

# Oklahoma State University Institute of Technology Course Syllabus

Spring 2018—1<sup>st</sup> Half

## ENGL 1033 TECHNICAL WRITING I

This course focuses on the writing process and strategies for improving writing. The emphasis is on clear, concise writing for specific audiences and for specific purposes. The assignments and activities reflect “real world” work situations and writing requirements such as letters and memoranda. Theory.

**Course Purpose:** The purpose of this course is to prepare students for writing in the workplace. Students will learn to produce well written and well formatted documents that will be used by them daily on the job. They will also learn to consider the importance of audience, situation, and purpose to the documents they write.

**Type of course:** Theory

**Credit Hours:** 3

- Total hours of theory per semester: 3
- Total hours of lab for the semester: n/a
- Total hours of clinical per semester: n/a

**Class length:** 1<sup>st</sup> Half

**Class days and times:** MWF 9:30-11:30 or TR 8:30-11:30

**Prerequisites:** None

---

## INSTRUCTOR INFORMATION

**Instructor Name:** Tara Cole

**Instructor Phone:** 405-308-3789

**Office:** NCAT 314A

**Instructor email:** [tara.cole@okstate.edu](mailto:tara.cole@okstate.edu)

**Instructor's Office Hours:**

- MF—1:30-3:30
- W—1:30-2:30
- T—12:30-2:20
- R—12:30-3:30
- *Other times by appointment*

**Contact:** My preferred method of contact is in person or by e-mail. If I haven't responded within 24hrs M-F or 48hrs Sa-Su, I did not receive your message.

## REQUIRED TEXTS, REFERENCES, AND MATERIALS

**Texts:**

- *Practical Strategies for Technical Communication*, 2nd ed by Mike Markel, MacMillan Publishing ISBN 978-1319003364 (**it must be a new textbook with the LaunchPad access codes**)
- OR Ebook only from LaunchPad: *Practical Strategies for Technical Communication*, 2nd ed by Mike Markel, MacMillan Publishing ISBN 978-1319018207

**Materials:** notebook paper, pen, pencil, regular access to a computer, flash drive for saving work

**Uniform/Tools:** n/a

**Estimated Cost for Materials:** \$ 80 (used); \$106 (new)

**Estimated Cost for Uniform/Tools:** \$ n/a

## ABOUT THIS COURSE

Upon completion of the course, students should:

Course Objectives	Assessment of Objectives
<b>Use Microsoft Office</b>	All assignments will be composed at the personal computer
<b>Construct written documents using processes that combine writing and critical thinking</b>	Writing and revision assignments
<b>Employ standard grammar, punctuation, and spelling</b>	All graded assignments will be checked for these items
<b>Communicate in writing with a clear purpose and audience in mind</b>	Writing assignments for a specific task and audience
<b>Write a variety of technical documents, using a standard writing process</b>	Memos, letters, emails, job search documents, and recommendation report*

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:

- Discuss writing concepts and strategies
- Review readings
- Produce memos, letters, email, job search documents, and informal reports

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

Writing Assignments .....	70%
Other Activities .....	15%
Core Assessment* .....	<u>15%</u>
<b>Total</b> .....	100%

OSUIT Grading Scale	
A	= 90% - 100%
B	= 80% - 89%
C	= 70% - 79%
D	= 60% - 69%
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.*

Normal return time for daily and/or weekly quizzes, small weekly assignments and similar type projects is approximately one (1) week.

Normal return time for extensive writing assignments, large group projects, extensive quizzes, exams and similar type projects is approximately one (1) to two (2) weeks.

**All assignments submitted via the Dropbox or Discussion Board must be .doc (Word file), .pdf, or .rtf (rich text format).** Any files that are in an incorrect format and unreadable on D2L will be counted late until a readable file format is submitted. The late policy below applies in those situations.

## RECOMMENDED STUDENT COMPETENCIES/SKILLS

Students entering Technical Writing I need basic computer skills that include keyboarding, Microsoft Word document processing, and document management. Students should be able to use Standard American English grammar and spelling in writing.

## WRITING ASSIGNMENTS

Writing Assignments for this class include but are not limited to: memos, letters, emails, and a job packet. Instructions and Rubrics will be given when the project is assigned. These are not group projects and are expected to be completed individually.

## OTHER ACTIVITIES

Other Activities include but are not limited to: quizzes, in-class group projects, classroom conduct/participation, and attendance. These points are awarded in-class and cannot be made up, even with a late work pass.

- *Quizzes*- Quizzes will be given over the day's reading from time-to-time. Be sure to complete your assigned reading so you'll be ready for a quiz.
- *In-class/ group projects*- As we're learning how to create a particular type of technical communication, you will work in groups to help each other learn. Full points are awarded for participation, completeness, and holding to the rubric's standards. If you have low to no participation, your grade will reflect that fact. Other in-class assignments will be given as needed.
- *Classroom conduct/participation*- Daily points are awarded for good classroom conduct and participation in the classroom activities and discussion. These are points that are easily earned as long as you participate in class. *Rude behavior, cussing, no participation in daily discussion or group work, etc...will hurt this grade.*
- *Attendance*- Attendance is taken daily by a sign in sheet and instructor checklist. Points are awarded for being present in class. Cheating by signing someone else's name is not acceptable and will earn both participants zero points for that day.

## CORE ASSESSMENT

In each course the university has a core assessment tool. Our Recommendation Report will be the core assessment for this course. Instructions and a rubric will be given when the project is assigned. A 70% or higher will receive a passing grade. This grade is independent of the student's course grade.

## AUTHORIZED TOOLS

Students may use any/all course materials, including books and notes for writing assignments. All quizzes and written assignments are to be completed independently; no collaboration with classmates is permitted unless it is a group assignment and any instance of such will be considered academic dishonesty.

## LATE WORK

**Assignments must be in the correct Dropbox or Discussion board to not be counted late.**

Quizzes are taken in class and may not be made up.

Writing assignments may be submitted late for partial credit using your (1) late work pass. *10% is deducted for everyday late.* After 10 days late, you may turn an assignment in for feedback, but no points will be awarded.

1. Go to the Quizzes Tab and Choose “Late Work”
2. Click on “Start Quiz”
3. Fill it out and Submit Quiz
4. Upload the assignment to **that assignment’s** Dropbox

## EXTRA CREDIT

Extra credit opportunities may be given during the course of the class. Participating in instructor selected campus activities and in depth discussion/critical thinking on the daily topic including additional research (web research, non-personal examples, apps not included in textbook, etc...) If you wonder if an activity or discussion is considered extra credit, ask. There 50 pts = about 2.5% available towards your final grade.

Generally:

- Extra research/ examples = 5 pts.
- Campus activities/ volunteer work = 10pts
- Grammar Quizzes = 10 pts.
- Essay Comma Revision = 10pts.
- Didn’t use Late Pass = 10pts.

Upload your extra credit proof/examples to the “Extra Credit” Dropbox.

## TESTING

Quizzes will be given on the date and time announced by the instructor. No make-up/rescheduled quizzes will be given.

---

## 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.

## OTHER LAB AND CLASSROOM POLICIES

Students are expected to cooperate in maintaining a classroom environment conducive to learning. Courteous and respectful behavior will be expected from all students each day. All

paggers, cellular phones, smart watches, and CD and MP3 players should be turned off and stowed away. If you are expecting an important call (ie. Baby's birth), then tell me before class begins, and I will approve your cell use for that day. The use of tobacco *in any form* in University buildings is prohibited.

---

## ACADEMIC DISHONESTY/PLAGIARISM

All writing assignments that students submit for this course must either be entirely their own or properly cited in APA format. If it is not, the student is guilty of plagiarism, which is not tolerated at OSU. It is important for you to have a clear idea of what academic dishonesty and plagiarism are from the start so that there can be no mistake later. Academic dishonesty and/or misconduct and plagiarism include, but is not limited to the following actions:

1. **Word-for-word copying, without acknowledgment, of the language of another writer.** Having another person write or dictate all or part of one's composition is plagiarism of this kind and is clearly forbidden. But, in addition, the student should copy NO printed passage, no matter how brief, without acknowledging its source and *either placing it in quotation marks or setting it aside as a block quotation*. This applies to even the briefest of phrases if they are truly distinctive.
2. **The unacknowledged paraphrasing or summarizing of an author's ideas.** The student should no more take credit for another person's thoughts than for another person's words. Any distinctive, original idea taken from another writer should be credited to its author. If the student is not sure whether or not an author's idea is distinctive, he or she should assume that it is: no fault attaches to over-acknowledgment but under-acknowledgment is plagiarism.
3. **Incorrectly copying, paraphrasing, summarizing.** In a verbatim copying of a source, involving the use of quotation marks and the acknowledgment of the author, the student does not have the right to change or add any words, even if the original author made a mistake. When paraphrasing or summarizing, merely using synonyms, while maintaining the original sentence pattern and/or word order, is a form of plagiarism involving the copying of the author's style. A paraphrase should be in the student's own style.
4. **Submitting part or whole of a paper written for another class without the permission of both instructors beforehand.** Though it is your own work, recycled essays are not allowed in part or whole, unless permission is obtained from both instructors before the assignment is due. Rarely is this permitted, so expect to write new essays for all the assignments in this class.
5. **Unauthorized collaboration on projects.** We will have a few group projects in this class. You may only collaborate on those projects listed as a "group project" in the instructions with other members of this class. If "group project" does not appear in the instructions, no collaboration is allowed.

6. **Cheating on tests or examinations.** This includes sharing answers, test questions, and unauthorized advanced access to quizzes or exams.

Any students found participating in academic dishonesty/misconduct and plagiarism will receive a zero for the assignment.

Ways to avoid academic dishonesty and plagiarism: No fault is attached to the over-acknowledgment of ideas, but under-acknowledgment is plagiarism. When using quotations, the student should incorporate brackets "[ ]" to add comments within a given passage, add three periods ". . ." to imply words that have been deleted, or use "[sic]" to tell the reader of a mistake made by the author or publisher.

Because of the serious nature of academic dishonesty/misconduct and plagiarism, a case involving such may be referred to the Academic Appeals Committee which can recommend that the student, if found guilty, be dismissed from the university. At the very least, any students found participating in academic dishonesty/misconduct and plagiarism will receive a zero for the assignment.

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](http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf).

**This class will use TURNITIN.COM linked through D2L as a way to prevent and detect plagiarism.**

---

## OTHER INSTRUCTOR POLICIES

I use the Online Classroom site as a supplement to the classroom setting. You should request an account the first day of class (Go to the OSUIT website) and stay in touch with the course work by going to this site daily. **Also, important documents that I hand out in class and your homework assignments may be found there.** Make sure you check your email frequently; sometimes I try to get in touch with you through this tool.

## OPTIONS FOR WHEN OSUIT WEBSITE IS DOWN

In the event that our online classroom is not accessible through our OSUIT.edu website, students can always access it through the OSU-Stillwater main campus site by using following connections:

- Online Classroom: <http://online.okstate.edu>
- Email: <http://mail.okstate.edu>

# SYLLABUS ATTACHMENT

View the Syllabus Attachment, which contains other important information, by visiting [http://osuit.edu/center/student\\_syllabus\\_information](http://osuit.edu/center/student_syllabus_information)

COURSE SCHEDULE			
Course Outline Schedule	Topic	Assignment	Due Date
Week 1	<ul style="list-style-type: none"> <li>Syllabus</li> <li>Introduction to the class</li> <li>Chapter 1: Introduction to Technical Writing</li> <li>Chapter 9: Email (pgs. 240-245 &amp; 255-259)</li> </ul>	<ul style="list-style-type: none"> <li>Quiz (Possibly)</li> <li>In class Activities</li> </ul>	Daily
Week 2	<ul style="list-style-type: none"> <li>Chapter 4: Analyzing your Audience and Purpose</li> <li>Chapter 6: Writing For Your Readers (pgs. 108-112, 149-152)</li> <li>Chapter 6: Writing For Your Readers (pgs. 114-123, 146-149)</li> <li>Chapter 9: Letters (pgs. 245-252)</li> </ul>	<ul style="list-style-type: none"> <li>Quiz (Possibly)</li> <li>In class Activities</li> <li>Comma Rules 1</li> <li><b>Email Assignment</b></li> </ul>	Daily
Week 3	<ul style="list-style-type: none"> <li>Chapter 9: Memos (pgs. 253-255)</li> <li>Chapter 10: Writing Job-Application Materials</li> <li>Chapter 6: Writing For Your Readers (pg. 112-114, 130-149)</li> </ul>	<ul style="list-style-type: none"> <li>Quiz (Possibly)</li> <li>In class Activities</li> <li>Comma Rules 2 &amp; 15</li> <li><b>Business Letter</b></li> </ul>	Daily
Week 4	<ul style="list-style-type: none"> <li>Chapter 10: Job Application Materials</li> </ul>	<ul style="list-style-type: none"> <li>Quiz (Possibly)</li> <li>In class Activities</li> <li>Comma Rules 5 &amp; 9</li> <li><b>Memo</b></li> </ul>	Daily
Week 5	<ul style="list-style-type: none"> <li>Chapter 12: Writing Informal Reports</li> </ul>	<ul style="list-style-type: none"> <li>Quiz (Possibly)</li> <li>In class Activities</li> <li>Comma Rules 3 &amp; 4</li> <li><b>Job Search Packet</b></li> </ul>	Daily
Week 6	<ul style="list-style-type: none"> <li>Chapter 13: Writing Recommendation Reports</li> </ul>	<ul style="list-style-type: none"> <li>Quiz (Possibly)</li> <li>In class Activities</li> <li><b>Report</b></li> </ul>	Daily
Week 7	<ul style="list-style-type: none"> <li><i>Individual Conferences with Instructor over Recommendation Reports</i></li> </ul>	<ul style="list-style-type: none"> <li><b>Recommendation Report Draft Due</b></li> </ul>	Daily



<b>Week 8</b>		<ul style="list-style-type: none"><li>• <b>Recommendation Report Final Due</b></li></ul>	Daily
---------------	--	--	-------

