ENG K202 TECHNICAL WRITING – Spring 2017

Friday 2:00 – 4:45 p.m. – Room E-216

Adjunct Instructor: Kathleen O'Reilly-Wild, M.B.A. (860) 941-5900

Required Text: Technical Communication 13th edition by Lannon and Gurak.

COURSE OVERVIEW

Technical Writing is a course designed for students who want to develop writing skills needed in the workplace. After targeting an audience, students will complete an array of assignments: memos, instructions, proposals, formal analytical reports, etc. Topics for these assignments will relate to the student's major whenever possible. Students will learn how to format pages, incorporate visuals into their writing, and give brief oral reports based on their written assignments. Students should have familiarity with word processing before enrolling in the course. *[TRCC Course Catalog, 2014-2015]*

COURSE EXPECTATIONS

Students will share professional and academic writing goals with the class to make the course relevant for each student.

You will be successful when you stay engaged: ask and answer questions, provide thoughtful feedback, and participate fully during lectures, guest presentations, brainstorming, as well as the editing and revising processes in class and on-line.

It is your responsibility to have an internet connection, use Blackboard and email and participate as required on-line.

Writing in the workplace is both instruction-sensitive and deadline-driven. It is your responsibility to **understand the learning objectives for the course, the rubric for each assignment and turn in your best work <u>when it is due</u>**.

Technical writing is a process of drafting, editing and revising. All students must **solicit and apply constructive feedback.**

Email KOReilly-Wild@trcc.commnet.edu and I will respond within 24-48 hours. **Please use a professional format and tone** as befits a work environment.

LEARNING OBJECTIVES

- Recognize the difference between academic writing and writing in business, industry and technical fields
- Understand the importance of error-free documents in the workplace
- Prepare documents with clarity and economy of words
- Recognize and adjust for audience background and knowledge when creating workplace documents
- Create visuals for documents that are well-integrated into the text
- Format documents to fit specific writing assignments including letters, memos, proposals, and short reports
- Produce a formal, analytical report using advanced research techniques
- Prepare and give an oral presentation of the formal report's major findings
- Collaborate over a distance
- Manage writing projects in ways found in workplace settings

WITHDRAWAL DATES

Students may officially withdraw at the Registrar's Office up until **May 8, 2017**. Withdrawing may have a negative impact on financial aid and academic progress. Please see an advisor before you withdraw.

FEEDBACK

Feedback is a gift. I invite students to make suggestions toward enhancing the learning environment and student experience in this course. Please speak to me in person whenever possible. Thank you.

DIGICATION

All students are required to maintain a learning portfolio in Digication that uses the Three Rivers College Template. This will be discussed in class closer to the end of the semester.

GRADING

Category	Quantity	Potential Each	Total Potential
Weekly Written Assignments	10	10	100
Major Written Assignments	3	20	60
Group Assignment	1	25	25
Class Participation	15	5	75
Final Paper/Presentation	1	40	40
			300

Total Points Earned	100 point scale	Final Grade
293-300	97.5-100	A+
278-292	92.5-97	A
269-277	89.5-92	A-
263-268	87.5-89	B+
248-262	82.5-87	B
239-247	79.5-82	B-
233-238	78.5-79	C+
218-232	72.5-77	C
209-217	69.5-72	C-
179-208	59.5-69	D
0-178	0-59.4	F

REVISIONS

All students may improve any assignment grade (except for the final project and presentation) by submitting a rewrite within 7 days of grading based on instructor feedback. **Any student receiving a grade lower than 70 on any assignment is <u>required</u> to resubmit the assignment by the next class; the two grades will be averaged for a final grade on the assignment.** Rubric and deadlines will be communicated in class and on *Blackboard*.

ATTENDANCE

Workplace communication requires a commitment to participation through regular attendance; absenteeism is a detriment to community, knowledge and production. Your learning will be through individual and group assignments in a workshop setting so attendance in class is critical. You will <u>not</u> be able to make-up missed class *group* work; missed *individual* work will be accepted with a 10 percent penalty for every class it is late. **Participation is worth 15% of your grade and can mean a grade higher or lower in terms of points awarded.** Participation is a running total on the Grade Report in Blackboard Learn and will be updated twice in the semester. Students will self-award and announce points earned at the end of each class using the following scale:

5	A 5th point will be awarded for a perfect attendance record
4	Attended and actively-engaged (inquiry, sharing, leading)
3	Attended and engaged (responsive, inquiry)
2	Attended, on time and prepared for class
1	Attended – tardy, left early, or unprepared for class
0	Unexcused absence

COMMUNICATION

You may contact me via email at any time koreilly1@trcc.commnet.edu and I will make every effort to respond within 24 hours. When communicating by email, **please use a professional format and tone** as befits a work environment.

Everything presented in class will be posted on Blackboard Learn. I will primarily communicate with you through Announcements on Blackboard and through the internal Message system within our course site. However, you are also responsible for checking your **trcc.commnet.edu** email address. Your Blackboard Learn courses are automatically connected to your college-provided email account which you may forward to your preferred email address. There is NO excuse for being unaware of course content, deadlines and announcement information.

ACADEMIC INTEGRITY AND PLAGIARISM *[Three Rivers Community College Faculty Handbook 2014-2015]*

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor. You may be asked to sign a statement attesting to the originality of your words for any assignment.

Plagiarism is the intentional use of someone else's words or ideas. It is a serious violation of academic standards that is subject to one or more of the following penalties: a failing grade for the paper; a failing grade for the course; a report to the administrative authorities for appropriate action (i.e. a notation of the student's permanent record, suspension, or expulsion).

DISABILITIES

If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) as soon as possible. Accommodations cannot be provided until you provide written authorization from a DSP in the Counseling & Advising Office – Room A119.

Matt Liscum - (860) 215-9265 –Mental Health, Learning, ADD/ADHD, Autism Disabilities
Elizabeth Wilcox - (860) 215-9289 – Sensory, Medical, Mobility Disabilities

SEXUAL MISCONDUCT REPORTING, SUPPORT SERVICES AND PROCESSES

Statement of Policy for Public Act No. 14-11:
An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus:
"The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence."

U. S. DEPT. OF EDUCATION AND OFFICE OF CIVIL RIGHTS TITLE IX STATEMENT OF POLICY:
 "Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part-or full-time status, disability, race, or national origin-in all aspects of a recipient's educational programs and activities."

 If any student experiences sexual misconduct or harassment, and/or racial or ethnic discrimination on Three Rivers Community College Campus, or fears for their safety from a threat while on campus, please contact Edward A. Derr, the Diversity Officer and Title IX Coordinator:

Edward A. Derr
Title IX Coordinator and Diversity Officer
Admissions Welcome Center * Office A116
574 New London Turnpike, Norwich CT 06360
860.215.9255 * EDerr@trcc.commnet.edu