Alvin Community College
ENGL 2311-IN
Technical Communication
Spring 2013

Classroom: Online course conducted in Blackboard.
Class Times: Students are expected to log into Blackboard twice each week.
Instructor: Ms. Ashley Salter
Email: asalter@alvincollege.edu
Phone: (281) 756-3717
Office: G 163

Office Hours: From the second week of classes until the last week of regular classes (not during final exams), Ms. Salter will be available in her office (G163) at the times listed below. If you need to see her at a time that falls outside of her regularly scheduled office hours, you should make an appointment at least one day in advance.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Monday</td>
<td>Noon to 2:00 p.m.</td>
<td>G 163</td>
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<tr>
<td>Tuesday</td>
<td>Noon to 2:00 p.m.</td>
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<tr>
<td>Wednesday</td>
<td>Noon to 2:00 p.m.</td>
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<tr>
<td>Thursday</td>
<td>Noon to 2:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>9:00 a.m. to 11:00 a.m.</td>
<td>G 163</td>
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Preferred Contact Method: The best way to contact your instructor is through Blackboard mail.

Response Time: E-mail, voice mail, and Blackboard mail messages received Monday through Thursday will receive a response within 24 hours. Messages received Friday through Sunday will receive a reply by Monday afternoon.

Final Exam: Final exam is due Tuesday, May 7 at Noon.

About this document: This syllabus has been designed to function as both a print document and an electronic document. You should keep a print copy for reference throughout the semester, and you should also read through the syllabus online at least once so that you can follow hyperlinks to useful information such as the ACC Student Handbook and the Learning Lab.
Course Description
Designed primarily for students working toward a four-year science or technology degree, this course stresses accurate and effective writing in formal reports and other professional communication forms. Brief attention is also given to the oral report.

Learning Outcomes
The following statements explain what students in ENGL 2311 are expected to learn:

1. Students will demonstrate the ability to write prose that is both grammatically correct and stylistically appropriate for readers in technical or professional settings.
2. Students will demonstrate the ability to design effective documents for readers in technical or professional settings.
3. Students will demonstrate knowledge of several genres of technical communication by preparing documents such as letters, résumés, instructions, proposals, and reports.
4. Students will demonstrate the ability to work as part of an effective team by completing two team assignments.

Required Textbook
Technical Communication by Mike Markel, 10th edition (2012)

- View information about the College Store, including details about how you can order your book online and have it delivered to you, on the store's Web page.
- You will need the correct edition so that it will include all the assigned readings, or you will need to borrow a book from a classmate or from the library to make copies.
- You must have your textbook by the second week of class in order to keep up with assignments.

Suggested Supplies
- a college-level dictionary
- a flash drive
- a reliable e-mail account

Honors Option
Students with a qualifying GPA, SAT/ACT score, or class rank can receive Honors credit for this course by completing an Honors project in addition to the normal course work. If you are interested in the Honors option for this course, please review the information on the Honors Program Web page and speak with your instructor during the first two weeks of class.
Attendance
Attendance is expected at every class meeting because what we discuss and practice in class is essential to writing effective essays. Illness and emergencies do occasionally occur, but, if you're missing more than a few classes, simply “getting the missed work” is not enough. Regardless of the reasons for missing class or the student's essay grades, excessive absences will result in the following penalties to a student's final course grade:

- At six absences, your course grade is lowered by one letter.
- At eight absences, your course grade is lowered by two letters.
- At 10 absences, you fail the course.

If you have accumulated multiple absences before the drop date, the instructor will warn you that you're in danger of failing the course and will recommend that you consider withdrawing and re-taking the course during another semester. In order to make the best possible decision, you should always discuss dropping with the instructor and with a counselor or advisor.

If a student is absent, it is always his or her responsibility to be aware of what was covered in class that day as well as any changes to assignments, deadlines, or readings. You should ask classmates (outside of class time) about what was covered and check for announcements in Blackboard. At the beginning of the semester, you should gather phone numbers or email addresses from several classmates so you'll be able to ask about what you missed if you happen to miss a class.

If you're enrolled in an online class, twice-weekly logins are considered equivalent to class attendance. Your instructor will monitor logins and participation just as she takes attendance in a face-to-face course.

College policies governing attendance are covered on pages 9 and 10 of the ACC Student Handbook.

Tardiness
Students are expected to be in their seats and ready to begin class on time. If you're more than five minutes late, you may be marked absent for the day. If you leave before class is dismissed and you haven't previously cleared your early departure with the instructor, you may be marked absent.

Time and Technology Requirements
During a 16-week semester (a typical Fall or Spring semester), students will need to spend seven or more hours per week working on course material for this class. If you're in a face-to-face class, that's roughly three hours of class time plus four hours reading and working on assignments. If you're in an online class, that's a total of seven hours spent reading the course material, interacting with classmates as required for the course, and working on assignments.

You will need regular Internet access to complete this course. Major assignments for this course must be submitted online, and every ACC English course—including face-to-face sections—includes a Blackboard component. If you do not have Internet access at home, you will need to spend time each week in the Cyber Lab, the library, or another location with Internet-connected computers.

You will also need regular access to a full-featured word-processing program such as the ones included with Microsoft Office, Apache Open Office (http://www.openoffice.org), or Libre Office (http://www.libreoffice.org). Those last two options are excellent programs and are free to download from the listed Web sites.
Deadlines and Late Assignments
This course includes concepts and assignments that build on each other. In other words, you often need to understand one lesson or assignment in order to do well on the next lesson or assignment. The course also requires students to interact with each as part of the learning process. For these reasons, assignments must be submitted on time. As explained below, late work will rarely be accepted.

The following policies will govern deadlines in this course:
- Major writing assignments/essays—both final versions and drafts—are due via Blackboard by 11:59 p.m. on the due dates.
- Deadlines will be enforced using Turnitin.com’s time-stamping of submitted assignments. Don't wait until the last few minutes to submit an assignment because your clock/watch/cell phone may not be in sync with Turnitin.com.
- Each student gets one “late break,” an opportunity to submit a major assignment late. You must let the instructor know in writing before the deadline (send her an e-mail) that you will be using your late break. You don't have to explain why the assignment will be late.
- The late break cannot be used on any assignments due during the final week of classes or the final exam period.
- If a student misses a deadline or an exam for an emergency or unavoidable reason and is unable to let the instructor know in advance, the work may be made up only if the student documents the reason for the absence. (See below.) This will count as your late break.
- Daily work such as quizzes, in-class writing, and discussion posts cannot be made up regardless of the reason you missed class. If you miss more than a class or two—whatever the reason—you will begin to see a negative effect on your course grade.

Emergencies and Other Unavoidable Absences
Your instructor understands that unavoidable and emergency situations occasionally cause students to miss exams, and these situations can also prevent students from sending advance notice that they'll be using a late break. In these rare situations, the instructor will accept a late assignment or schedule a make-up exam only if you can document an emergency or unavoidable reason for your absence. What counts as documentation for such an absence? It depends on the situation. In the past your instructor has accepted doctor's notes specifying dates a student was too ill to go to work or school, dated tow-truck receipts, an obituary with date of death that listed the student as a surviving family member, and a page of a police report showing the date and time of the incident that caused a student to miss class.

If you play sports or participate in other College-sponsored activities that will require you to miss classes, you will still be expected to submit writing assignments by the regular deadline, but you will be allowed to take exams at an alternative time. The College also allows make-up work for religious holy days. This policy and other College policies governing attendance are covered in pages 9 and 10 of the ACC Student Handbook. If you miss exams or deadlines for one of the reasons mentioned in this paragraph, you must make arrangements with the instructor before the absence.
Technology and Deadlines
It is the student’s responsibility to finish assignments in a timely manner and to print documents or upload files with time to spare just in case the process does not go perfectly every time. If you wait until 11:30 p.m. to start uploading your assignment that is due at 11:59 p.m., you risk your assignment being late (and, therefore, not being accepted at all). If something does go wrong with printing or uploading, you should e-mail a copy of your assignment to your instructor before the deadline, proving that the assignment was completed on time.

Computer crashes and lost files are not unavoidable reasons for missing an assignment deadline. All of your coursework should be backed up in at least two locations at all times. Every time you work on an assignment, you should save it to one local location (such as your computer hard drive or a flash drive) and one online location (such as e-mailing it to yourself).

Difficulties with Blackboard will not be considered an unavoidable reason for missing an assignment deadline. It is your responsibility to remember your user name and password and update those as needed. It is also your responsibility to address any Blackboard issues that are only affecting you individually whether the problem is due to your computer, your operating system, your browser of choice, or your login information. Direct your technical questions to the Distance Education Department by phone at (281) 756-3728 or e-mail at de@alvincollege.edu

Computer Labs, Tutoring, and Technical Help
During this course, you may want to utilize the services of the Cyberlink Computer Lab, which provides computers for student use, and the Learning Lab, which provides both computers and free tutoring. View more information about these services, including locations and hours of operation, on the ACC Computer Labs Web page.

Technical Problems with Blackboard should be directed to the Distance Education Department at de@alvincollege.edu, and your message should include your first and last name, student ID number, and a description of the problem.

For help with Blackboard usernames and passwords, contact the IT Dept. Help Desk at 281-756-3983.
**Classroom Etiquette and Netiquette**

Students are expected to treat everyone in the class with respect at all times. This is mostly common sense: silence your phone and put it away during class, listen attentively to the lecture or discussion, arrive on time, and be courteous to others. If your actions are disrupting the class, you may be asked to leave and required to meet with the instructor before you can attend class again.

You should also observe basic “netiquette,” the rules and conventions for courteous and professional electronic communication. Netiquette expectations include using standard written English with an appropriate mix of capital letters and lowercase letters and properly punctuating sentences. You should avoid slang, profanity, and the sorts of abbreviations you may use in text messages.

If you are unfamiliar with general expectations for online communication, including e-mail messages and discussion-board posts, you should explore the following Web pages:

- [Purdue OWL: E-mail Etiquette for Students](https://owl.purdue.edu/owl/email_etiquette/e-mail_etiquette_for_students/index.html) (This is an excellent resource from the Online Writing Lab at Purdue University.)

- “Netiquette for Students” by Diann Maurer” (This resource was written specifically for students at another school, but the rules are universally useful. Just substitute ACC for TWU as you read.)

If your instructor receives e-mail that flagrantly disregards netiquette (such as a message that contains no capital letters), she may respond with a blank message to gently remind you that your communication needs to be more professional. If you receive a blank reply, you should revise and re-send your message.

**Withdrawal Policy**

Students are encouraged to speak with the instructor before dropping a course. Current information about withdrawing from a course can be found in the online or printed version of the ACC Schedule for this semester. Students who file withdrawal requests by the published deadline and who have not exceeded the withdrawal maximum will receive a grade of W.

**Americans with Disabilities Act**

ACC complies with ADA and 504 Federal guidelines by affording equal access to individuals who are seeking an education. Students who have a disability and would like classroom accommodations must register with the Office of Disability Services, A 136, (281)756-3533. Instructors are not able to provide accommodations until the proper process has been followed. You can view more information about the Office of Disability Services [on their Web page](http://www.alvincollege.edu/).

**Behavioral Intervention Team (BIT) – Letting someone know**

The Behavioral Intervention Team (BIT) at Alvin Community College is committed to improving community safety by monitoring situations that pose, or may reasonably pose, a threat to the safety and well-being of the campus community. College faculty, staff, students, and community members may communicate concerns to the BIT by email, [BIT@alvincollege.edu](mailto:BIT@alvincollege.edu) or through an electronic reporting option located on the BIT page of the college website at [http://www.alvincollege.edu](http://www.alvincollege.edu).
**Conflict Resolution**

Students are expected to work together with the instructor to resolve any conflicts. If a satisfactory solution is not reached, students may contact the Chair of the English Department in an attempt to find a resolution. You can reach the Chair, Thomas Parker, by e-mail at TParker@alvincollege.edu

**Academic Honesty**

As explained in the ACC student handbook, “Academic dishonesty is any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own” (42). A student found guilty of scholastic dishonesty is subject to disciplinary action. Violations such as plagiarism, cheating on tests, and collusion are described in the ACC Student Handbook. All students should read the full academic dishonesty policies on pages 42-43 of the handbook, which is available online.

For a writing course, the definition of plagiarism is particularly important. Plagiarism includes the following:

- using another person’s words without giving that person appropriate credit
- using another person’s ideas without giving that person appropriate credit
- representing another person’s artistic or scholarly works (i.e., essays, musical compositions, computer programs, photographs, paintings, drawings, sculptures, etc.) as your own
- submitting a paper purchased from a research paper service, including Internet sites that provide papers
- using undocumented print or Web sources

Early in the course, we will discuss how to properly credit sources whether you use their exact words or their ideas inspire your words.

**Turnitin:** All essays you submit in the course will undergo a plagiarism check using Turnitin.com. This software compares your essays to thousands of books, journals, Web sites, and archived student papers. If you have taken words or ideas from another source without proper credit, the software will flag matching passages for your instructor to compare with the original source.

**Consequences:** Potential consequences for academic dishonesty range from failing the assignment to failing the course to potential expulsion from the College. In this course, any essay that contains plagiarized passages will receive a grade of 0. The most blatant cases—such as buying a paper or submitting a paper written by someone else—and repeat plagiarism will result in an automatic F in the course regardless of the quality of the student's other work. Every instance of plagiarism will be reported to ACC administrators who may impose additional consequences.

**Recycling Your Own Work:** You should not reuse or resubmit papers that you have used for any other class. This is a new course; you should submit new work. If you’ve taken a class like this one before and have had similar assignments, choose a different topic than last time and start from scratch on each essay. Submitting a paper that you have already submitted in another course will be considered academic dishonesty, and the paper will receive a failing grade.
Assignments and Grade Calculation

The following table lists the major assignments in this course and tentative deadlines for those assignments. It also explains how your instructor will calculate final course grades.

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<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Course Grade</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Style Exam</td>
<td>10%</td>
<td>Week 3</td>
</tr>
<tr>
<td>Case Study: Letters</td>
<td>10%</td>
<td>Week 5</td>
</tr>
<tr>
<td>Instructions</td>
<td>15%</td>
<td>Week 8</td>
</tr>
<tr>
<td>Case Study: Proposals</td>
<td>10%</td>
<td>Week 10</td>
</tr>
<tr>
<td>Recommendation Report</td>
<td>10%</td>
<td>Week 12</td>
</tr>
<tr>
<td>Job Correspondence</td>
<td>15%</td>
<td>Week 15</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
<td>Finals Week</td>
</tr>
<tr>
<td>Status/Progress Reports</td>
<td>10%</td>
<td>Throughout semester</td>
</tr>
<tr>
<td>Discussions</td>
<td>10%</td>
<td>Throughout semester</td>
</tr>
</tbody>
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Grading System

Grading system: 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, 0-59 = F

Assignments will be graded and returned within two weeks of the assignment deadline. Most grading and commenting will be done electronically using Turnitin.com, which is embedded in Blackboard.

Specific grading criteria will be provided with each assignment sheet. In general assignments will be graded based on content, organization, mechanics, and MLA format.
Course Contract

I have read or will read the syllabus for this course including attendance policies, late work policies, and other policies that govern this course. I understand that I will be subject to these policies throughout the semester.

____________________________________  ______________________
Printed Name  Course and Section

____________________________________  _______________
Signature  Date

If you have any questions about course policies, write them below. The instructor will send you a Blackboard message or meet with you in person to discuss the answer(s).