

TEXAS  STATE
UNIVERSITY

The rising STAR of Texas

Technical Writing
Fall 2020—ONLINE COURSE
ENG 3303.004 (MW 12:30-1:50 P.M.)

Instructor: Edward Alan Schaefer, Senior Lecturer, Department of English
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Office phone number: (512) 245-2185
Office: Brazos 206B
Office hours: MWF, 8:00-8:55 a.m., and by appointment (All office hours will take place online via Zoom or Canvas Conferences); Zoom meeting ID for office hours:
262 006 6584

Canvas

You can access Canvas here: <https://discovery.canvas.txstate.edu>
Much of your coursework this semester will take place in Canvas Modules (that's a menu tab in our Canvas course site). You will read the syllabus, complete readings and assignments, and submit assignments in Canvas. **Google Chrome** is the most stable browser for using Canvas. You can get technical support for Canvas at <https://doit.txstate.edu/services/canvas.html>

Zoom

We will use my Zoom room for class meetings. You will need to login here: <https://doit.txstate.edu/services/online-meetings>. Once you log in with your Net ID and password, you should see "join a meeting" in the top right corner of the page. Clicking that will send you to where you can enter a meeting ID number. Once you enter the Meeting ID number and password, you should have access to the Zoom room.

ZOOM MEETING ID: 976 0881 5711

Course Description

English 3303 is an advanced writing course designed specifically to study the special demands of technical writing in your future profession. Students will learn to produce concise, precise, and useful technical writing and communication in a variety of genres, including job application materials, instructions, definitions, workplace memos, and notes on ethical concerns in various professional fields.

Learning Outcomes

The Department of English has adopted student learning outcomes for general education courses in writing and literature and for all degree programs. You will find these outcomes at <http://www.english.txstate.edu/about/learning.html>

Required Supplies and Technology

There is no required textbook for this course. Assigned readings will be posted to Canvas. You need Microsoft Word or Office software, which can be purchased at a great discount from the university book store.

You must have access to a computer with a reliable internet connection. Laptops are available for short-term borrowing from Alkek Library:

<https://www.library.txstate.edu/about/policies/borrowing.html>

Information on computer labs across campus can found here:

<https://www.library.txstate.edu/spaces-technology/computers-printing.html>

Check your Bobcat email daily for any information from the university or from me regarding any necessary changes to the course calendar, method of instruction, etc. You must have access to and ability to navigate our class Canvas page and Zoom desktop for remote instruction. Info at: <https://itac.txstate.edu/support/online-meetings.html>

Answers to questions about technology use for students can be found at: <https://itac.txstate.edu/>

Expectations for Zoom Room and Canvas Conferences Conduct

Keep yourself on MUTE until time for class discussions. I will typically lecture for a bit and then open up the floor for discussion. When you are ready to contribute, please indicate so by clicking on the hand icon. At this point, you may unmute yourself and turn on your video.

Students should behave in the (virtual) classroom as in any other professional setting or workplace. Remain calm, polite, and respectful as you interact with your classmates, your instructors, and their ideas. Anyone who shouts, engages in discrimination and/or vulgarity, or is disrespectful in any way will be promptly dismissed from the Zoom room.

Grading Policy

Your course grade will be determined using the following grade distribution:

#1 Introductory Assignment: 8%

#2 Résumé: 8%

#3 Cover Letter: 8%

#4 Definition: 8%

#5 Instructions: 8%

#6 Project Proposal: 8%

#7 Memo on Ethics: 8%

#8 Engaging with Customers, Colleagues, and Clients: 8%

Major Project: 26%

Final Exam: 10%

Semester grade: A=90-100; B=80-89; C=70-79; D=60-69; F=0-59

Late coursework will only be accepted with my approval. There is no extra credit in this course.

Attendance Policy

I do not take attendance for our Zoom class meetings. You may be excused from class activities if you provide documentation regarding injury or illness requiring treatment at home or in a hospital; the death of a family member; required participation in a university-sponsored activity (see UPPS 02.06.03); a field trip or off-campus activity required for a non-elective course essential to your degree program; required participation in active military service (see UPPS 02.06.03); or official religious holidays (see UPPS 02.06.01). **Students whose classwork is affected by the Covid-19 pandemic should reach out to the instructor in order to make special arrangements for course completion.**

The University Writing Center

The Writing Center is located in ASB-N, 1st floor. The Writing Center's trained counselors provide one-on-one counseling in writing for Texas State students at any level of study, including help with essays, research papers, cover letters, essay exams, and résumés. You must make an appointment online in advance: www.writingcenter.txstate.edu

Academic Honesty

Plagiarizing is submitting work that is in any way not your own. Any cases of verifiable plagiarism or cheating, whether deliberate or accidental, will result in a failing grade on the assignment and may result in a failing grade for this course. (Note: Peer review and consultation with your instructor or a university writing tutor do not constitute plagiarism and are encouraged.)

Please see the following university resources:

<http://policies.txstate.edu/university-policies/07-10-01.html>

<http://www.txstate.edu/honorcodecouncil/Academic-Integrity.html>

NOTE: Anyone sharing class material electronically with other students through mass distribution (that is, through external websites, Canvas mail tool or conference room, etc.) is in violation of the Texas State Honor Code. You are forbidden from recording or sharing any video, audio, written text, or any other media posted by the instructor or other students online in or for this course. The creators of all course-related content own the copyright to that content.

Accommodations

Students who need special accommodations to succeed in this course must inform the instructor and the Office of Disability Services during the first two weeks of the semester. If you've requested student modifications due to Covid-19, please let me know in case the Office of Disability Services is still reviewing your request. For all classroom modifications, you will be asked to provide documentation from the Office of Disability Services. Failure to contact me in a timely manner may delay your accommodations.

<http://www.ods.txstate.edu/>

Suite 5-5.1, LBJ Student Center, 512-245-3451

Classroom Civility

Civility in the classroom is very important for the educational process and it is everyone's responsibility. If you have questions about appropriate behavior in a particular class, please address them with your instructor first. Disciplinary procedures may be implemented for refusing to follow an instructor's directive, refusing to leave the classroom, not following the university's requirement to wear a cloth face covering, not complying with social distancing or sneeze and cough etiquette, and refusing to implement other health and safety measures as required by the university. Additionally, the instructor, in consultation with the department chair/school director, may refer the student to the Dean of Students Office for further disciplinary review. Such reviews may result in consequences ranging from warnings to sanctions from the university. For more information regarding conduct in the classroom, please review the following policies at <https://policies.txstate.edu/division-policies/academic-affairs/02-03-02.html>, Section 03: Courteous and Civil Learning Environment, and <https://studenthandbook.txstate.edu/rules-and-policies/code-of-student-conduct.html>, number II, Responsibilities of Students, Section 02.02: Conduct Prohibited.

Students will be conscientious and complete work on time; students will be respectful and act civilly toward one another respecting the opinions of others; students will be honest. Be aware that Conduct of Classes can be found at PPS 4.02. <http://www.provost.txstate.edu/pps.html>

Cloth face coverings are required indoors and outdoors on Texas State campuses unless you are alone. The use of two-ply cloth face coverings is the cornerstone of our plan to combat the spread of COVID-19. Face coverings need to become second nature to all of us. Visit the Face Coverings & Masks page for more information. Further, you are obligated to notify the Student Health Center if you test positive for COVID-19, or have had prolonged direct contact with someone who has tested positive.

More information can be found on the Student Roadmap which details the procedures necessary for students' return to campus.

Please note:

Any disruptions to routine instruction will be handled by my communicating with you via your Bobcatmail in advance of that day's class.

The two most important steps students, faculty and staff must take responding to possible and confirmed COVID-19 cases are:

1. NOTIFY the appropriate parties quickly (The Student Health Center, your instructors, your supervisor)
 2. DISTANCE yourself (Stay home and away from others if you are sick, diagnosed with COVID-19, or if you were in close contact with a confirmed case)
- CONFIDENTIALITY: Supervisors and faculty must safeguard the privacy of the infected person.

You must read the 10 Guiding Principles for Health, Safety, and Wellness at Texas State, including requirement to wear a cloth face covering and perform a self-assessment each day before coming to campus. Ignoring these university

requirements can have consequences for yourself and others. More on this is listed in the “Classroom Civility” section below.

All Texas State Students have agreed by enrolling to follow all University rules. The Bobcat Pledge, required of all students, includes the responsibility for practicing healthy behaviors and following the health and safety guidelines to prevent the spread of COVID-19 on campus and in the surrounding community.

Grading Criteria for Individual Assignments

The following standards generally follow English Department criteria spelled out in the First-Year English Syllabus and in Debra Villas's Instructor's Resources for *The Handbook of Technical Writing*.

A (90-100 points) A indicates outstanding work. An A document does an exceptional job of expressing and developing an idea or point in a clear, logical way. A writing is highly polished and generally contains no errors in the use of English. The professional appearance of A work firmly establishes the writer's credibility and allows the reader to grasp the point of the document quickly and easily. A manager reading such a document would be highly impressed and would recall the work during job review and performance consideration.

B (80-89 points) B indicates superior work. A B document does a good job of expressing and developing an idea or point in a clear, logical way. B writing contains few or none of the common errors in the use of English. The professional appearance of B work is generally neat and polished. A manager reading such a document would be fully satisfied with the job.

C (70-79 points) C indicates competent work. A C document does an adequate job of expressing and developing an idea or point in a clear, logical way. C writing generally avoids serious errors in the use of English. The professional appearance of C work is acceptable. A manager reading such a document would probably ask you to revise, polish, or redesign the document before sending it outside the department.

D (60-69 points) D indicates unsatisfactory work. A D document is flawed by one or more of the following: insufficient attention to the assigned task, inadequate development of an idea or point, inaccurate information, errors in the use of English, inattention to document design. A manager reading such a document would be troubled by the poor quality of the work.

F (0-59 points) F indicates unacceptable work. A F document is flawed by one or more of the following: failure to follow the assigned task, failure to conceive or develop an idea or point, serious errors in the use of English, inappropriate or confusing document design. A manager reading an F document would consider replacing the author.

Note: All assignments plus the final exam must be completed to pass the class. Borderline semester grades are *not* automatically rounded up. Decisions about borderline grades will be made on a case-by-case basis; factors to be considered include attendance, participation in class discussion, punctuality in completing assignments, and the student's overall performance in the course.

Course calendar - ENG 3303 - Spring 2020

This calendar is tentative. It can and probably will change. I will distribute written revisions as I adapt instruction and material to your needs. Check your Texas State email daily. I will notify you of changes to the syllabus and other news items.

Please see Canvas for additional readings, resources, and instructions for assignments.

Week 1

M 8/24 Course Introduction; #1 Introductory Note assigned
W 8/26 **#1 due at 11:59 p.m.**

Week 2

M 8/31 #2 Résumé & #3 Cover Letter assigned
W 9/2 #2 & #3—Rough drafts due

Week 3

M 9/7 LABOR DAY—NO CLASS
W 9/9 **#2 & #3 due at 11:59 p.m.**
#4 Definitions assigned

Week 4

M 9/14 Workshop
W 9/16 **#4 due at 11:59 p.m.**
#5 Instructions assigned

Week 5

M 9/21 Workshop
W 9/23 **#5 due at 11:59 p.m.**

Week 6

M 9/28 Major Project and #6 Project Proposal assigned
W 9/30 Workshop

Week 7

M 10/5 Workshop
W 10/7 **#6 due at 11:59 p.m.**

Week 8

M 10/12 #7 Memo on Ethics
W 10/14 **#7 due at 11:59 p.m.**

Week 9

M 10/19 Workshop
W 10/21 Workshop; introductory paragraph/abstract due

Week 10

M 10/26 Workshop
W 10/28 Workshop

Week 11

M 11/2 Workshop; complete rough draft due
W 11/4 Workshop

Week 12

M 11/9 Workshop
W 11/11 **Major Project due at 11:59 p.m.**

Week 13

M 11/16 #8 Engaging with Customers, Colleagues, and Clients assigned
W 11/18 Workshop

Week 14

M 11/23 **#8 due at 11:59 p.m.**
W 11/25 NO CLASS—THANKSGIVING

Week 15

M 12/2 Course evaluations & wrap-up
W 12/4 Final Exam assigned

Final exam is due on Wednesday, December 9, at 1:30 p.m.