

Syllabus Spring 2014

English 202: Technical Writing
Section: 10569 - ENG* K202 - T2
Class Time: 6:30 PM - 9:15 PM
Class Days: Thursdays (and online)
Location: D228
Instructor: TK Kenyon (Call me "TK.")
E-mail: TKenyon@trcc.comnet.edu
Contingency E-mail: *kenyonkrish@yahoo.com*
Office Hours: By appointment, before class 6-6:30 PM, and by email.

Required Text: **COME TO THE FIRST CLASS BEFORE PURCHASING.**

Technical Communication Edition: 13th
Author: Lannon
ISBN: 9780321899972
Copyright Year: 2014
Publisher: PEARSON EDUCATION
Amazon New: \$100
Bookstore New: \$133

My Powerpoints are quite complete. If you download them weekly, you should not need to retain the textbook after the semester.

Important Dates:

Feb 5: Last Day of Add/Drop and Partial Tuition Refund for 15 Week Session

May 12: Last Day to Withdraw from classes

Materials:

For class: paper and pen or pencil, note-taking equipment, textbook or e-reader or tablet if you have the electronic version of the textbook.

Outside of class: access to MS Office or other office software for word processing, presentations, and other documents. Internet access for Blackboard Learn.

Class Cancellation Policy:

If TRCC is closed due to weather or another event, class is cancelled.

If the instructor needs to cancel class for any reason, an announcement will be posted on our Blackboard page and emailed to the email address that you provided for Blackboard.

*In either event, the instructor **may** post a warning* up to 24 hours before class via Blackboard that class may be cancelled to encourage you to monitor the situation.

COURSE DESCRIPTION

This course is 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. 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.

LEARNING OUTCOMES

Upon successful completion of ENG 202, students should be able to:

- Recognize the difference between academic writing and the writing in business, industry, and the technical fields.
- Prepare documents with clarity and economy of words.
- Recognize audience's background and knowledge on the subject when creating workplace documents.
- Create visual aids for documents that are integrated with the content of the text.
- Prepare documents in a format that fits the type of document and the work environment.
- Recognize the importance placed on error-free documents in the workplace by carefully editing for grammar, spelling, punctuation, and proper word use.
- Recognize content and format, including how they complement each other to meet audience expectations.
- Further develop research skills in producing a formal, analytical report.

Class Time:

- Short quizzes. There will be 8 quizzes, and 7 will be counted toward your grade. The lowest grade will be dropped. These will be at the beginning of class. If you are more than 10 minutes late, you cannot take the quiz.
- Lectures.
- Discussions and collaborative exercises.

Homework/Blackboard Assignments:

Each week you will have assignments that you must do individually or collaboratively. These will be assigned and are available on the Blackboard system or in class.

- Read the posted chapter readings before Thursday class.
- After Thursday class, read or view the other material relating to the subject, including essays, videos, and links, and do posted exercises.
- **Blackboard Learn Exercises and Discussion:**
 - All exercises must be completed before the beginning of class, and the threads will be closed to further entries at that time.
 - **All discussion or response posts must be at least one paragraph.** A paragraph is one coherent thought composed of at least 5 sentences with at least 5 words per sentence.
 - **Printed exercises:** Some Blackboard exercises will state that you should print out your answers and bring them to class for discussion. These may be collected at the beginning of class.

Major Writing Assignments:

- **All writing assignments are due in person in hard copy (on paper) at the start of class on the due date.**
- Please remember, should you be absent on a day that a major written assignment is due, the assignment is still due. Make arrangements for it to be dropped off in class before 7:00pm or, if you feel lucky, email it (see below). Assignments may also be dropped off in my mailbox in the faculty mail room.
- Late assignments will be docked 50% of graded points if turned in by 7:00 pm on the following Thursday. After Thursday, late assignments will not be accepted and will receive a grade of zero.
- In an emergency, writing assignments may be emailed as an attachment **before the due time and date** to the instructor's official email address above **with an explanation** in the body of the email and may be accepted, **once**. PDFs are encouraged to preserve formatting. If the email is not time-stamped before class begins for any reason, including technical reasons, the assignment is considered late. This is a risky method and should be used only for emergencies.
- If TRCC is closed or class is cancelled due to weather or other reasons, the writing assignment is due at the start of the next class.
- Writing assignments must be word-processed and correctly formatted. Grammar and punctuation are graded. No hand-written assignments will be accepted.

There will be no final exam nor meeting during final exam week, but the last major writing assignment and a presentation is due the last week of regular classes.

Tentative Schedule

Date	Quiz or Due:	Class Time:	Blackboard:
1/23	-	Ch 1 and “Brief Guide to Paragraphs” The Writing Process	Exercises
1/30	Quiz 1	Memos, Email, and Blog Posts	Exercises
2/6	NO CLASS: “PROFESSIONAL DAY”		
2/13	Quiz 2	Business Letters Extra Help Time for Memo/Blog Assn.	Exercises
2/20	MEMO OR BLOG DUE	Resumes, CVs, and Cover Letters	Exercises
2/27	Quiz 3	Resumes, CVs, and Cover Letters Extra Help Time for Biz Letter Assn.	Exercises
3/6	BUSINESS LETTER DUE	Visuals, Figures, Tables, and Graphs	Exercises
3/13	Quiz 4	Instructions and SOPs Extra Help Time for Cvr/Resume Assn.	
3/20	SPRING BREAK		
3/27	COVER LETTER AND RESUME DUE	Instructions and SOPs	Exercises
4/3	Quiz 5	Short Reports	Exercises
4/10	Quiz 6	Reports and Proposals Extra Help Time for Instr/SOP Assn.	
4/17	Instructor Unavailable / No class		
4/24	INSTRUCTIONS OR SOP DUE	Presentations	Exercises
5/1	Quiz 7	Long Report Form Lecture Extra Help Time for Report/Prop Assn.	Exercises
5/8	REPORT OR PROPOSAL DUE	STUDENT SHORT PRESENTATIONS	Exercises
5/15	Quiz 8	STUDENT SHORT PRESENTATIONS (if necessary)	

Attendance:

Attendance is important.

Quizzes cannot be made up under any circumstances. Please note that there are 9 quizzes, and the quiz portion of your grade will be determined by the top 7 quiz scores, so you get to drop your lowest 2 quiz scores.

If you are absent, review the Powerpoint slides from the class lecture for that day to prepare for the next class and the quiz.

Please remember, should you be absent on a day that a major written assignment is due, the assignment is still due. Make arrangements for it to be dropped off in class before 1:00pm or, if you feel lucky, email it. Assignments may also be dropped off in my

mailbox in the faculty mail room. See Written Assignments section above for more details on late assignments.

If you feel that you must tell me the reason for an absence, send me an email. It is not necessary. You are all adults. If you miss a class, I assume that you have a good reason.

If you will be absent from class for an extended period, notifying me early will allow us to make arrangements.

Occasional tardiness is understandable; chronic tardiness or leaving class early disrupts and distracts. Also, if you find that personal and/or professional responsibilities are preventing you from attending class, drop the course and take it at a later time.

Remember: Your attendance and preparation reflects your sense of responsibility, conscientiousness, and work ethic.

Grading:

Final grades will be assigned based on the following:

Quizzes: 7 quizzes at 20 points each (1 of 8 quizzes dropped):	140
Memo / Blog Writing Assignment:	60
Business Letter Writing Assignment:	100
Resume and Cover Letter Writing Assignment:	200
Instructions / SOP Writing Assignment:	100
Report or Proposal Writing Assignment:	200
Presentations (50/slides, 50/delivery)	100
<u>Exercises and Discussion: 10 weeks at 10 points each</u>	<u>100</u>
Total	1000

Grading will be at least on a straight curve:

- 900-1000 points = A
- 800-899 points = B
- 700-799 points = C
- 600-699 points = D

The straight curve is guaranteed. The curve may be more lenient if circumstances are appropriate. If not all the points are assigned, then a 90/80/70/60 %age curve will be used to calculate grades.

The instructor reserves the right to add + or – to grades that are within 1% of the cut lines.

Note that the grading scheme emphasizes the six major writing assignments and plan accordingly. Not turning in a single major writing assignment can significantly impact your grade.

Academic Integrity

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.

The effective operation of any organization is dependent on the honesty and goodwill of its members. In an organization devoted to the pursuit of knowledge, acting with integrity is essential to effective teaching and learning. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. To emphasize the importance of academic integrity, Three Rivers Community College adheres to the following policy in addition to the Student Discipline Policy, sections 2:10 and 3:110, as provided by the Board of Trustees of Connecticut Community Colleges. Since collaboration is central to the learning community, Three Rivers wishes to emphasize that this policy is not intended to discourage collaboration when appropriate, approved, and disclosed.

General Definition of Academic Dishonesty

Academic Dishonesty shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own, (d) stealing or having unauthorized access to examination or course materials, (e) falsifying records of laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Withdrawal Policy

Course withdrawals are accepted up until the week before classes end. Specific dates are posted in the academic calendar and withdrawal forms are available online or at the Registrar's office. The withdrawal does not have to be signed by the instructor but it is strongly advised that you speak with your instructor before withdrawing. If necessary, you can withdraw over the phone by calling the Registrar's Office at 860-892-5756. Emails and faxes are also accepted. If you are receiving financial aid, it is strongly recommended that you contact the Financial Aid Office before withdrawing. Withdrawal may affect your financial aid for current and/or future semester(s). It is the student's responsibility to confirm that the withdrawal has been received. Refer to the academic calendar for the specific date.

Confirm that your withdrawal from a course has been processed by checking online at <http://my.commnet.edu>.

Fall Semester 2013 Withdrawal Deadline is December 10, 2013.

Disabilities and Accommodations

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. Please note that accommodations cannot be provided until you provide written authorization from a DSP. Without getting too personal, *I understand*.

TRCC Disabilities Service Providers Counseling & Advising Office Room A-119	
Matt Liscum (860) 383-5240	<ul style="list-style-type: none">• Physical Disabilities• Sensory Disabilities• Medical Disabilities• Mental Health Disabilities
Chris Scarborough (860) 892-5751	<ul style="list-style-type: none">• Learning Disabilities• ADD/ADHD• Autism Spectrum

Three Rivers Community College English Department Mission Statement

Mission

The English Department at Three Rivers Community College helps students become successful readers, writers, thinkers and speakers in order to facilitate the habits of mind that are at the heart of genuine inquiry and engender meaningful academic discourse and civic engagement.

Vision

The English Department at Three Rivers Community College is committed to providing students with the highest quality education over the entire range of courses we offer.

The “N” Grade

The N Grade is assigned to students when there is no basis for a grade. This would apply to students who never came to class as well as to those who didn't attend or participate long enough to be graded. The N grade is used to distinguish between earned failures (F), official withdrawals (W) and students who stop attending or participating before there is a basis for a grade.

(In most cases there would be no basis for a grade for students who stop attending or participating before the 60% point.)

MyCommNet Alert is a system that sends text messages and emails to anyone signed up in the event of a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather.

All students are encouraged to sign up for myCommNet Alert. A tutorial is available on the Educational Technology and Distance Learning Students page of the web site.

http://www.trcc.commnet.edu/div_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html