

University of New Mexico-Valencia Campus
Technical & Professional Writing
Course Syllabus-Spring 2018

English 219-501/502
Technical & Professional Writing
CRN: 36077/45854 (16-Week Course)
Dates: 1/16/2018-5/5/2018
Division Chair: Dr. Dani Martinez
(505) 925-8578

Dr. Heather Wood
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Office Hours: T 10:00A-
2:00P, W 11:00A-2:00P,
by appointment.

Course Description

Welcome to English 219—Technical and Professional Writing. This course will introduce students to the different types of documents they will create in their professional careers. In this course, students focus on evaluating research sources 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 110 with a “B” or better, or English 120 with a “C” or better.

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

Instructor Biography

Dr. Heather Wood has been teaching undergraduate English and Core Writing for fifteen 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. Professor Wood has held previous academic appointments at University of Texas at Dallas, Collin College, Santa Fe Community College, and Dallas County Community College. Her work has been presented recently at The American Popular Cultural Association Annual Conference, The Rocky Mountain Modern Language Association Annual Conference, and the Dallas Institute of Humanities and Culture.

English 219 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.

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 based on the Student Learning Outcomes (SLOs) listed above. Assignment rubrics are utilized, which correspond to the SLOs. These describe whether student work meets the assignment requirements. The activities in the course teach students the skills needed to master the learning outcomes of the course. 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. 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. 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 can set up an appointment that accommodates your schedule. My contact information is listed at the top of the syllabus and under the faculty profile page on Blackboard Learn.

Plagiarism

Plagiarism is the practice of appropriating someone else’s work or ideas and passing it off as one’s own. Copying information from the internet is one of the most common forms of plagiarism and is strictly forbidden in college writing. Plagiarism can also include such activities as copying another student’s paper, downloading and turning in papers from the Internet, or copying passages from outside sources without proper documentation. Any of these forms of plagiarism is unacceptable. All outside sources will be tracked by internal electronic source trackers on Blackboard Learn. All research must be properly cited or the offending paper will receive a failing grade. Students who plagiarize may also receive an “F” in the course and may be reported to the judicial affairs office for 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.

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, please call (505) 277-5757. For issues with Blackboard Learn, tutors in the Learning Center can advise you at (505) 925-8907.

Below Are Student Success Tips for this Online Course:

- Be familiar with your syllabus. This document is located on the Blackboard Learn Course home page. Please print it out and 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 scheduled office hours, please call or e-mail for an appointment. I will be happy to schedule a meeting time that works for you.
- Become familiar with Blackboard Learn software. Click on each of the Course Tools to discover the navigation system of your online course. You may want to visit The Learning Center at UNM-Valencia Campus if you need additional help learning how to interact with the course.
- Keep copies of your assignments organized logically on your flash drive or desktop computer. If you do not know how to save files, please go to The Learning Center or call for assistance. It is important to name all files based on their assignment title so you can easily access and upload them. All documents must be submitted in Microsoft Word file format. Students have access to free Microsoft Office Suite through Outlook Express.
- Be proficient using the Course Messages system in Blackboard Learn. If you need to send me a message, do the following: 1) click on “Course Messages” in Course Tools, 2) then click on “Browse for Recipients,” 3) choose my name, 4) type your message and 5) click “Send.”
- 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. Write 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.
 5. Importantly, give yourself ample time to submit work well before the deadline. No late work is accepted in the course, so submitting your assignments well before the deadline is highly advised.

Technical Assistance

If you have questions about computer-related problems, please call (505) 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 Blackboard tools, try one of the tutorials available on the Blackboard LEARN information page located here: <http://online.unm.edu/help/learn/students/>. In addition, tutors are available at The Learning Center to help you navigate the course. Please call for an appointment at: (505) 925-8907.

Equal Access

Pursuant to the Americans with Disabilities Act (ADA), students with documented special needs will be accommodated in this course. Students with disabilities should visit Accessibility Services to obtain an Equal Access form, which needs to be sent to the professor within the first two weeks of class. The contact information for the Student Services Office is (505) 925-8560.

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 (505) 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.

Student Privacy

Student privacy is strongly protected by professors at the UNM-Valencia Campus. In fact, a federal statute called FERPA (Family Educational Rights and Privacy Act) strictly prohibits the instructor or administrators from talking to anyone but the student about his/her progress. 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 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."

Library Contact Information

The UNM Valencia Campus library is an excellent resource for articles and books. Go to <http://valencia.unm.edu/library/> 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.

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.

Title IX Statement

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see page 15 -<http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>.

Course Calendar

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

Week 1 (January 15-21)

Introduction to English 219

Assignments: Read Syllabus, Complete Student Contract & Quiz 1, Explore the Course Blackboard Page, Secure Textbook, Flash Drive, NETID & password, Read Chapter 1 *Technical Communication*

Due: Student Contract, Quiz 1

Week 2 (January 22-28)

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

Week 3 (January 29-February 4)

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

Week 4 (February 5-11)

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, Quiz 4

Week 5 (February 12-18)

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 5

Week 6 (February 19-25)

Designing and Evaluating Online Documents

Assignments: Read Chapters 11 & 13 *Technical Communication*, Complete Web Page Design on Blackboard Learn

Due: Website Design Project, Quiz 6

Week 7 (February 26-March 4)

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 7

Week 8 (March 5-11)

Writing Definitions, Descriptions, and Instructions

Assignments: Read Chapters 8 & 20 *Technical Communication*, Complete Instructions Assignment on Blackboard Learn

Due: Instructions Assignment, Quiz 8

Spring Break (March 12-March 18)

Week 9 (March 19-25)

How to Effectively Write Abstracts & Proposals

Assignments: Read Chapters 10 & 16 *Technical Communication*, Complete Abstract of Proposal Project on Blackboard Learn

Due: Abstract of Technical Project, Quiz 9 & 10

Week 10 (March 26-April 1)

Writing Proposals for the Workplace

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 (April 2-8)

Editing and Proofreading Documents

Assignments: Read Chapter 19 and Appendix C *Technical Communication*, Complete Final Draft of Proposal on Blackboard Learn Integrating Professor Feedback

Due: Final Draft of Proposal, Quiz 11

Week 12 (April 9-15)

Conducting Research and Documenting Sources

Assignments: Read Chapters 6 & Appendix B *Technical Communication*, Conduct Primary and Secondary Research for Technical Report, Complete Annotated Bibliography

Due: Annotated Bibliography, Quiz 12

Week 13 (April 16-22)

Writing Technical Reports-First Draft

Assignments: Review Chapters 17-19 of *Technical Communication*, Complete First Draft of Technical Report, Quiz 13

Due: First Draft of Technical Report, Quiz 13

Week 14 (April 23-29)

Writing Technical Reports-Final Draft

Assignments: Review Chapters 6, 17-19, Appendix A & B of *Technical Communication*, Complete Final Draft of Technical Report

Due: Final Draft of Technical Report

Week 15 (April 30-May 6)

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, Quiz 14

Due: Presentation, Quiz 14

Week 16 (May 7-11)

Final Course Completion

Assignments: Final Extra Credit Assignment

Due: Extra Credit Assignment