

Spring Quarter 2016 - English 310 Online
Technical Writing

Course Information

Instructor: E. "Rick" Hutchins, Jr.
Language and Literature (L&L) Room 403I
E-mail: e.rick.hutchins@cwu.edu, please include "English 310" in your subject

NOTE: In order to foster a stronger learning community, general questions about the course and material should be posted to the General Q&A discussion board. I will not respond to emails about these matters. Emails should be reserved for scheduling an appointment. Additionally, I will only respond to student emails from @cwu.edu addresses.

Office hours: Monday 10:00 – 10:50, Black Hall Common Area or by appointment
Wednesday, Online 1-2, Canvas Chat
You may also reach me during office hours and at other times using email or the Q&A Discussion Group on Canvas.

NOTE: I do not discuss grades or scores with students between classes or in the halls. In order to discuss your performance in the class, you MUST meet with me during office hours or during a scheduled appointment.

Course time: Monday, Wednesday, Thursday, Friday - 9:00 - 9:50
Location: Bouillon Hall, Room 106

Course Description

Technical Writing (ENG310) is a class designed to help you learn how to communicate effectively in organizational situations. You will learn to analyze and write for specific audiences and purposes. You will research, write, and edit documents in a variety of genres. As this is a course in writing for professional situations, we will observe professional standards of correctness, clarity, and accuracy. We will also study and practice visual forms of communication. (J. Johnson)

Course Texts

Johnson-Sheehan, Richard. *Technical Communication Today*. 5th ed. Boston: Pearson, 2014. Print.
Additional Readings as posted to Canvas.

Microsoft Office 365: NOTE: *Microsoft* or *Macintosh Works*, *Pages*, or other similar programs are not acceptable. As a student at CWU, you are allowed to download a free version of this suite of products. See the Announcements section of Canvas for more information.

ADA Statement

If you have a disability and wish to set up academic adjustments in this class, please ensure that your "Confirmation of Eligibility for Academic Adjustments" is sent to me as soon as possible AND meet with me so that we can discuss how to implement the approved adjustments. If you do not have this form, please contact the Disability Support Services Office. The office is located in Bouillon, room 140 and can be reached at 963-2171 or via email to dss@cwu.edu.

Other

Because of the prevalence of allergies and sensitivities, including my own, to strong fragrances, I ask that you do not use strongly scented deodorants, perfumes, etc. Should you choose to use products such as Ax, Chanel, etc., you may be asked to sit in the back of the classroom or in the extreme, leave the class.

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Technical Writing Outcomes

- Analyze the rhetorical situations and purposes of written documents
- Analyze the rhetorical purposes of visual elements
- Conduct research on a technical topic
- Identify and apply effective collaboration techniques, including task analysis and role assignments
- Identify and use effective techniques for professional presentations
- Demonstrate effective editing techniques for professional materials
- Demonstrate ability to analyze rhetorical situations, select appropriate strategies, integrate source material and visual elements, organize materials, and create technical documents for various purposes

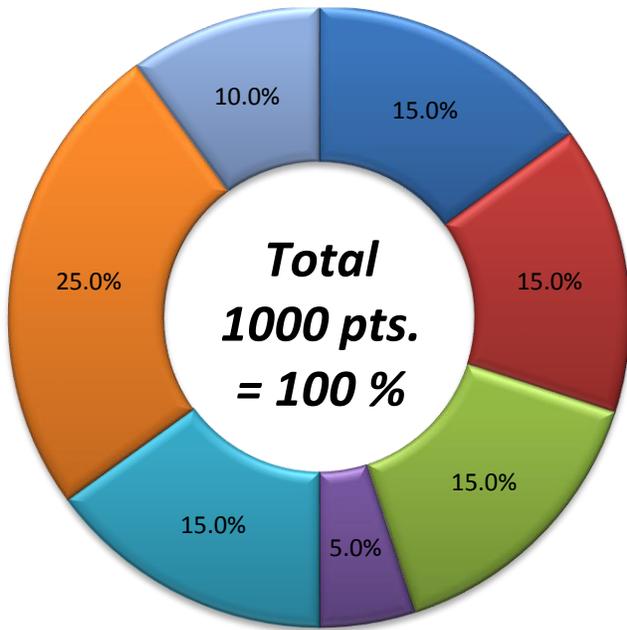
Technical Writing Expectations

Writing is a process and writers depend on a community of readers. CWU and the English Department thus expect you to participate in this course in the following ways:

- All assigned readings should be completed by the due date.
- Thoughtful participation in class online discussions, reviews, and exercises is essential.
- All assignments are due when noted on the course schedule. Due to the nature of professional writing, late assignments will NOT be accepted in this course.
- All assignments, quizzes, and discussions are to be completed according to instruction. Lack of participation in any aspect of this course will have an adverse effect on your overall grade and may cause a failure of this course.

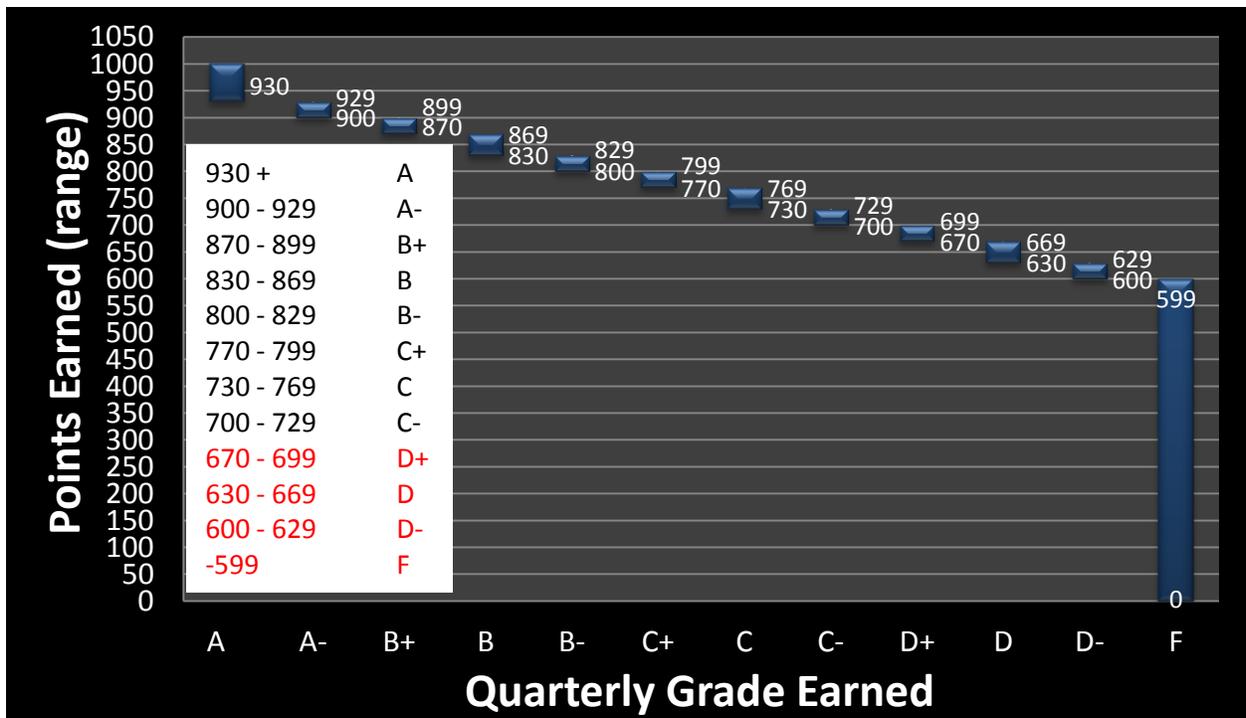
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Your grade is determined by the total accumulation of your scores in the following categories:



- | Pts | Category |
|-----|------------------------------|
| 150 | Weekly Memos |
| 150 | Quizzes (average) |
| 150 | Class Discussion/Peer Review |
| 50 | Résumé (Credit/No Credit) |
| 150 | Project Proposal |
| 250 | Empirical Research Report |
| 100 | Final Presentation |

All Papers for this course are to be submitted to the appropriate Canvas link in **.docx** or **.doc** format before the due date and time. Papers submitted in other than the above formats will be considered late until they are correctly submitted.



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Citizenship

I expect you to *participate conscientiously, complete assignments on time, conduct yourselves in class responsibly, and demonstrate academic integrity.*

Participation

This is a difficult item to grade, and you might think it "subjective." However, several things reveal how involved you are in the course. Your level of participation in both large-group and small-group discussions: how many, how consistent, and how thoughtful are the comments you make, as well as the questions you ask. Your record of performance on quizzes: do your scores fluctuate, indicating sporadic attention to the course material? The thoughtfulness and style of your papers: are they dashed off? somewhat thoughtful? very thoughtful? The thoughtfulness of your answers on exams: do they reveal careful and attentive preparation? Your discussions with me outside of class: do they evince a conscientious student? Your attitude: what do your tone, demeanor, perpetual tardiness, perpetual excuses reveal about your conscientiousness? These aspects help you maintain, lose, or gain credibility. You are welcome to ask me any time during the quarter how you are doing in terms of participation or credibility. **I may use participation when awarding your final grade for the course by lowering or raising your grade one full letter. In other words, just as your grade may suffer by exceptionally poor participation, it may benefit from exceptionally fine participation. Although some of these aspects may not apply to an online course, many of them do.**

English 310 is a course focused on the practical application of writing techniques. As such, it requires a great deal of effort on your part. I have laid out the texts to read and the assignments to do. I do not provide lectures in this course, instead I provide grading, commentary, and help with creating your documents through consultation. In addition to regular office hours, I will meet with you through Canvas on most Mondays from 1:30-3:00 and Wednesdays from 2:00-3:30. However, you do need to let me know ahead of time so that I can schedule students in if needed. I will also accept drafts through email with a 24-48 hour turn around for feedback.

Attendance Policy

As in the business world, attendance in all scheduled sessions of this course, online or in the classroom, is mandatory in order to receive "compensation." Because this course is completely online, there is no classroom attendance required; however, participation in all online discussions is a must. For each online discussion or peer review session that you do not participate in, you will receive a score deduction in your final grade of 5 percent. Missing 3 or more discussions or peer reviews over the quarter may result in an immediate failure of this course.

This course is set up in modules. After the first full week of class, all modules will become available for you to complete at any time. In other words, feel free to work ahead. There are two caveats with this process.

1. While you are free to work ahead, peer reviews and discussions must be participated in during their assigned time periods.
2. All assignments must be submitted before the posted due date. I will not accept late work.

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Paper Policy

Completion: Completing **all** assigned work for this class is a minimum requirement of the course; not completing any given assignment may result in a score of zero for the course. This includes weekly memos, quizzes, and other assignments. Be diligent!

Rewrite: In general, paper rewrites are not allowed; however, *I will occasionally ask for rewrites if a paper does not meet the basic rubric requirements – if requested, rewrites must be submitted within one week of the request in order to receive any credit offered.*

Academic Honesty (or lack thereof)

Plagiarism is presenting as your own the IDEAS OR WRITING of someone else without proper recognition of the sources. Plagiarized papers will receive an F, at least. I may fail you for the course for plagiarizing a single assignment. University Policy requires that serious cases of plagiarism, which are a violation of the Student Code of Conduct, be reported to Student Affairs. (See CWU's policy on academic dishonesty in appendix B, Section II of the CWU Undergraduate Catalog.)

A complete calendar for the quarter is available on Canvas.

Due Weekly

Weekly Readings can be found on the Canvas Calendar. Each week you are assigned from one to two chapters from the textbook. It is your responsibility to check the calendar each day, or week, for the appropriate readings. The entire course reading calendar may be printed out following the first day of class. Occasionally, you may be assigned an outside article or other reading in addition to the regular textbook readings; these readings will always be assigned at least one week in advance.

Weekly Memos are assigned every Monday. The topic and format of the memo will be specified in a memo from me posted to a new Blackboard Forum. These memos must be posted to the Canvas Link for the week as a Microsoft Word .doc or .docx before Noon of the Friday the Memo was assigned. Late memos will NOT be accepted under any circumstances.

Weekly Quizzes on the assigned reading from the text will be posted every Thursday at 12:00 am (midnight) and turn off promptly at 11:59 pm. It is your responsibility to log into Canvas anytime during this period and take the quiz. Quizzes should take no more than 30 minutes; however, to allow for various needs, all quizzes will be timed to 45 minutes. In this course, there will be two quizzes on word usage in addition to quizzes on the assigned readings.

It is your responsibility to take your quiz on a reliable computer with a reliable Internet connection.

I will not re-enable quizzes for students under any circumstances - NO EXCEPTIONS. I cannot emphasize this policy enough. I do not re-enable quizzes for students for any reason. If you disconnect while taking a quiz, you are finished with the quiz. While this may seem a very hard line to take, history has demonstrated that this is the most academically sound method to follow.

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Paper Due Dates

All Papers must be submitted to Canvas in **.doc or .docx** format prior to noon on their respective due date. I do not grant individual extensions on papers; however, I reserve the right to grant a class-wide extension if deemed necessary - though you should not count on it.

Memos: Weekly

Quizzes: Weekly, Mondays, 9 am

Résumé & Memo of Interest: April 17

Project Proposal: April 24

Empirical Research Report Final: May 30

(Full Rough Draft due May 23)

Recorded Presentations: June 9

All assignments must be completed on time in order to succeed in this course.

The late paper policy for this class is as follows: Due to the nature of professional writing and communication, **No Late Assignments will be accepted -- No Exceptions.** For a real world example of why I institute such a strict policy in this course, search google for "Elvis Dumervil," Marty Magid," and "contract." The business world is demanding - late documents cost time, money, and careers.

A Note on Grading

Finally, although detailed instructions for each assignment will be provided for you over the course, one instruction applies to all of the assignments in this course. Professional, technical writing is an exact and demanding task. All assignments in this course will be graded down for grammar, mechanical, and layout problems. Basic grammar and mechanical errors, such as a missing comma or a misspelled word, will automatically cost one point for each occurrence (even if the problem is repeated). Serious grammar or mechanical errors, such as a comma splice, a fused sentence, or a usage error, will cost two points for each occurrence. Format and layout issues will also result in a deduction of points commensurate with the severity of the error.

(A note on the topic of comma usage: In this course, in order to keep things as clear as possible, I will expect all students to use the Oxford comma in their work.)

Course Calendar

See modules in Canvas.

Disclaimer

While I make every effort to have an accurate syllabus and to abide by the grading and schedule as set forth herein, I reserve the right to make minor adjustments as necessary to accommodate time and error.