welcome
Spring 2023

Class: ENGL 2311 Technical Writing - Online

Instructor: Wendy Esch

Office: CM 103C, Levelland Campus

Email: wesch@southplainscollege.edu - **Email is the BEST way to contact me.**

Zoom: https://southplainscollege.zoom.us/j/7683091604

Telephone: (806) 716-2446

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
10:45-1:00 p.m. 2:15-2:45 p.m.	10:45-11:45 a.m.	10:45-12:00 p.m.	10:45-11:45 a.m.	9:30 – 11:30 a.m.

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:
The eBook required for this course will be provided to you through our Inclusive Access program. **You will not need to purchase it. The eBook will be available to you through Blackboard on day 1 of the course.**
1. **To access your eBook:** **Click on the Course Content menu item on the left side of our Blackboard course, then click the Course Textbooks file folder, and finally, click on the eBook link.**
2. The first time you click on the link, you will be required to register your account.

WORKPLACE COMMUNICATION
Author: SEARLES
Publisher: PEARSON
Edition: 8TH
ISBN: 2818560539193

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Supplies: Access to computer with printer 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:**
   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.
3. **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.
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**: 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.
6. **Adobe Reader:** Available to download free from this website: http://www.adobe.com/products/reader.html

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/
- TexBook Information (Inclusive Access): https://www.southplainscollege.edu/texbook.php
- TexBook Help: https://solve.redshelf.com/hc/en-us
- SPC Bookstore: tfewell@texasbook.com or agamble@texasbook.com

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.

FREE TUTORING:
- Visit the Tutoring Information link to view the drop-in tutoring schedule or to learn how to book an appointment: http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php
- Tutor.com is also FREE to you when SPC tutors are not available. You have three hours per week for free to utilize these after-hours tutors.
- To access Tutor.com, log into Blackboard and click on **Course Resources**. Use the Tutor.com link provided on that page.
- Tutor.com hours:
  - o Monday-Thursday 8:00 PM-8:00 AM
  - o Friday 6:00 PM-8:00 AM
  - o Saturday-Sunday 24/7
- Tutoring Questions:
- Email: tutoring@southplainscollege.edu
- Phone: 806-716-2538

Student Responsibilities: Students are expected to
1. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; and accepting responsibility for not understanding an assignment or failing an assignment
2. Be responsible for using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments
3. Have respectful behavior toward instructor and classmates in order to contribute to the online 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
6. Ask questions when something is unclear.

Assignment Deadlines:
- Due dates are posted on the course schedule and are weekly on Thursdays and Tuesdays. ***Due times are midnight* on the date listed on the calendar.**
- Be advised – I will accept late work up to a week past the due date, but it will incur a deduction. Discussion and Peer Review assignments are the exception to the late policy. Since they are group work, they cannot be accepted late.

Grading Policy

Final grades will be assigned based on the following percentages:

Essay Assignments		GRADE TOTAL	
Letter/Memo	10%	A (Superior):	90-100
Brochure	10%	B (Good):	80-89
Proposal	15%	C (Acceptable):	70-79
Resume/Portfolio	15%	D (Poor):	60-69
Short Reports	10%	F (Unacceptable):	0-59
Introduction Video	10%		
Revel	15%		
Discussions	15%		
Total	100%		

Click on My Grades link in the Course Tools menu to view your assignment grades and current course grade. I recommend you do this weekly throughout the course, so you are always aware of your grade status.

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.

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.

Writing Assignments:
You will be required to write and revise documents to produce strong, audience-centered texts, taking into account different purposes, audiences, and tones. The writing assignments will be over an array of topics and could require graphics. These activities will help hone your writing, creativity, and technology skills. The different types of texts students will produce might include:
- Emails/Memos
- Short Reports
- Brochures
- Informational Flyers
- Proposals
- Digital Portfolio

Due dates are on the course schedule, and specific assignment details can be found in the Weekly Assignment folders in Blackboard under Course Content. ***Due times are <u>midnight</u> on the date listed on the calendar.***

Revel Assignments:
Throughout the semester, you will be required to complete several online Revel exercises. Availability and due dates are available on the course calendar. Revel assignments will cover content presented in the assigned chapters with discussion assignments as well as Chapter quizzes. When averaged together, these assignments are worth 15% of your final grade, so the completion of your Revel assignments is crucial.

Discussions:

The weekly discussions are designed mainly for fully online courses to give the opportunity to interact and engage, sometimes on course topics, sometimes on non-academic/fun topics. Students will participate with a short-written post. When averaged together, these assignments are worth 15% of your final grade.

Grading Time Frames: I grade all work as efficiently and quickly as possible, but it could be a week before you receive a grade for your written assignments.

Attendance Policy: 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 Course Messages, Announcements, and SPC email daily. I will post announcements and send emails regularly.
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 remove you from my class roster per census regulations.

Dropping our class: Before you withdraw from our class, please contact me or talk to your advisor. There may be a way for you to get back on track.

- Check the SPC Academic Calendar here to find out the last day to drop a course for this semester: http://www.southplainscollege.edu/academiccalendar/index.php
- To drop this class, fill out and submit this form online: https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWeIqAmJdCCqVjMnZs6h15Nrs0pqCo_sElUODExTUFXS0JOODhJOTlYM0NEV1kzRk9GMSQlQCN0PWcu
- You are not required to obtain an instructor signature to drop. There will be no charge for drops for the fall or spring semesters.
- For additional information regarding schedule changes, drops and withdrawals, click here.

WITHDRAWAL POLICY: The last day to withdraw/drop from a course this semester is listed 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, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php .

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy may result in an F for the assignment and/or an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:
1. Using Artificial Intelligence websites or apps to generate 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; or
5. Missing in-text citations.

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 Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

COVID-19: For information and resources about COVID-19, please visit
https://www.southplainscollege.edu/emergency/covid19-faq.php.

For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit:
https://www.southplainscollege.edu/syllabusstatements/.

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.