WELCOME TO
ENGL 2311
TECHNICAL WRITING

Instructor:

Wendy Esch
Office Location: CM 100
Phone: (806) 716-2446
Email: wesch@southplainscollege.edu – Email is the fastest and preferred method to reach me. I will respond to your email as quickly as possible, but always within 24 hours.

Office Hours:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
11:00 – 1:00	12:00 – 1:00	11:00 – 1:00	12:00 – 1:00	10:00 – 12:00

- Virtual meetings via Microsoft Teams or Zoom are available during scheduled office hours and may also be arranged at other times, as needed.
- To schedule a meeting, please email me with your preferred time and meeting format (Teams or Zoom). I will reply with confirmation and the meeting link.

Course Description
Students will be instructed in the design and preparation of technical writing projects appropriate to the world of work, including resumes, letters, proposals, reports, instructions, brochures, and oral presentations. They will be encouraged to consider the audience of each of their technical communication assignments, paying particular attention to design, style, and tone as they deliver accurate and thorough results that are thoughtfully prepared for their readers

Student Learning Outcomes:
Upon successful completion of this course, students will:
1. To know the requirements of good style and organization in technical communication
2. To understand the standards of visual elements in technical communication
3. To write various types of technical reports
4. To understand the basic types of graphic aids and to incorporate such visual aids in written and oral reports
5. To realize the importance of personal responsibility in preparing documents and meeting deadlines
6. To understand and deal with the ethical issues of technical communication

Required Textbook:
Your textbook material and required course readings are provided at no cost to you via Blackboard and OER resources. All software required for the course is provided at no cost and/or free to sign up. You do not need to make any additional purchases for the course.
Supplies: Access to reliable computer and Internet access

Technology Requirements:
1. **SPC username and password:** email helpdesk@southplainscollege.edu or call the SPC Help Desk at 806-716-2600 for help with your username/password
2. **SPC student email access:**

a. **SPC Student Email Account:** If you haven't already, you must go ahead and activate your SPC student email account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but you must use it to communicate with me.
- Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. jsmith1234@southplainscollege.edu).
- Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at 806-716-2600.
- To access your SPC email account, log in to MySPC here
- You can also set up access to your SPC email account through mobile phone mail apps, such as default smartphone Mail app or the Outlook app.
- Check with the SPC Help Desk for assistance: 806-716-2600.

3. **Regular access to a computer and reliable internet service:**
   a. Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Reese, Lubbock, Plainview).
   b. Computer or internet connection problems may occur for you at some point this semester. **Understand that it is your responsibility to find alternate computers you may use to submit your work on time**. Find your alternate resources **now;** do not wait until you suddenly need them! Line up three friends TODAY who would be willing to loan you a laptop if yours suddenly crashes.
   c. Free WiFi is available in all SPC campus buildings, some SPC parking lots, most coffee shops, etc.

4. **Blackboard:** grades, assignments, quizzes, videos, and many other resources for this class are accessed through the Blackboard learning management system. Use your SPC credentials to log in here: https://southplainscollege.blackboard.com

5. **Office 365: Word and PowerPoint**: As a member of the SPC community, you have free access to Office 365. Office 365 provides free online access to Microsoft Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. Office Suite allows you to access your SPC emails through Microsoft Outlook, and Microsoft PowerPoint enables you to view the presentations I provide in Blackboard. You can use Office 365 online in your browser or download it for free and install it to your PC, Mac, or mobile device.
   a. To access Office 365 for free as an SPC student, go to https://www.office.com and sign in with the following credentials: SPCusername@southplainscollege.edu and your SPC password.
   b. You can then click the link for the individual application you want to use online or click the install Office link towards the top right to install the application to your computer.

6. **Adobe Reader:** Available to download free from this website: http://www.adobe.com/products/reader.html

7. **Free Canva Account: Available to access online for free from this website:** https://www.canva.com/free/

Computer Help: need help with your computer, laptop, email address, username/password?
- helpdesk@southplainscollege.edu   806-716-2600

Blackboard Help:
1. **Get Help by Email:** blackboard@southplainscollege.edu
   o Be sure to include your full name, your instructor's name, the course and section you are enrolled in, and a detailed description of the problem.
   o The blackboard@southplainscollege.edu account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
   o You can expect a response within 24 hours by email; however, the average response time is less than one hour.
2. **Get Help by Phone**: 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)
3. **Get Help Online:** click on the Help link listed in the Blackboard course menu.

Writing and Grammar Help:
Tutoring services are FREE to all SPC students!

Visit this link to view the drop-in tutoring schedule or make an appointment with a tutor in one of the Writing Centers on the Levelland, Downtown Lubbock, or Plainview campuses: Tutoring Information; SPC Writing Center

- Email: tutoring@southplainscollege.edu
- Email: writingcenter@southplainscollege.edu

- Phone: 806-716-2538

Brainfuse:

You also have 180 FREE minutes of tutoring with Brainfuse each week, and your hours reset every Monday morning. Brainfuse can be accessed through Blackboard under the "Assist" and "Tools" tabs in Blackboard. Brainfuse tutors are available nights and weekends:
- Monday-Thursday 8:00 PM-8:00 AM
- Friday 6:00 PM-8:00 AM
- Saturday-Sunday 24/7

Announcements:
Any information sent-out via announcements in emails or posted as an announcement on the course website is important and is, accordingly, an extension of assignment requirements and syllabus policies. Students must read all announcements and will be held responsible for any information posted in the announcements.

Course Organization:
- The course is organized into sixteen weeks.
- Each week has its own folder on the **Course Content** page in our Blackboard course.
- Each course week runs from noon Monday to noon of the following Monday.

Assignment Deadlines:
- Due dates are posted on the course schedule and are weekly on Mondays and some Thursdays.
  Deadline times are <u>midnight</u> on the date listed on the calendar.

Late Work Policy*
Note that this late policy applies to **major assignments only. <u>Late work is not accepted for group work</u> such as <u>discussions or peer reviews because your classmates are depending on you to complete your part.</u>*

1. If you submit after the deadline, 20% is automatically deducted from your grade, and this penalty increases by 10% each day until submission. Late assignments will not be accepted more than one week after the deadline.
2. If technical difficulties prevent you from submitting a major assignment, email me and attach the assignment or document the issue including a timestamp. This may help avoid late penalties in the event of technical difficulties, but you're expected to upload the final draft appropriately after technical issues are resolved. I will not grade assignments sent via email.

<u>**Coursework Overview**</u>
Writing Assignments:
As a part of your coursework, you will need to create and refine documents in order to produce effective, audience-focused content that considers various purposes, audiences, and tones. For each task, you will receive clear instructions and guidelines, along with an informative video. Writing projects will cover a range of topics and may involve incorporating graphics. These assignments will allow you to sharpen your writing, creativity, and technological abilities. The types of written pieces that you might produce as a student could include:

- Email/Memos
- Short Reports
- Brochures
- Informational Flyers
- Proposals
- Digital Portfolios
- Resumes

Revel Assignments:
- Online exercises that correspond with the content presented in the textbook chapter.
- Students are encouraged to use their ebook and PowerPoints for these assignments.

Discussions:
- There will be course discussions throughout the semester which are designed to give the opportunity to interact and engage, sometimes on course topics, sometimes on non-academic/fun topics.

- Students will participate with a written initial post and then interact with fellow students with two reply posts.

Perusall:
- This online social annotation platform is another way to interact while learning.
- Students will interact with documents and fellow students during these assignments.

Brainstorming:
- Brainstorming worksheets will be assigned with each written assignment.
- Students will use the worksheets to explore ideas, organize their thoughts, and plan their writing effectively.

Reading Assignments and Video Lectures:
- Mandatory, assigned reading is required for this course; you may also be required to watch recorded video lectures. Reading and video lecture assignments can be found on the course calendar in Blackboard.

Grading Policy

Assignments	
Memo/ Business Letter	10%
Brochure	15%
Group Project	15%
Career Project	20%
Portfolio	15%
Pre-Writing	15%
Discussions/Perusall/ Peer Review	10%
Total	100%

Make sure to check your grades weekly by clicking on the Gradebook link in the Course Tools menu. This way, you can stay informed about your course progress.

Final grades will be assigned based on the following percentages:

GRADE TOTAL

A (Superior): 90-100
B (Good): 80-89
C (Acceptable): 70-79
D (Poor): 60-69
F (Unacceptable): 0-59

- Each week, click on the My Grades link in the Blackboard menu to view your grades and current average. If at any time you wish to discuss your course progress, contact me.

- Extra credit opportunities will be offered during the semester.

Student Responsibilities:
1. Take responsibility for your learning process, including preparing for class by reading course materials, watching provided videos, participating in class discussions, and asking relevant questions.
2. Have a cooperative attitude and use appropriate language in academic environments; avoid condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form.
3. Behave respectfully toward your instructor and classmates to contribute to the atmosphere necessary for learning.
4. Submit all assignments in accordance with due dates, formats, and requirements.
5. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration and unauthorized AI usage.
6. Email questions to your instructor when something is unclear.

Attendance Policy: To be successful in this course, I recommend that you access our course **at least three times a week** to work on the week's assignments. To experience more success, do not procrastinate and attempt to complete a whole week's assignments the day (or night!) before they are due. You should log in to Blackboard frequently and check your Announcements and SPC email daily. I will post announcements and send emails regularly. Please note: If you have not submitted any assignments by the twelfth-class day, your access to the course will be blocked and the Registrar's Office will administratively drop you from this course per census regulations.

Dropping our class: The last day to withdraw/drop from a course this semester is listed on the academic calendar here. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course grades are continually available in Blackboard each week. For more information regarding drops/withdrawals, please visit https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php.

Plagiarism and Cheating Policy:
There is zero tolerance for academic dishonesty in this course. Do not under any circumstances use words you didn't write in an essay or assignment without proper documentation (including AI generated content). If you're not sure about proper documentation, you must reach out via email or office hours to ensure academic integrity. Plagiarism will automatically result in an F for the assignment and can result in getting dropped from the course with an F. In addition, an Academic Dishonesty Report may be filed with the Dean of Students.

Plagiarism violations include, but are not limited to, the following:
1. Using Artificial Intelligence websites or apps to generate or revise all or part of a paper or other assignment;
2. Turning in a paper or submitting work that has been purchased, borrowed, or downloaded from another writer or from an online site or is the product of collusion with another person or mechanism;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them;
5. Submitting an assignment for this course that you also submitted to another course without my express approval;
6. Missing in-text citations and/or missing works cited entries.

Cheating violations include, but are not limited to, the following:
1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, texting, internet, Quizlet, etc.) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Reviews so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Artificial Intelligence Statement
The learning outcomes of English 1301 rely on your own original reading, writing, and thinking. It is simply not possible or ethical to use generative AI and accomplish these goals in our course. Accordingly, you're expected to refrain from all usage of generative AI in the production of your work. This includes tools like ChatGPT, Gemini, or other LLMs as well as software like Grammarly, Chegg, or Quill that uses AI to edit your work. These tools are not allowed for any of the following:
- To generate words, phrases, or sentences used in an assignment
- To generate ideas, claims, or interpretations in substitute of original thinking
- To outline, organize, or otherwise direct the composition of your own work
- To spin, elevate, enhance, or rewrite your own originally produced work

Any work that contains indications of AI involvement must be verified as original using Google Doc edit history, verbal review, and language analysis to receive credit. If authorship cannot be verified after exhausting all methods at our disposal, the work can be determined to be unethically produced and therefore ineligible for credit, and it may receive a penalty up to and including zero. **As a student writer in the age of AI, it is your responsibility to protect the integrity of your work and ensure complete ownership of the ideas and language therein.**

Students have the right to decline verbal review of their work. If a request for verbal review is not answered within a week, it will be assumed that the student has chosen the option to decline. In doing so, the assignment may be deemed in violation of the course's integrity standards and assigned a zero.

Intellectual Exchange Statement, Disabilities, Non-discrimination, Title V Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, Campus Concealed Carry:

For information regarding official South Plains College policies on these topics, please visit: https://www.southplainscollege.edu/syllabusstatements/.

Please Note: The instructor reserves the right to modify the course syllabus and policies and notify students of any changes during the semester. Continued enrollment by the student in the course indicates that the student agrees and will abide by all policies outlined in this syllabus by the instructor.