



Instructor: Wendy Esch

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Zoom By appt.: <https://southplainscollege.zoom.us/j/7683091604>

Zoom Appts available upon email request.

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

Ebook/Textbook Access:

- Your ebook is part of the Texbook program and is available from the first day of class.
- To access your ebook: Click on the The textbook (ebook) link at the top of the main page in Blackboard.
- The first time you click on the link, you may be required to register your account.

TEXTBOOK TITLE- Workplace Communication

Author: SEARLES **Publisher:** PEARSON **Edition:** 8TH **ISBN:** 2818560539193

IMPORTANT INFORMATION:

- This course is part of your TexBook program, which means you don't need to purchase a textbook or access code for this course. TexBook is the required content (either an eBook or online Courseware) for your course, and is provided for you via the Bibliu platform from Day 1 of class.
- Cost of TexBook: this required content is provided as part of a Program called 'Inclusive Access', which means that content is provided for you at the lowest price available from the publisher. The cost for this is included in your tuition.
- How to access your digital content via Bibliu: you can access your material via the Bibliu link inside your Blackboard Course, or directly via the Bibliu app. If you have issues with this, please contact your professor, the Bookstore Manager or Bibliu Support (see below).
- The Bibliu platform: you can use the Bibliu platform to enhance your learning experience, with features including: highlighting, notes and reading text aloud. For more details and support on how to use Bibliu, please visit the [BibliU support pages](#), or contact Bibliu support via the email: support@bibliu.com
- Opting out: you can Opt-Out of the TexBook Program, up until the Opt-Out deadline, via the banner displayed when you open the Bibliu platform. Remember that Opt-Out deadlines vary by term, and if you choose to Opt-Out you will lose access to this low price option, and will need to purchase the content through a different method. If you opt-Out, the fee will be refunded to your account.

Useful book contacts:

1. Bibliu Support: email support@bibliu.com
2. Bookstore Manager: Christian Bruno - christian.bruno@bibliu.com
3. Bookstore Text Coordinator: Trish Wells - patricia.wells@bibliu.com

Technology Requirements:

1. Access to a reliable computer and Internet access.
2. **SPC username and password:** email helpdesk@southplainscollege.edu or call the SPC Help Desk at 806-716-2600 for help with your username/password
3. **SPC student email access:**
 - o **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.
4. **Regular access to a computer and reliable internet service:**
 - o Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Reese, Lubbock, Plainview).
 - o 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.
 - o Free WiFi is available in all SPC campus buildings, some SPC parking lots, most coffee shops, etc.
5. **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>
6. **Office 365: Word and PowerPoint:** You are required to use Microsoft Word to create papers for this course. As a member of the SPC community, you have free access to Office 365. Office 365 provides free online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or download for free and install to your PC, Mac, or mobile device.
 - o 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.
 - o 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.
7. **Adobe Reader:** Available to download free from this website: <http://www.adobe.com/products/reader.html>
8. **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

Ebook Help:

- Pearson: <https://support.pearson.com/getsupport/s/>
- TextBook Information (Inclusive Access): <https://www.southplainscollege.edu/texbook.php>

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.

- The blackboard@southplainscollege.edu account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
 - 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.

Free Tutoring with Brainfuse

Brainfuse is also FREE to you when SPC tutors are not available. You have 3 hours per week for free to utilize these after-hours tutors. To access Brainfuse, you must go through Blackboard. Log in, click on Tools in the menu on the left, and click on the Brainfuse tile.

Brainfuse hours:

Monday-Thursday 8:00 pm-8:00 am

Friday 6:00pm-8:00 am

Saturday-Sunday 24/7

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2538.

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.

Assignment Deadlines:

- Due dates are posted on the course schedule and are weekly on Mondays and Thursdays. ***Due times are midnight on the date listed on the calendar.***

Late Work Policy*

I will accept late work on written assignments, but it will incur a late deduction. Late work on group assignments, such as peer reviews and discussions *are not accepted for any reason.*****

Course Organization:

- The course is organized into FIVE weekly folders.
- The folders are located on the main course page in our Blackboard course.
- Each course week runs from midnight Monday to midnight of the following Monday.

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 informative videos. 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 | • Informational Flyers |
| • Short Reports | • Proposals |
| • Brochures | • Resume |

Revel Assignments:

- These weekly exercises are online and will correspond with the content presented in the textbook chapter.
- Students are encouraged to use your ebook and provided PowerPoints on 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.

Grading Policy

Click on My Grades link in the Course Tools menu to view your assignment grades and current course grade
Final grades will be assigned based on the following percentages:

Essay Assignments		
Business Letter		10%
Brochure		15%
Brainstorming	25%	
Rough Draft/Peer Review	25%	
Final Draft	50%	
Proposal		20%
Brainstorming	25%	
Rough Draft/Peer Review	25%	
Final Draft	50%	
Resume		15%
Brainstorming	25%	
Rough Draft/Peer Review	25%	
Final Draft	50%	
Video		10%
Revel Assignments		15%
Discussions		15%
Total		100%

GRADE TOTAL

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

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.

Student Responsibilities:

1. Access our class regularly on Blackboard.
2. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
3. Have a cooperative attitude and use appropriate language in academic environments; avoid condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form
4. Behave respectfully toward instructor and classmates to contribute to the atmosphere necessary for learning
5. Submit all assignments in accordance with due dates, formats, and requirements
6. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration and unauthorized AI usage
7. Ask questions when something is unclear.

Attendance: To be successful in this course, I recommend that you access our course **at least THREE TO FIVE 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 in the day (or night!) before they are due. Make sure to check Blackboard and SPC email regularly for announcements.

1. Students who enroll in this course but have “Never Attended” (in-person class) or who have not logged into the Blackboard class or submitted an assignment (for a fully-online course) by the official census date will be administratively dropped by the Admissions Office.
2. It’s your responsibility to drop the course if you stop participating/passing.
3. I will accommodate extenuating circumstances at my discretion.

Dropping the 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. 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, revise, or translate all or part of a paper or other assignment;
2. Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
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 & Procedure: : <https://www.southplainscollege.edu/syllabusstatements/>

Diversity, Disabilities, Non-discrimination, Title V Pregnancy Accommodations, 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, as well as notify students of any changes, at any point 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.