is issued, the student *must* meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

EXCESSIVE ABSENCES

- A. The University reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.
- B. Students should be aware any of the following may impact their financial aid:
 1. being administratively withdrawn from a course
 2. dropping a course
 3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

INSTRUCTOR'S POLICY ON ABSENCES

I will take roll every day. Those who attend class regularly have the benefit of knowing about the assignments in-depth. On some days, we will have in-class assignments, quizzes, and/or peer reviews to go with the day's discussion. If you are not in class for these, you miss the points for that activity, and **these cannot be made up**.

If you must miss class, you are responsible for staying on track with the scheduled due dates in the syllabus, regardless of the reason for the absence. Contact me, or one of your classmates, *before* the next scheduled meeting, to ensure you will be prepared for the next class.

If you are absent, check the online classroom for any announcements regarding class and assignments. Content presented in class will be uploaded to Brightspace for review. **Please Note:** I follow the University Attendance Policy; in cases of excessive absence, administrative withdrawal will be initiated.

CLASSROOM PROTOCOL

I will provide instruction, guidance and support to you throughout this semester, but your learning will depend on your level of commitment. The critical element of this course comes from your preparation, your active participation, your reading, your writing, and your thinking—basically, you. In other words, you'll get out of it what you put into it.

Here are some guidelines that will help you get the most from this class:

1. Come to class on time
2. Be present
3. Be prepared
4. Be courteous and respectful
5. Use your resources wisely
6. Ask for help when you need it
7. Check your school email often
8. Be aware of your grades at all times
9. Use your syllabus

I use the online classroom, Brightspace as a supplement to the face-to-face classroom. You will need a current OKey username and password to fully participate in this course. To access Brightspace, go to online.okstate.edu. Stay in touch with course news, assignments, changes, and grades by visiting this site frequently. You may also subscribe to email updates through the settings feature in Brightspace.

8 WEEK COURSE SCHEDULE

WEEK	TOPIC	ASSIGNMENT	DUE DATE
Week 1 May 5	Course Introduction <ul style="list-style-type: none"> Syllabus Expectations Set up LaunchPad access 	Homework: Email to Instructor Assignment – Approx. 150 words, professionally written and formatted – Who I Am as a Writer (Bonus 10 pts)	Due Friday, May 5, 11:59 pm (Email)
Week 2 May 8-12	Unit 1 – Writing in the Technical Environment (Chap 1-2) <ul style="list-style-type: none"> Chapter 1 – Introduction to Technical Communication Chapter 2 – Understanding Ethical and Legal Obligations 	2 - Daily Work Assignments (15 pts each)	As assigned
		Unit 1 Study Guide (10 pts)	Due Friday, May 12, 11:59 pm (Dropbox)
		Unit 1 Assignment – Rough Draft (10 pts)	Friday, May 12 (In Class)
		Unit 1 Assignment –Peer Review (10 pts)	Friday, May 12 (In Class)
		Take Unit 1 Exam (25 pts)	Friday, May 12 (In Class)
		Unit 1 Assignment – Ethics Letter Final Draft (80 pts)	Due Sunday, May 14, 11:59 pm (Dropbox)
Week 3 May 15-19	Unit 2 - Planning the Document <ul style="list-style-type: none"> Chapter 4 – Analyzing Your Audience and Purpose. Chapter 6 – Writing for Your Readers 	3 - Daily Work Assignments (15 pts each)	As assigned
		Unit 2 Study Guide (10 pts)	Due Friday, May 19, 11:59 pm (Dropbox)
		Take Unit 2 Exam (25 pts)	Friday, May 19 (In Class)
		Unit 2 Assignment – Revising the Document (60 pts)	Due Sunday, May 21, 11:59 pm (Dropbox)
Week 4 May 22-26	Unit 3- Designing the Document <ul style="list-style-type: none"> Chapter 7 – Designing Print and Online Documents Chapter 8 – Creating Graphics 	2 - Daily Work Assignments (15 pts each)	As assigned
		Unit 3 Assignment – Rough Draft (10 pts)	Friday, May 26 (In Class)
		Unit 3 Assignment –Peer Review (10 pts)	Friday, May 26 (In Class)
		Take Unit 3 Exam (25 pts)	Friday, May 26 (In Class)
		Unit 3 Study Guide (10 pts)	Due Friday, May 26, 11:59 pm (Dropbox)
		Unit 3 Assignment- Flyer Final Draft (80 pts)	Sunday, May 28, 11:59 pm (Dropbox)

Week 5	MAY 29-JUNE 2 Memorial Day Holiday Monday May 29 Instructor Off campus at conference/ No assignments due this week		
Week 6 June 5-9	Unit 4 – Applications for Technical Writing <ul style="list-style-type: none"> • Chapter 14 – Writing Definitions, Descriptions, and Instructions 	2 - Daily Work Assignments (15 pts each)	As assigned
		Unit 4 Assignment – Rough Draft (10 pts)	Friday, June 9 (In Class)
		Unit 4 Assignment –Peer Review (10 pts)	Friday, June 9 (In Class)
		Take Unit 4 Exam (25 pts)	Friday, June 9 (In Class)
		Unit 4 Study Guide (10 pts)	Due Friday, June 9, 11:59 pm (Dropbox)
		Unit 4 Assignment – Technical Description (80 pts)	Due Sunday, June 11, 11:59 pm (Dropbox)
Week 7 June 12-16	Unit 5 – Writing to Persuade <ul style="list-style-type: none"> • Chapter 11 – Writing Proposals 	2 - Daily Work Assignments (15 pts each)	As assigned
		Unit 5 Proposal – Topic Memo (10 pts)	Due Wednesday, June 14, 11:59 pm (Dropbox)
		Unit 5 Study Guide (10 pts)	Due Friday, June 16, 11:59 pm (Dropbox)
		Take Unit 5 Exam (25 pts)	Friday, June 16 (In Class)
Week 8 June 19-21	Finals Week <ul style="list-style-type: none"> • Submit Proposal Project • Take Final Exam 	Unit 5 Assignment –Rough Draft (10 pts)	Due Monday, June 19, (In Class)
		Unit 5 Assignment –Peer Review (10 pts)	Due Monday, June 19, (In Class)
		Unit 5 Assignment –Conference with Instructor (25 pts)	Due Monday, June 19, (In Class)
		Unit 5 Assignment – Plan for Revision Memo (10 pts)	Due Monday, June 19, 11:59 pm (Dropbox)
		Unit 5 Assignment – External Proposal (160 pts)	Due Wednesday, June 21, 11:59 pm (Dropbox)
		Take Comprehensive Final Exam (75 pts)	Wednesday, June 21, (In Class)

Schedule is subject to change on instructor’s discretion.