Technical & Business Writing

ENG 232.I60

Fall 2021

Number of Credits: 3

Days Class Meets: Online

Meeting Times: Asynchronous course

Location/Venue: JetNet

Instructor: Dr. Brandon Anderson

Contact Phone: Instructor phone information provided in JetNet course

Contact Email: andersobrandonj@jccmi.edu

Online Office Hours: By appointment (email or message through JetNet for appointment)

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)
ENG 131

Course Goals
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:

Course Objectives

The course goals and objectives incorporate specific General Education Outcomes (GEOs) 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 guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

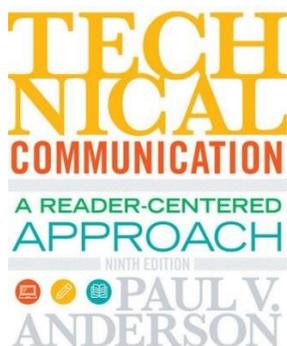**Writing clearly, concisely, and intelligibly – GEO 1.**

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).

Textbook

Technical Communication (9th edition) by Paul V. Anderson

- Print Edition ISBN: 9781305667884

- MindTap (digital) version: ISBN-10: 1-305-67252-6 or ISBN-13: 978-1-305-67252-9

Note: Information on purchasing digital access for textbook is provided in our course.

Textbook Zero Statement

- **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.

Grading Procedure

This course will include a series of writing assignments and design projects. In addition, students will be participating in discussion topics throughout the semester which also account for a portion of the student's final grade. An outline of these assignments is provided below:

Assignment/Category	Point Value
Discussions	200
Short Writing Assignments (multiple)	150
Location Design Project	75
Employment Documents	75
Capstone Proposal Draft Workshop	50
Capstone Presentation	50
Final Portfolio (including Proposal)	400
Total	1,000

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

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

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.

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

Assignments, including discussion requirements, that are not completed by the deadline will receive a deduction in grade. Assignments submitted more than 7 days after the original due date will not be graded.

Please note, anything due the last week of class CANNOT be submitted late.

Help

As the instructor of our ENG 232 class, I am here to teach and help guide you through the course. Should you have general course related questions, please utilize our Q & A forum in JetNet or reach out via email.

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

Requirements beyond scheduled classes or laboratories, e.g., clinicals, extra credit assignments, TBA sessions, field placement, special project instructions, contract learning conditions, study hours required outside class, unscheduled class meetings, attendance at concerts or other required events.

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 of 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
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.

Calendar

A full course schedule of assigned readings, discussions, and assignments will be provided in JetNet.

Important Dates:

DATE	EVENT
OCTOBER 26, 2021	**COURSE BEGINS**
DECEMBER 18, 2021	**COURSE ENDS (FINAL PORTFOLIO CANNOT BE SUBMITTED LATE)**