

ENG 232: Tech & Business Writing

Section: PPI1

Spring 2020

Number of Credits: 3

Instructor: Cornelius Fortune

Days Class Meets: Distance Learning

Contact Phone: N/A

Meeting Times: N/A

Contact Email: fortunecornelia@jccmi.edu

Location/Venue: Online/Parnall

Online Office Hours: N/A

Course Description

A course designed to provide practice in a variety of written and oral communications to meet the requirements of the workplace. Projects may include descriptions, instructions, resumes, proposals, reports, or online documents. Involves frequent writing, both in and out of class, as well as oral presentations, collaborative activities, and individual conferences.

Prerequisite(s)

ENG 131.

Course Goals

ENG 232 course goals and objectives incorporate specific Associate Degree Outcomes (ADOs) established by the JCC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. ADOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs.

Course Objectives

The ADOs addressed in this course are:

- Writing clearly, concisely, and intelligibly -- ADO #1 (proficient level)

Class discussions, activities and practice will focus on:

- Refining the writing and peer responding processes
- Writing with attention to purpose and audience
- Composing meaningful documents
- Organizing, developing, and supporting ideas

- Connecting prior knowledge and new information
- Integrating sources with proper documentation
- Employing proper grammar, mechanics and format, with attention to word choice, tone and style
- Thinking critically -- ADO #7 (proficient level)

Class discussions, activities and practice will focus on:

- Proposing creative topics and posing challenging questions for writing
- Employing tactful and diplomatic language
- Choosing appropriate visual images and graphics
- Evaluating evidence and assumptions
- Understanding conclusions, implications and consequences
- Solving problems

Textbook (chose appropriate options below)

- *Technical Communications: A Practical Approach 8th Edition* by William Sanborn Pfeiffer and Kaye Adkins
List required textbook by title and ISBN.

Open Educational Resources (OERs) are strongly encouraged. If no textbooks are required, a disclaimer to the effect that students will not have to purchase books for the course:

This course uses OER! Resources are available in electronic format as a direct download from the publisher and/or the JetNet shell.

Textbook Zero Sample language to paste after textbook:

Text Book Zero! This text is available in a digital format. Please see the links posted on our class Jet Net site. This text is available to rent or purchase in digital format through the JC Bookstore.

Roles & Expectations

LEARNER ROLE: It is the student's responsibility to resolve compatibility issues with assignments submitted; too frequently I have student's submit papers that are in a format that are not compatible with Microsoft Word 2010, which is what we will be using in the classroom environment. If you have a different version you must convert it to Microsoft Word 2010 before submitting it electronically to me. Please come to class prepared to be an active listener, participate in class discussion and with your assignments ready to turn in. Also as a courtesy to your classmates, as well as your instructor, please be sure that your cell phone is turned off or on silent. You should never take calls during class-if you must take a call please quietly leave the room.

INSTRUCTOR ROLE: I will do everything I can to assist you in completing your tasks. I will introduce concepts and assignments to help you become a better technical writer.

ATTENDANCE POLICY FOR SUMMER 2020 CEP CLASSES: Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and finish final projects BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. To get credit for attending you **MUST COMPLETE AND SUBMIT** your assignments **ON TIME**. If there is an issue, please send a note through Jpay and we can discuss it.

This IS AN EXTREMELY CONDENSED SCHEDULE. It is imperative that you watch the lessons, take notes, and actively participate/complete assignments within beginning from the first day. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Grading Procedure

As this is a writing class, you will have a variety of writing assignments to complete; some will be essays, others, projects, culminating in a final exam worth 60% of your grade, with 40% calculated from your writing assignments.

Grading Scale

GPA	GRADE RANGE
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%
0.5	55-59%

0.0

0-54%

Failure

Any circumstances under which a student could be dismissed from or failed in the course that is not covered in other college publications. In pass/fail courses, a listing of minimal competencies.

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical

Allowing your work to be submitted by others

Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the [Jackson College accessibility web page](#).

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at JCCSS@jccmi.edu or visit the [Center for Student Success web page](#).

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

Academic Advising

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester. Please e-mail JCCSS@jccmi.edu or visit the [Accommodations for Students with Disabilities](#) web page

Student Responsibilities

Please refer to the course calendar for due dates and assigned readings.

Student Materials Returned to Instructor Pickup dates:

- **July 15th**
- **July 29th**
- **Aug 10th**
- **Aug 22nd**

***Due to unforeseen circumstances revisions could be made to assignments and due dates; you will be given advance notice of any changes.**

Attendance- Participation Policy

For online sections:

Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate *within the first couple days of the term* to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Caveat

This syllabus is subject to change at any time, but I will do my best to alert you via JAYPAY of any changes.

Calendar

Week 1 – July 6 – 12, 2020

Topic: *Introduction to technical and business writing; plus, course expectations.*

Reading for the Week: **Chapter 1:** *Technical Communication and the Workplace*; **Chapter 2:** *Process in Technical Communication.*

Assignments for Week: *Write an introduction to yourself. Include your goals, aspirations, and any experience with business writing.*

Week 2 – July 13 – 19, 2020

Topic: *The elements of technical writing.*

Reading for the Week: **Chapter 3:** *Collaboration & Writing*; **Chapter 4:** *Organizing Information.*

Assignments for Week: Make a list of your current skills — then match that up with possible vocations.

ALL WEEK 1 WORK IS DUE. PLEASE try to finish as much of Week 2's work as possible and turn it for the July 15th for Jackson College Assignment Pickup Date.

Week 3 – July 20 – 26, 2020

Topic: *Your skills and how to collaborate with others.*

Reading for the Week: **Review Chapter 3: Collaboration & Writing; Chapter 5: Document Design.**

Assignments for Week: *Write a resume and cover letter. (Refer to pages 622-632).*

Week 4 – July 27 – August 2, 2020

Topic: *“Living Documents” and the ABCs of technical writing.*

Reading for the Week: **Chapter 8: Procedural Writing; Skim Chapter 10: Formatting Reports and Proposals.**

Assignments for Week: **Chapter 4:** *Write a procedural document on a subject of your choosing.*

ALL WEEK 2 and 3 WORK IS DUE. PLEASE try to finish as much of Week 4’s work as possible and turn it for the July 29th for Jackson College Assignment Pickup Date.

Week 5 – August 3 – 9, 2020

Topic: *Office Correspondence.*

Reading for the Week: **Chapter 10: Formatting Reports and Proposals.**

Assignments for Week: *No writing assignment this week.*

Week 6 – August 10 – 16, 2020

Topic: *Job Search.*

Reading for the Week: *Chapter 11: Reports for Information and Analysis.*

Assignments for Week: Review previous chapters to prepare for your final exam. Also, complete “Choice Chapter Assignment Sheet.”

ALL WEEK 4 and 5 WORK IS DUE. PLEASE try to finish as much of Week 4’s work as possible and turn it for the August 10th for Jackson College Assignment Pickup Date.

Week 7 – August 17 – 22, 2020

Topic: *FINAL EXAM (will be sent via JAYPAY).*

Reading for the Week: *None.*

Assignments for Week: *Final Exam.*

ALL WEEK 7 WORK IS DUE by AUGUST 22nd for Jackson College Assignment Pickup Date.