Business & Technical Writing

ENG 232.PL1

Spring 2019

Number of Credits: 3

Days Class Meets: Thursday

Meeting Times: 7:30am – 11:00am

Location: MFC

Instructor: Mr. Anderson

Course Description

Technical Communications is a course designed to provide practice in a variety of written and video communications to meet the requirements of the workplace. Projects may include descriptions, instructions, resumes, proposals, reports, videos or live conferencing.

Prerequisite(s)

Prerequisites: ENG 131

Course Goals/Objectives

ENG 232 course goals and objectives incorporate specific General Education Outcomes (GEO's) and Essential Competencies (EC's) established by the JC 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. GEOs and ECs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEO addressed in this class:

Writing clearly, concisely, and intelligibly – GEO 1.

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.

Premises to GEOs: To successfully achieve these objectives, the student must diligently apply him- or herself to the course material, completing all assignments, participating actively in discussions, and thinking critically about the pieces read, especially by asking questions (internally and in class).

Course Objectives

Textbook
Technical Communications: A Practical Approach 8th Edition, William Sanborn Pfeiffer, Kaye E. Adkins 2013.

Extras
-Pencil and notebook for in-class work, notes, and writing assignments.

Grading Procedure

Note: Point values are approximate and may be adjusted.

Quizzes/Short Writings/Homework	35
Participation/In-Class Work	15
Employment Portfolio	20
Final Project (all components)	30
Total	**100**

Grading Scale

GPA	GRADE RANGE
4.0	94-100%
3.5	88-93%
3.0	82-87%
2.5	76-81%
2.0	70-75%
1.5	66-69%
1.0	60-65%
0.5	55-59%
0.0	0-54%

Failure
Students who miss more than three class sessions will not pass the course. (See Attendance and HQV policy.) In severe instances, a student may fail the course as a result of violating Jackson College's Academic Honesty Policy, which is detailed in this syllabus.

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

Course Management

Withdraw: After the add/drop period, a student may withdraw from a course in accordance with the dates published in e-services.

Incomplete Policy: In accordance with JC policy, an Incomplete or "I" grade is only issued to *students who have demonstrated good standing in the class and hold a passing grade at the time of an extenuating circumstance that precludes completion of the class.* Documentation validating the circumstance may be required.

Makeup Policy

Homework and essays can be turned in one class period late for half credit. Peer review workshops and in-class assignments/participation activities **cannot** be made up. **Exams and anything due the last day of class will not be accepted late.**

In-Class Work

As noted in the syllabus, a component of your total score comes from in-class assignments. These assignments and activities function as your participation score for the course and will include things such as in-class "pre-writing" assignments and peer review workshops.

Behavior

While students must be present in class to receive participation points, students may also lose points for issues of non-participation. Such issues include, but are not limited to: disrupting class, distracting others, sleeping, refusing to participate in group discussion/activities, being disrespectful to the instructor or classmates.

In excessive instances, a disruptive student will have to leave the class and may not be allowed to return. You are expected to be respectful to everyone in our classroom. Enrollment in a PEI class is a privilege – do your part to honor that privilege.

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Course Schedule

Note: Schedule is subject to modifications as deemed necessary by instructor.

Reading assignments listed on schedule should be read **before** the class session.

Not all assignments (such as homework and in-class assignments are listed).

Week 1 May 30	Main Topic: Class Introductions and Expectations Syllabus review Academic and Technical Writing discussion In Class Writing
Week 2 June 6	Main Topic: Organization and Page Design Read Chapters 2 and 3 before class Read Chapters 4 and 5 before class
Week 3 June 13	Main Topic: Definitions and Descriptions Read Chapter 5 before class Quiz 1 Continue work on Project #1
Week 4 June 20	Main Topic: Definitions and Descriptions Project #1 due Final Project topics submitted to instructor
Week 5 June 27	Main Topic: Process Instructions Read Chapters 8 and 10 before class
Week 6 July 4	Independence Day Holiday – NO CLASS Guided Learning Assignment: Project #2 self-assessment
Week 7 July 11	Main Topic: Letters, Memos, & E-mails Read Chapter 6 before class Project #2 due Quiz 2

Week 8 July 18	Main Topic: Informal Reports/Recommendations Writing due Read Chapter 15 before class
Week 9 July 25	Main Topic: Employment Communication Read Chapters 16 and 17 before class In-Class Conferences
Week 10 Aug. 1	Main Topic: Employment Communication Read Chapters 16 and 17 before class Quiz 3
Week 11 Aug. 8	Main Topic: Employment Communication / Technical Research **Completed Employment Portfolio Due**
Week 12 Aug. 15	Main Topic: Project Preparation/Course Review Bring Final Paper draft to class
Week 13 Aug. 22	Main Topic: Final Project/Course Wrap-Up **Final Project Due** **Project Presentations**

Student Responsibilities

Expectations of Students:

- o Learner success relies on the ability to plan, prepare, study, and engage phases of the writing process, to apply global and local essay strategies, critical thinking skills, research strategies, and peer response skills.
- o Learners will create multiple workplace communication documents, including a collected portfolio of writings and a final paper. Documents will be formatted according to specific genre/workplace requirements. Appropriate citations will be utilized when outside sources are utilized. Specific page lengths and formatting requirements are defined in assignments.
- o Learners will apply active reading strategies to assigned course materials and can expect to encounter at least forty pages per week—these texts include the course text, instructor handouts, and library resources such as articles and chapters.
- o Learners should plan to spend at least nine [9] hours a week on the course: three (3) hours in class, and six hours (6) outside the classroom doing homework, including assigned readings, individualized writing, and library research.
- o Learners are expected to attend assigned conferences and instructor appointed meetings related to evaluation and grades.

Attendance Policy

In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will occur at three designated times each semester. Instructors will assign one of three non-transcripted letter symbols to each student during each reporting period (see below). Students identified as no longer participating will be dropped or administratively withdrawn from the class, and students identified as needing academic assistance will be contacted.

Participation/Progress Symbols

- H – The student is not doing acceptable work and needs **H**elp to be successful.
- Q – The student has not participated and the instructor believes they have unofficially withdrawn (**Q**uit). These students will be dropped/withdrawn from the class.
- V – The instructor **V**erifies that the student is participating and doing acceptable work.

Help

Instructor Support: When time allows, I will be available at the end of class to meet with students. While I will typically address and take questions from students during class, any concerns or questions about individual student writing should be asked at the end of class (or, if time allows, before the start of class).

Caveat

Please be advised that this syllabus (including the class schedule) may be subject to change. In the event changes are made, they will be announced to the class.