Spring 2016   Dr. Heather Wood
English 219-501(ARR)   Office Location: A142B
Technical & Professional Writing   Phone: (505) 925-8514
CRN: 40847 (16-Week Course)   E-mail: hdwood@unm.edu
Dates: 1/19/2016-5/7/2016   Office Hours: M 10:00A-
Technical Support: (505) 277-5757   2:00P, T 12:00P-3:00P, and by
                                                                    appointment.

Course Description

Welcome to Technical and Professional Writing. (English 219) This course will introduce students to the different types of documents they will create in their professional careers. In this course, students focus on how to analyze and understand readers' needs as well as develop a coherent structure, clear style, and compelling page layout on a variety of scientific and workplace documents. Students learn useful writing and research strategies they can use as they write correspondence, procedures, resumes, presentations, proposals, and lab reports derived from studies in Science, Technology, Engineering, and Math. The course is ideal for Chemistry, Biology, Geology, Math, IT, Business, English and Engineering majors. Prerequisite English 120 or equivalent.

Student Learning Outcomes

Analyze Rhetorical Situation: Students will analyze the subject, purpose, audience, and constraints that influence the documents they you write to ensure they achieve specific and useful results [NM HED Area I Core Competency 3].

Find and Evaluate Information: Students will gather information from professional, academic, and government sources, evaluating the information they find for quality, validity, and usefulness [NM HED Area I Core Competency 5].

Compose Information: Students will develop strategies for generating content and organizing it into a logical structure that is appropriate for their intended users; they will consider ethical influences for the documents they compose; they will work effectively with others to create documents [NM HED Area I Core Competencies 3 and 4].

Present Information: Students will edit and revise their writing to provide unambiguous meaning and coherent structure; they will incorporate visual elements to improve the reader's understanding; they will create an overall design that enhances readability and shows professionalism [NM HED Area I Core Competency 4].

Required Materials

- Markel, Mike. *Technical Communication*. 11th Edition. New York: Bedford/St. Martin's, 2015. (Available at UNM Valencia bookstore)
- Uninterrupted access to the internet is needed for the course, as well as basic word processing, writing, and research skills.
- NetID and Password
- Flash Drive

Assignment List

• Quizzes (10 @ 10 Points each)	100 PTS (10%)
• Business Letter	50 PTS (5%)
• Resume & Cover Letter	50 PTS (5%)
• Audience Analysis Memo	50 PTS (5%)
• Web Page Evaluation	50 PTS (5%)
• Graphic Design Evaluation	50 PTS (5%)
• Instructional Report	100 PTS (10%)
• Abstract of Proposal	25 PTS (2.5%)
• Proposal First Draft	25 PTS (2.5%)
• Proposal Final Draft	100 PTS (10%)
• Review of Scientific Study	50 PTS (5%)
• Annotated Bibliography	50 PTS (5%)
• Technical Report Abstract	25 PTS (2.5%)
• Technical Report First Draft	25 PTS (2.5%)
• Technical Report Final Draft	200 PTS (20%)
• Technical Report Presentation	50 PTS (5%)
Total Points Possible	**1000 PTS (100%)**

Grade Scale

As noted above, there are 1000 points possible in this course. Grades will be determined using a traditional percentage system, with the appropriate plus or minus sign: 100-90% = A (1000-900 points); 89-80% = B (899-800 points); 79-73%= C (799-700 points); 69-60% = D (699-600); and below = F. You need a "C" (73% or 730 points) to pass this course.

Score	Grade
93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

Assessment of Student Work

Student work is assessed according to the Student Learning Outcomes (SLOs) listed above. Rubrics are provided that correspond to the SLOs. These describe whether student work meets the assignment requirements. Rubrics will be made available to students and will appear on the weekly Blackboard page. In general, an "A" is given when work is of superior quality, a "B" is assigned for solid work, a "C" for acceptable work, a "D" for work that does not meet the assignment requirements in one or more ways, and an "F" for work that fully fails to meet the requirements of the assignment. Feedback in the form of rubrics and/or in-text comments will be provided to students so that they can see areas of potential improvement.

Attendance Policy

Regular logins to our course Blackboard page are necessary for success in the course. Assignments open on Monday mornings and close on Sunday nights. Sunday night at midnight is the deadline to turn in the week's assignments. Assignments must be turned in on the Blackboard page in the appropriate assignment area, under the "Submit Here" tab. You can e-mail me at any time through the Blackboard Mail function for assistance with course-related questions. I can also help you via telephone or in person during office hours. Feel free to stop by or contact me at the above telephone number and e-mail address. If you have questions, it is to your advantage and your responsibility to get the answers you need early on so you don't fall behind in the course. If you like, we we can schedule an appointment that accommodates your schedule. My contact info is listed at the top of the syllabus and under the faculty profile page on Blackboard Learn.

Instructor Biography

Heather Wood has been teaching undergraduate English and Writing for over ten years. She teaches all levels of college writing, including English as a Second Language, Developmental English, Rhetoric, Composition, American Literature, Multi-Cultural Literature, and Technical Writing. Dr. Wood has held previous academic appointments at University of Texas at Dallas, Collin College, Santa Fe Community College, and Dallas County Community College. Her fiction and non-fiction writing has been presented recently at The American Popular Cultural Association Annual Conference, Dallas Institute of Humanities and Culture, Borders Books Poetry in Motion Series, and The Undermain Theatre. She has won several grants, including The Texas Public Educational Grant Award, The Armstrong Fellowship, and the Brettell Travel Grant for Art Historical Research.

Plagiarism

Any form of plagiarism is unacceptable and the offending paper will receive a failing grade. Plagiarism means using language and/or ideas without acknowledging their source. Plagiarism includes such activities as copying another student's papers or ideas, downloading and turning in papers from the Internet, or copying passages from outside sources without proper documentation. Plagiarism may also result in failure of the entire course or disciplinary action by the University.

E-Mail Etiquette

Please use professional etiquette when sending e-mails to me during the semester. E-mails should be addressed with a subject heading including the type of question you are asking. For example, "Technical Abstract" would be an appropriate subject heading for a question regarding the Technical Abstract. E-mails should also include a salutation. For example, "Dear Professor Wood" would be an appropriate salutation for an electronic message. Be sure to sign your first and last name and proofread your e-mail for grammatical errors. Please avoid text-speak.

**Below is the assignment calendar for English 219. Specific assignment instructions as well as additional audio & video tutorials will be furnished on Blackboard Learn.

<u>**Week 1**</u>
Introduction to English 219
Assignments: Read Syllabus, Complete Student Contract & Quiz 1, Listen to Intro Audio Tutorial, Explore the Course Blackboard Page, Secure Textbook, Flash Drive, NETID & password, Read Chapter 1 *Technical Communication*
Due: Student Contract, Quiz 1

<u>**Week 2**</u>
Writing Correspondence for the Workplace
Assignments: Read Chapter 14 *Technical Communication,* Write a Business Letter using the instructions on Blackboard Learn
Due: Business Letter, Quiz 2

<u>**Week 3**</u>
Understanding Legal and Ethical Considerations of the Workplace
Assignments: Read Chapter 2 *Technical Communication,* Complete Corporate Ethics Exercise on Blackboard Learn
Due: Corporate Ethics Exercise on Blackboard Learn

<u>**Week 4**</u>
Writing Job Application Materials
Assignments: Read Chapter 15 *Technical Communication,* Write a Resume & Cover Letter using the instructions on Blackboard Learn
Due: Resume, Cover Letter, Quiz 3

<u>**Week 5**</u>
Analyzing Your Audience and Purpose
Assignments: Read Chapters 3, 5, & 17 *Technical Communication,* Complete Audience Analysis Memo on Blackboard Learn
Due: Audience Analysis Memo, Quiz 4

<u>**Week 6**</u>
Designing and Evaluating Online Documents
Assignments: Read Chapters 11 & 13 *Technical Communication,* Complete Web Page Evaluation on Blackboard Learn
Due: Web Page Evaluation and Design, Quiz 5

<u>**Week 7**</u>
Understanding the Elements of Graphic Design
Assignments: Read Chapter 12 *Technical Communication*, "Using Tables and Figures," Chapter 3 from *Writing Papers in the Biological Sciences* (PDF provided on Blackboard Learn), Complete Graphic Design Evaluation on Blackboard Learn
Due: Graphic Design Evaluation, Quiz 6

<u>**Week 8**</u>
Writing Definitions, Descriptions, and Instructions
Assignments: Read Chapters 8 & 20 *Technical Communication*, Complete Instructions Assignment on Blackboard Learn
Due: Instructions Assignment, Quiz 7

Week 9
Writing Proposals
Assignments: Read Chapters 10 & 16 *Technical Communication*, Complete Abstract of Proposal Project on Blackboard Learn
Due: Abstract of Proposal Project, Quiz 8

Week 10
Writing Proposals (Continued)
Assignments: Review Chapters 11 & 13 *Technical Communication,* Complete First Draft of Proposal Assignment on Blackboard Learn
Due: First Draft of Proposal, Quiz 9

Week 11
Editing and Proofreading Documents, Considerations of Writing in the Sciences
Assignments: Read Chapter 19 and Appendix C *Technical Communication, TSIS* Chapter 13, PP. 156-174, "Writing in The Sciences" (PDF provided on Blackboard Learn), Complete Final Draft of Proposal on Blackboard Learn Integrating Professor Feedback
Due: Final Draft of Proposal, Quiz 10

Week 12
Technical Report Introduction, Conducting Research and Documenting Sources
Assignments: Read Chapters 6 & 18 *Technical Communication,* Appendix A & B *Technical Communication,* Complete Abstract of Final Technical Project on Blackboard Learn
Due: Abstract of Final Technical Project

Week 13
Writing Technical Reports-Conducting Primary & Secondary Research
Assignments: Review Chapters 6 & Appendix A & B of *Technical Communication,* Complete Primary and Secondary Research Assignments on Blackboard Learn
Due: Primary and Secondary Research Assignments on Blackboard Learn

Week 14
Writing Technical Reports-Integrating Primary & Secondary Research
Assignments: Review Chapters 6 & Appendix A & B of *Technical Communication,* Complete First Draft of Technical Report on Blackboard Learn
Due: First Draft of Technical Report

Week 15
Making Oral Presentations/Creating Online Presentations
Assignments: Read Chapter 21 *Technical Communication*, Complete Technical Project Presentation using Web Platforms such as Prezi and PowerPoint on Blackboard Learn
Due: Presentation

Week 16
Writing Technical Reports-Final Draft
Assignments: Review Chapters 6 & Appendix A & B of *Technical Communication,* Complete Final Draft of Technical Report Integrating Professor Feedback on Blackboard Learn
Due: Final Draft of Technical Report

Navigating Your Online Course

Because this class is administered fully online, it is important to have a high level of skill in operating computers. It is not recommended for students with limited computer skills to take an online course. The following tips will help students navigate the course. If you have computer problems, including log in or technical issues call 277-5757. For issues with Blackboard Learn, tutors in the Learning Center can advise you at 925-8907. Please:

- Be familiar with your syllabus. This document is located on the Blackboard Learn Course home page. Please refer to it throughout the semester when you have questions. Feel free to e-mail, call or stop by my office hours, as well, for personal attention regarding assignment requirements. If you are not free during my office hours, please call or e-mail for an appointment that works in your schedule.
- Become familiar with Blackboard Learn software. Click on all of the Course Tools to discover what is available to you in your online course. You may want to visit The Learning Center at UNM Valencia Campus if you need additional help learning how to navigate the program.
- Keep copies of all of your work. Saving all writing is necessary. Learn how to save files to your desktop or to a flash drive. If you do not know how to save files, go to The Learning Center or call 277-5757. Microsoft Word documents are the preferred file formats. Pages documents do not upload properly to our Blackboard site.
- Be proficient in Mail in Blackboard Learn. If you need to send me a message, do the following: 1) click on "Mail" in Course Tools, 2) then click on "Browse for Recipients," 3) choose my name, 4) follow guidelines for writing e-mails (see the section on E-mail Netiquette, and 5) type your message and click on "Send." It is important to send e-mails following the netiquette guidelines and standards of professionalism.

- Create a routine—here is a suggested routine to help you get started.
  1. Log on! Lessons open on Monday morning and close the following Sunday night at midnight. On Monday, log in and read the list of assignments for the week. Make sure you have all materials you need to complete the assignments, such as page numbers or links. Jot down due dates and print out assignments.
  2. Read the assignments actively, highlighting important ideas. Use any resources (dictionary, thesaurus, etc.) to help you acquire necessary information. Be pro-active and disciplined in your study habits.
  3. Log on periodically throughout the week to check course e-mails and review new threaded discussions or blog responses. Watch for new announcements.
  4. Check Discussions. If discussions are required, please take these exercises seriously. In responses, respect the opinions of others. Finally, run spell and grammar check on your postings.

Importantly, give yourself ample time to submit work well before the deadline. You are allowed to submit work right at 11:59 PM MST, but this practice is very, very risky. For example, computer failures, corrupted discs, and Blackboard Learn outages are no excuse for work that is not submitted on time. No late work is accepted in the course, so submitting your assignments well before the deadline is highly advised.

Equal Access

Accessibility Services, located in Student Services, provides academic support to students who have disabilities. Their phone number is 925-8560 and their website is http://www.unm.edu/~vcadvise/equalaccess.htm. If students have a legitimate disability, they should contact this service right away to ensure their needs are met in a timely manner. Students are responsible for getting all documented forms to me as soon as possible. I cannot accommodate any special needs without the proper authorization from UNM Valencia Campus Accessibility Services. Pursuant to the American with Disabilities Act (ADA), I accommodate documented special needs cases.

Academic Support

Free tutoring is available at the Learning Resources Center (L Building) on the UNM Valencia Campus or through the Main Campus tutoring program. Please call 925-8907 for an appointment at the Valencia Campus. I am also available to help you with individual writing issues during my office hours or by appointment.

Late Policy

Assignments must be turned in on the due date at the beginning of class. No late work will be accepted under any circumstances. Failure to log in does not free you from this requirement.

Participation

Participation is mandatory in this course. Participation means actively participating in your education, including class discussions, in-class writing workshops, and other exercises. Discussion will be featured on Blackboard to help you interact with your fellow students and gain a sense of community with others like you who are undergraduates studying Technical Writing.

Student Privacy

Student privacy is strongly protected by professors at UNM VC. In fact, a federal statute called FERPA strictly prohibits the instructor or administrators from talking to anyone but the student about his/her progress. If a student has questions about a grade on an assignment or about the final grade for the course, FERPA dictates that the student is the ONLY ONE who may speak to the instructor regarding their grades. In sum, parents, relatives, or friends will not be allowed access to information about student performance. There are no exceptions to this policy.

Incompletes (I grade)

Incompletes are rarely offered and only in extreme situations where the student is unable to complete the final project, usually due to an emergency health event. Students may earn an "I," or incomplete, which is neither a passing nor a failing grade. An "I" is assigned if students have completed all of the coursework, but due to some unforeseen emergency (the instructor may ask for documentation concerning the emergency), are unable to complete the final project. Students must complete the work by the end of the following semester, or the University automatically converts the "I" to an "F."

Technical Assistance

Computer Technicians: If you have questions about computer-related problems, call 277-5757, M-F, 8:00 am-12:00 noon and M-F, 1:00 pm-5:00 pm MST. Computer technicians are available and happy to help you solve those difficult problems. If you do not know how to use one of the tools, try one of the tutorials available on the Blackboard LEARN information page.

http://BlackboardLEARNinfo.unm.edu/student/. In addition, tutors are available at The Learning Center to help you navigate Blackboard LEARN. Call for an appointment: 925-8907.

Library Contact Information

The UNM Valencia Campus library is an excellent resource for articles and books. Go to http://www.unm.edu/~unmvclib/ to search remotely (from home). Call (505) 925-8990 to ask for passwords available to UNM students. Leann Weller, the campus librarian, is always available to help students with research issues. The Main Campus library is also a wonderful resource. Links to both libraries are included on our course page.

Classroom Behavior

While this is an online course, the policies below still apply to our course. The following policies are listed in the University of New Mexico Student Handbook and are set to ensure a safe and productive learning environment for all students.

1) Students must treat one another and the instructor with respect. Derogatory remarks or name-calling is prohibited.
2) Students should not interrupt classroom lectures or discussion with non-related comments.
3) Students may discuss complaints about the course with their instructor; however, the students must do so in the proper environment, such as the instructor's office during office hours. Constant complaining in class may result in the student being asked to leave for the day's lesson; continued complaining after the first warning may result in the student being dropped from the course.
4) Students should not yell or curse at other students or at the teacher. Class time is a professional learning environment. Obscene language will not be tolerated.
5) Sexual harassment will not be tolerated.
6) Behavior that threatens the safety of any class member, including the instructor, will not be tolerated. The offending student will be asked to leave for the day and may be dropped from the course. Security will be called. Intoxication, physical assault and or battery, violence, stalking, or threats fall into this category.
7) Students must not threaten the instructor concerning their grades. This type of behavior is considered harassment and/or verbal assault. Security will be called.
8) If you ever feel unsafe on campus, please call security at (505) 925-8570.
9) No food or drink is allowed in class.

Students violating any of these rules will be reported to the Division Head of CHESS and to the Chair of the English Department. Students may be dropped or reported to Judicial Affairs for serious behavioral offenses.