OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
SUMMER 2018

ENGL 3323 TECHNICAL WRITING III

This course reviews the basics of technical writing and recognizable workplace formats. The course also focuses on the ethical and accurate transfer of information to technical and non-technical audiences, problem-solving strategies, critical thinking skills, revision, and editing strategies, as well as using visual aids to convey accurate information.

COURSE PURPOSE

The purpose of this course is to prepare students for writing in the workplace by extending their skills in research, writing, and document design to include frequently used workplace documents. In this course, students will learn to communicate with competence and present their written work in a professional manner.

Type of course— Theory

Credit Hours— 3; Total clock hours of theory per semester: 45; Total clock hours of lab for the semester: NA; Total clock hours of clinical per semester: NA.

Class length – Full Semester   **Class format –** Fully Online

Required synchronous meetings— None;   **Prerequisites—** ENGL 1213 or ENGL 2033

ABOUT THE INSTRUCTOR

Name: Kari Henry Hulett   P**hone:** (918) 293-4842

> **Please note:** I have a compound last name; *Henry Hulett* is my full last name.

Office: NCAT, 103 C   **Email:** kari.henry_hulett@okstate.edu

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

Instructor's Office Hours:

> **MWF &TTH** – 8:30 — 10:30 AM(CST)
> **Additional office hours are available by arrangement.*

I encourage you to contact 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. Online students may conference virtually, using Zoom. 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

Required Texts:
1. *A Guide to Writing as an Engineer,* Beer & McMurrey, 2014, Wiley*,*
   ISBN: 9781118300275 ($85 new or $64 used)
2. *Handbook of Technical Writing,* Alred, Brusaw, & Oliu, 2015, Bedford/St. Martin's,
   ISBN: 9781457675522 ($69 new or $52 used)

References: (**Optional**) Publication Manual of the American Psychological Association (APA) Sixth Edition

Other Materials:
- Computer access
- Internet access
- Digital storage space (Hard drive, USB flash drive, cloud drive or other method.)
- Microsoft Word and PowerPoint

Uniform/Tools: N/A

Estimated Cost for Materials: $ 116 to $154 depending on selections

Estimated Cost for Uniform/Tools: $ N/A

ABOUT THE COURSE

This syllabus contains the policies and expectations I have established for ENGL 3323 Technical Writing III. **Please read the entire syllabus carefully before continuing in this course.** These policies and expectations are intended to create a productive learning atmosphere for all students.

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.	• All Assignments
Interpret research for the purposes of written communication.	• Literature Summary • External Proposal * • PowerPoint Project
Integrate research into written communications.	• Literature Summary • External Proposal * • PowerPoint Project
Use APA style.	• Literature Summary • External Proposal * • PowerPoint Project

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 and peer reviews through the Discussions Tool in the online classroom, Brightspace located at online.okstate.edu.
- ➢ Read all assigned materials each week
- ➢ View multi-media lessons
- ➢ Complete writing assignments and participate in Writing Workshops/Peer Reviews
- ➢ Take exams

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

		OSUIT
Discussion/Peer Review	90	**Grading Scale**
Quizzes and Exams (5)	285	
Letter of Introduction	50	
Memo Assignments	75	A = 90%-100%
Professional Literature Summary	75	
Job Packet Project	100	B = 80%-89%
Progress Report	50	C = 70%-79%
External Proposal Project*	175	
PowerPoint Presentation Project	100	D = 60%-69%
Total	1000	F = 59% & 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

- 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.

RECOMMENDED STUDENT COMPENTENCIES/SKILLS

Students entering Technical Writing III should possess basic computer skills that include keyboarding, Microsoft Word document processing, and document management. Students should have strong ability to write using Standard American English grammar and spelling as well as strong knowledge of writing for a particular audience, situation, and purpose.

AUTHORIZED TOOLS

Students may use any/all course materials, including books and notes, when completing course assignments. 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.

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.   The instructor considers this academic dishonesty; the student will earn a grade of F for the course, and university officials will be notified.

USING COURSEWORK YOU PREVIOUSLY SUBMITTED

Work created by the student and submitted for credit in previous classes may not be used in its entirety for this class. If you have previously written a paper or other assignment, you may use it in this class only as a basis for writing a new document. Your previously submitted work must have been reexamined, reworked, and rewritten; your previously submitted work must contain at least 50% new material to earn credit.

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 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 in 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

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.

IMPORTANT NOTES:

- The late permit cannot be used for the course project. (External Proposal)
- The written 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, discussions, or quizzes. (These assignments must be completed at the time they are assigned.)
- **After this permit has been used one time, any further late work will earn a zero.**

To claim a late exception, email the instructor from your school email address to gain access to the Dropbox for late submission.

TESTING

Exams will be taken online, through the Quizzes Tool in Brightspace; each exam is open book. Information for the exams is derived from the assigned readings. There is a one-hour time limit on each exam. Exams are graded automatically, and the grade appears in the online grade book immediately upon completion of an exam. Each exam has a date deadline, and failure to meet this deadline will result in a **zero** for that exam. **There will be no make-up exams**. Please become familiar with the syllabus schedule.

INSTRUCTIONAL METHODS

Keeping up with the assignments is crucial to success in this course. **This is not a self-paced course.** There is a schedule that you must follow. However, you are permitted and encouraged to work ahead during the weeks when you have a major project. Units contain assignment examples, lesson notes, and assignment descriptions. The instructor will provide feedback on all submitted writing assignments. This feedback will be saved in the Dropbox folder. Feedback will contain both an overall assessment of the assignment and notes for improvement for future written assignments.

It is up to you, the student, to plan your time so assignments will be submitted on time – this includes planning for technical difficulties such as problems with the computer, Internet Service Provider, or Brightspace. Remember, you may submit early, but you may not submit late. It is your responsibility to check "Grades" in Brightspace often to verify submitted assignments have received a grade.

ONLINE COURSE INTERACTION

OSUIT requires all online courses to include interaction between students, peers and instructors. Our online courses use a variety of tools to build a community of learners and strengthen engagement between students and their peers, as well as between students and the instructor. Communication tools used in courses may include Discussion, News, and Email. Read the syllabus completely to determine which of these methods you, your classmates and your instructor will use for interaction.

General guidelines for student conduct while interacting within an online course include: (1) Use proper language in all communications; (2) Harassment of any type will not be tolerated; (3) No jokes, insults or threats of an offensive nature. For more information, go to: http://osuit.edu/center/netiquette.

This online course uses Discussion, News, and Email to build a community of learners and strengthen communication between students and their peers, as well as between students and the instructor.   Through the use of these tools, you will be able to interact with others in the virtual classroom.

INTERACTION WITH YOUR PEERS

In several of the course modules, you will be required to post one original post and two responses to your peers on the discussion board in Brightspace.

Required: Original post and two responses to peers per discussion thread
Original post – By Wednesday 11:59 p.m. Central time
Two peer responses – By Friday 11:59 p.m. Central time

INTERACTION WITH YOUR INSTRUCTOR
In addition to email and phone correspondence (as indicated on the first page of this syllabus), you can also expect me to provide:

- Additional information and updates about the course as needed through e-mails and the News feature in Brightspace.

- Detailed analysis, feedback and explanation of grades through the Gradebook and Dropbox features in Brightspace.

You are encouraged to contact me by email at any time with questions or concerns; however, please allow 24-48 hours to receive a reply to your correspondence Monday through Friday. I may not be available to respond to your correspondence on the weekend or holidays, so please do not leave your coursework until the last possible moment in case you need assistance.

INSTRUCTOR'S TECHNOLOGY POLICY

This course is highly dependent on technology and the online classroom; therefore, it is imperative that you plan for submitting assignments, internet access, and ensure you have the correct software to be successful.

When submitting assignments, make sure the file you are uploading is the correct file and meets the assignment guidelines. If the file you upload does not meet the assignment, it will earn a zero and cannot be made up. It is your responsibility to check your own work.

Allow plenty of time to upload assignments in case you have internet or computer issues. (For example, Computer crashed, Don't have Word, No Internet, Expired OKey password, etc.) These types of issues are not excuses for missing an assignment. Unexpected issues occur; have a backup plan. You can always submit early; you cannot submit late.

You will use Microsoft Word extensively in this course. Google Docs does not have all the features you will need in this course. If you do not have Word on your home computer, you are advised to download it at the beginning of the course. The University provides you with a free copy of this software. You will find more information here: http://go.osuit.edu/computer_information_services/myosuit.

INSTRUCTOR'S POLICY ON ABSENCES

Please Note: I follow the University Attendance Policy; in cases of excessive absence, administrative withdrawal will be initiated; this could impact financial aid.

INSTRUCTOR'S OFFICE HOURS

I encourage you to take advantage of office hours by emailing me, calling, or making an appointment (if you are on campus outside my scheduled office hours) to discuss your writing projects. This is especially important if are having a problem with a paper. Students frequently tell me that the most helpful feature of the class was coming to my office to conference about their writing.

DISCUSSION BOARD POLICY

This class is 100% online. Interaction with your peers is required through the Discussion Board in Brightspace. This course contains several discussion forums. Some of these contain questions related to the materials you are studying, while others are designed for peer review sessions. Each peer review response must contain the Peer Review Questions document to earn credit.

In each of the weeks in which the Discussion is used, you are required to post an initial response to the question by Wednesday at 11:59 pm, and reply to at least two other

students by Friday at 11:59 pm (CST). The purpose is to facilitate a "discussion" for unit topics and peer review.

Make sure to post your answers in a coherent, thoughtful manner. Simply repeating already posted answers does not qualify as meaningful participation. Verify that your responses are unique and relevant to the discussion. Remember to avoid racist, sexist, marginalizing, or any other offensive language. In the peer review, be considerate of the author's ideas and feelings, but be honest with your feedback. Practice good digital citizenship throughout the course. See the *Netiquette* lesson in the *Start Here* module under Content for more on this topic.

SYLLABUS ATTACHMENT

View the Syllabus Attachment, which contains other important information, by visiting http://osuit.edu/center/student_syllabus_information

COURSE SCHEDULE

This syllabus schedule holds only an overview or brief statement about each assignment, you will find complete assignment instructions and requirements in each module as listed. Please read the modules fully and carefully.

COURSE SCHEDULE			
WEEK & DATE	BRIGHTSPACE CONTENT UNIT/ MODULE NAME	ASSIGNMENTS	DUE DATES (LOCATION FOR SUBMISSION)
Week 1 & 2 Thurs., May 3 — Sun., May 13	**Start Here** See Overview for full reading assignments, assessments, and objectives Read and/or view all content in this module	Post a message and at least two replies to Discussion Board - *Introduce Yourself to the Class* (10 pts)	**Discussion**: First post by Wed., (May 9) 11:59 pm; replies to peers by Fri., (May 11) 11:59 pm (Discussions)
		Take the Quiz – *How to Succeed as an Online Student* (25 pts)	**Quiz** Due Sun., (May 13) 11:59 pm (Quizzes)
Week 3 Mon. May 14 — Sun., May 20	**Unit 1/Module: Technical Writing Basics** See Overview for full reading assignments, assessments, and objectives Read and/or view all content in this module	Post a message and two replies to Unit 1 Discussion*: Analyzing Importance of Audience* (10 pts)	**Discussion**: Original Post by Wed., 11:59 pm; two replies by Fri., 11:59 pm. (Discussions)
		Take Exam One (50 pts)	**Exam One** Due Sun., 11:59 pm (Quizzes)
Week 4 Mon., May 21 — Sun., May 27	**Unit 2/Module: Writing Business Correspondence** See Overview for full reading assignments, assessments, and objectives Read and/or view all content in this module	Write Letter of Introduction and Participate in *Peer Review Workshop: Letter of Introduction* in the Discussions tool. (10 pts)	**Discussion**: Post rough draft by Wed., 11:59 pm; two reviews by Fri., 11:59 pm. (Discussions)
		Submit Letter of Introduction Final Draft (50 pts)	**Assignment:** Letter of Introduction Due Sun., 11:59 pm (Dropbox)

Week 5 Mon., May 28 — Sun., June 3	Unit 2/Module: Locating and Summarizing Research See Overview for full reading assignments, assessments, and objectives Read and/or view all content in this module	Submit Article Selection Memo Assignment (25 pts)	Discussion: No discussion required this week
			Assignment: Memo Due Sun., 11:59 pm (Dropbox)
Week 6 Mon., June 4— Sun., June 10	Unit 2/ Module: Documenting Research See Overview for full reading assignments, assessments, and objectives Read and/or view all content in this module	Participate in *Peer Review Workshop: Professional Literature Summary* in the Discussion tool. (10 pts)	Discussion: Post rough draft by Wed., 11:59 pm; two reviews by Fri., 11:59 pm. (Discussions)
		Submit Professional Literature Summary Assignment (75 pts)	Assignment: Professional Literature Summary Due Sun., 11:59 pm (Dropbox)
		Take Exam Two (50 pts)	Exam Two Due Sun., 11:59 pm (Quizzes)
Week 7 Mon., June 11— Sun., June 17	Unit 3/Module: Writing to Get the Job See Overview for full reading assignments, assessments, and objectives Read and/or view all content in this module	Submit Position Selection Memo Assignment (25 pts)	Discussion: No discussion required this week
			Assignment: Position Selection Memo Due Sun., 11:59 pm (Dropbox)

Week 8	Unit 3/Module: **Writing the Job Application Letter**	Write first draft of Application Letter and Participate in *Peer Review Workshop: Application Letter* in the Discussion tool. (10 pts)	**Discussion:** Post first draft by Wed., 11:59 pm; two reviews by Fri., 11:59 pm. (Discussions)
Mon., June 18— Sun., June 24	See Overview for full reading assignments, assessments, and objectives Read and/or view all content in this module	After peer review, revise your draft and prepare it for submission with the full Job Packet later in this unit.	
Summer Break June 25 to July 8 No assignments are due during this time. You may continue working on the job packet assignment, which will be due at the end of Week 9.			
Week 9 Mon., July 9— Sun., July 15	Unit 3/Module: **Writing the Resume** See Overview for full reading assignments, assessments, and objectives Read and/or view all content in this module	Write First Draft of Resume and Participate in *Peer Review Workshop: Resume* in the Discussion tool. (10 pts) After peer review, revise your draft and prepare it for submission with the full Job Packet later in this unit.	**Discussion:** Post first draft by Wed., 11:59 pm; two reviews by Fri., 11:59 pm. (Discussions)
Week 10 Mon., July 16— Sun., July 22	Unit 3/Module: **Writing the Follow-up Letter** See Overview for full reading assignments, assessments, and objectives Read and/or view all content in this module	Write Follow-up Letter and Participate in *Peer Review Workshop: Follow-up Letter* in the Discussion tool. (10 pts)	**Discussion**: Post first draft by Wed., 11:59 pm; two reviews by Fri., 11:59 pm. (Discussions)
		Submit Final Revised Job Packet Assignment; Include– Application Letter, Resume, and Follow-up Letter (100 pts)	**Assignment:** Job Packet Project due Sun., 11:59 pm (Dropbox)
		Take Exam Three (50 pts)	**Exam Three** Due Sun., 11:59 pm (Quizzes)

Week 11 Mon., July 23— Sun., July 29	**Unit 4/Module: Reports and Proposals** See Overview for full reading assignments, assessments, and objectives Read and/or view all content in this module	Submit Proposal Topic Selection Memo Assignment (25 pts)	**Discussion:** No discussion required this week
			Assignment: Proposal Topic Memo Due Sun., 11:59 pm (Dropbox)
Week 12 Mon., July 30— Sun., Aug 5	**Unit 4/Module: Reporting Progress** See Overview for full reading assignments, assessments, and objectives Read and/or view all content in this module	Submit Progress Report on Proposal Project (50 pts)	**Discussion:** No discussion required this week
			Assignment: Progress Report on Proposal Project Due Sun., 11:59 pm (Dropbox)
Week 13 Mon., Aug 6— Sun., Aug 12	**Unit 4/Module: Finalize Proposal Project** See Overview for full reading assignments, assessments, and objectives Read and/or view all content in this module	Participate in *Peer Review Workshop: Proposal* in the Discussion tool. (10 pts)	**Discussion:** Post first draft by Wed., 11:59 pm; **one** review by Fri., 11:59 pm. (Discussions)
		Submit Final Proposal Project (175 pts)	Proposal Project Due Sun., 11:59 pm (Dropbox)
		Take Exam Four (50 pts)	**Exam Four** Due Sun., 11:59 pm (Quizzes)
Week 14 Mon., Aug 13 — Sun., Aug 19	**Unit 4/Module: Presenting with PowerPoint** See Overview for full reading assignments, assessments, and objectives Read and/or view all content in this module	Participate in Discussion Board: *Converting a Report to a Presentation* (10 pts)	**Discussion:** Original Post by Wed., 11:59 pm; two replies by Fri., 11:59 pm. (Discussion)
		Create and Submit PowerPoint Presentation (100 pts)	**Assignment:** PowerPoint Presentation Due Sun., 11:59 pm (Dropbox)

Week 15	Finals Week		
Mon., Aug 20— Wed., Aug 22	See Overview for full reading assignments, assessments, and objectives Read and/or view all content in this module	Take comprehensive Final Exam (60 pts)	**Final Exam** Due Wed., 11:59 pm (Quizzes)

Schedule is subject to change at instructor's discretion.