English 2311.152 (online) – Technical Communication
South Plains College
Fall 2020

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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.

Prerequisites

Prerequisite: Successful completion of English 1301 and English 1302. This course includes preparation of written reports in scientific and technical fields. Any student who does not have the prerequisites should contact the professor immediately.

Instructional Objectives

By the end of the course, students should be able to do the following:

- know the requirements of good style and organization in technical communication
- understand the standards of visual elements in technical communication
- write various types of technical reports
- understand the basic types of graphic aids and to incorporate such graphic aids in written and oral reports
- realize the importance of personal responsibility in preparing documents and meeting deadlines
- understand and deal with the ethical issues of technical communication

Required Textbook

Gurak, Laura & John Lannon. *Strategies for Technical Communication in the Workplace* (3rd Ed.)
++See note regarding inclusive access.

Inclusive Access

- Textbook: The textbook and resources for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided in the Blackboard portion of the course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.
- E-book features: Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access. Visit https://solve.redshelf.com/hc/en-us/requests/new for e-book issues and support.
- Upgrading to a physical textbook: Students who prefer a printed textbook rather than an e-book may purchase a loose-leaf edition from the SPC Bookstore or the textbook publisher.
- How to opt out of Inclusive Access: As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. They should check the course syllabus to see if the instructor also requires course work to be done in an online platform (like Mindtap or Connect). If so, the student would be required to have access or purchase access to that platform in addition to acquiring the e-book. To opt out of the Inclusive Access e-book/resources, students will need to locate the RedShelf tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. The Inclusive Access fee will be refunded to students who opt out after the twelfth class day.

Software Requirements

You are required to have access to the following technologies:

- High-speed Internet connection
- Web browser
- Blackboard account
- A word processing program (papers will only be accepted in .doc or .docx format)

Communication

All communication should take place using the Blackboard email tool.

Attendance Policy

This is an online course; therefore, students are required to log in to Blackboard **frequently**, at least two separate days of the week. Students who fail to do so will be dropped from the course with an F.

Reading Assignments and Video Lectures

Assigned textbook reading is an essential requirement for this course. You may also be required to watch recorded video lectures. Reading and video lecture assignments can be found on the module pages in Blackboard.

Discussion posts

Collaboration and discussion are key elements to online studies. Students are required to post to the Blackboard discussion boards. For each of the three modules, students will:

- Read the assigned chapters
- Post to discussion board in answer to the initial discussion prompt for that module
- Respond to at least one classmate's post in the discussion board

Writing Applications

You will be required to submit various writing projects for this course, the details of which are found in the Course Module folders.

Module Exams

You will be required to take an exam for each module. The exam will cover the textbook reading and will consist of true/false, multiple choice, short answer, and essay questions. **The test will be timed. Only one attempt will be allowed.**

Outline of Due Dates and Assignment Weights

All assignments are due by 11:59 pm on the assigned due date. Late submissions will be graded with a ten percent deduction per late day. Assignments more than five days late will not be accepted.

	Due date	Percentage of final grade
Module A: Document Designing		

Discussion Board 1	6 Sept.	5
Instruction Set	13 Sept.	7
Tri-fold Brochure	20 Sept.	8
Module Exam: Ch. 5,6,13	27 Sept.	10
Module B: Proposing and Reporting		
Discussion Board 2	4 Oct.	5
Research Proposal	11 Oct.	8
Discussion Board 3	18 Oct.	5
Feasibility Essay	25 Oct.	12
Report Summary	1 Nov.	8
Module Exam: Ch. 2, 14, 16, 17	8 Nov.	10
Module C: Job-Seeking		
Discussion Board 4	15 Nov.	5
Resume	22 Nov.	5
Cover Letter	6 Dec.	5
Final - Module Exam: Ch. 9	8 Dec.	7

Grading Scale

100-90=A	Superior
89-80=B	Above Average
79-70=C	Average
69-60=D	Poor
below 60=F	Unacceptable

Student Code of Conduct

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, vulgar, intimidating, aggressive, or demeaning**. Student conduct which disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.**

Academic Integrity

From the SPC General Catalog: "It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her

own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension…." "Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers." (See p. 23 of the SPC General Catalog for further information.)

Special Services

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Special Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services Building, 806-894-9611, extension 2529.