

ENGLISH 119 TECHNICAL COMMUNICATIONS – Section 501

Instructor: Diane Paul, MA
Office Hours: Online or by phone upon request
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Course Description

Introductory study of written and verbal communications used in the technical professions for students in technology and degree programs. Prerequisite: English 101 **Note:** *In this course, instructors assume that students possess spelling, grammar, and basic writing skills. Student papers must be grammatically and mechanically correct.* 3 Credit Hours

Required Text

Searles, George J. *Workplace Communications: The Basics*, 6th ed. Boston: Longman/Pearson, 2013

Online Information and Time Commitments

- Log into the course site online at least three times per week
- Actively participate in online discussions
- Use “netiquette” and appropriate communication skills in all online conversations
- The class is available online to students 24/7; the instructor is not available 24/7
- Students are not expected to be online at specific times or on specific days
- Assignments, quizzes, tests, and discussion postings will be **due by 8 a.m.** on the Friday due date
- Expect to be online at least 3 hours per week, and spend 6 - 9 hours per week on reading and assignments.
(TOTAL: **Expect to spend 6 – 10 hours per week on this class**)

Learning Outcomes

Students will

- Write job-related letters, memos, and e-mails
- Write job application materials such as a job application, resume, application letter, or follow-up letter
- Write definitions, descriptions, process instructions, or a variety of reports in a technical field for varied audiences
- Use principles of group and individual communication skills
- Use basic principles of graphic presentation
- Evaluate manuals based on principles for creating manuals
- Write a proposal, long report, or complete manual

Attendance

Students who do not participate in the first discussion topic by the due date and time will be dropped from the class as a “No-Show.” Absences do not relieve a student from course assignments. Any student who wishes to terminate the course is responsible for official withdrawal from the course. Failure to drop the course may result in a final grade of “F” in the course. To protect grade point averages, students are encouraged to initiate any desired exit from the course.

UNM/Valencia Resources

Learning Center: 925-8907 Adult Education Center (ABE): 925-8900 Online Tutor: 925-8553, located in LRC 118

SEXUAL MISCONDUCT or GENDER DISCRIMINATION

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered responsible employees. This designation requires that any report made to a faculty member, TA, or GA regarding sexual misconduct or gender discrimination must be reported to the Office of Equal Opportunity and the Title IX Coordinator. For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

COURSEWORK**Grading Point System**

6 Quizzes (30 pts. ea.)	180 points
6 Discussions/Participation (20 pts ea.)	120 points
6 Writing Assignments (100 pts. ea.)	600 points
Collaboration and Feedback	100 points
Total Possible	1000 points

Grading Scale

990-1000 points	A+
921-989 points	A
900-919 points	A-
891-899 points	B+
820-890 points	B
800-819 points	B-
791-799 points	C+
720-790 points	C
700-719 points	C-
600-699 points	D
Below 600 points	F

Quizzes

Quizzes must be taken on-line by 8 a.m. on the posted Friday deadline, though they may be taken early. Quizzes are open book and may be taken three times, with the highest score being recorded. Each quiz is worth 30 points, must be completed within 30 minutes, and will have 10 - 15 questions. LATE POLICY: Quizzes are not accepted late.

Discussions

The instructor will post six discussion topics. Each student is expected to post one response to the topic (worth 10 points) and one comment on someone else's response (worth 10 points) by 8 a.m. on the posted due dates. Students should read the required course material prior to posting. Students are expected to demonstrate respect in all online communications. LATE POLICY: Late discussion postings do not earn points.

Assignments

Six assignments are worth a possible 100 points each. The Proposal also includes an additional 50 points for collaboration, and the Presentation includes an additional 50 points for feedback. Assignments will receive constructive feedback from the instructor. Please submit your final draft – proof your assignments prior to submission. Assignments must be submitted in LEARN by 8 a.m. on the due date. LATE POLICY: Assignments are accepted up to one week late, (except the final Presentation, which will NOT be accepted late). Late assignments will not receive constructive feedback, and are not eligible for rewriting.

Students are encouraged to rewrite assignments to demonstrate understanding of the material. (Exception: the last assignment (Presentation). Rewrites are due one week from when your assignment grade/feedback is posted in LEARN. Only one rewrite accepted per assignment. To submit rewrites, attach to a mail message in LEARN. Rewrite scores will replace original scores.

LATE POLICIES: Quizzes are not accepted late. Late discussion postings and replies do not earn points. Assignments are accepted up to one week late, except the Presentation, which will NOT be accepted late. Late assignments will not receive constructive feedback, and are not eligible for rewriting.

Academic Dishonesty

Academic dishonesty hurts everyone involved. Students must do their own work and should not let others use their work. If students copy from other students or sources without acknowledging the sources, they are guilty of plagiarism. If students have someone else write or revise their assignments or knowingly allow another to copy work, they are guilty of dishonest scholarship. If proven guilty of either offense, a student may receive an F in the course, and the Dean of Students will be contacted to determine additional proper measures to be taken on a case-by-case basis.

SCHEDULE: EVERYTHING IS DUE BY 8 AM ON FRIDAYS

MODULES	DUE	ASSIGNMENTS	pts
Module 1 Writing, editing and formatting of professional e-mail	DUE BY 8 a.m., Fri., 1/22	<ul style="list-style-type: none"> ✓ Read Ch 1, The Keys to Successful Communication: Purpose, Audience, and Tone ✓ Read Ch 2, Memo, E-mail and Business Letters ✓ Tweet Introduction Discuss ✓ Quiz 1 – Chs 1 and 2 	20 30
	DUE BY 8 a.m., Fri., 1/29	<ul style="list-style-type: none"> ✓ Email Assignment 	100
Module 2 Writing, editing and formatting of professional memo	DUE BY 8 a.m., Fri., 2/5	<ul style="list-style-type: none"> ✓ Read Ch 3, Effective Visuals: Tables, Graphs, Charts, and Illustrations ✓ Read Ch 4, Short Reports: Page Design, Formats, and Types ✓ Read Ch 5, Summaries ✓ Visual Discuss ✓ Quiz 2 – Chs 3, 4, and 5 	20 30
	DUE BY 8 a.m., Fri., 2/12	<ul style="list-style-type: none"> ✓ Summary Memo Assignment 	100
Module 3 Writing, editing and formatting of professional flier or newsletter	DUE BY 8 a.m., Fri., 2/19	<ul style="list-style-type: none"> ✓ Read Ch 6, Fliers, Brochures, and Newsletters ✓ Read Ch 7, Instructions and Procedure Descriptions ✓ Target Market Discuss ✓ Quiz 3 – Chs 6 and 7 	20 30
	DUE BY 8 a.m., Fri., 2/26	<ul style="list-style-type: none"> ✓ Flier Assignment 	100
Module 4 Writing, editing and formatting of professional cover letter	DUE BY 8 a.m., Fri., 3/4	<ul style="list-style-type: none"> ✓ Read Ch 8, Job Application Process: Letter, Resume, Interview, and Follow-Up ✓ Job Search Discuss ✓ Quiz 4 – Ch 8 	20 30
	DUE BY 8 a.m., Fri., 3/11	<ul style="list-style-type: none"> ✓ Job Application Cover Letter Assignment 	100

SPRING BREAK MARCH 13 - 20

Module 5 Writing, editing, collaborating, and formatting of professional proposal	DUE BY 8 a.m., Fri., 3/25	<ul style="list-style-type: none"> ✓ Read Ch 10, Proposals ✓ Read Ch 11, Long Reports: Format, Collaboration, and Documentation ✓ Reports Discuss ✓ Quiz 5 – Chs 10 and 11 	20 30
	DUE BY 8 a.m., Fri., 4/1	<ul style="list-style-type: none"> ✓ Post to ideas for your proposal to Proposal Collaboration 	
	DUE BY 8 a.m., Fri., 4/8	<ul style="list-style-type: none"> ✓ Proposal Collaboration – Give feedback to five classmates 	50
	DUE BY 8 a.m., Fri., 4/15	<ul style="list-style-type: none"> ✓ Proposal Assignment 	100
Module 6 Writing, editing, formatting, and providing feedback of professional presentation	DUE BY 8 a.m., Fri., 4/22	<ul style="list-style-type: none"> ✓ Read Ch 9, Oral Presentations: Preparation and Delivery ✓ Presentation Discuss 	20
	DUE BY 8 a.m., Fri., 4/29	<ul style="list-style-type: none"> ✓ Quiz 6 – Ch 9 	30
	DUE BY 8 a.m., Fri., 5/6	<ul style="list-style-type: none"> ✓ Presentation 	100
	DUE BY 8 a.m., Wed., 5/11	<ul style="list-style-type: none"> ✓ FINALS WEEK - Presentation Feedback 	50