ENGL 1143 Technical Writing
Summer II 2019

Instructor:	Keith D. Evans
Section # and CRN:	1143-Z02
Office Location:	Hilliard Hall 017
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Email Address:	Kdevans@pvamu.edu
Office Hours:	Virtual 5:30 – 10:00 PM Mon-Fri
	In Person 3:30 – 5:00 PM WedThurs
Mode of Instruction:	Online

Course Location:	online
Class Days & Times:	MTWR
Catalog Description:	Application of principles of composition and rhetoric to genres of scientific and technical writing including proposals, formal reports, presentations, business and scientific correspondence, manuals, technical articles and reports. Students will undertake a full scale project through proposal and research with formal oral and written presentations of a documented technical project from the student's major field of study.
Prerequisites:	"C" or better in ENGL1123
Co-requisites:	None
Required Texts:	Markel, Mike. Technical Communication. 12th ed. Boston: Bedford/St. Martins, 2018 with Launchpad. You can purchase this textbook – with LaunchPad at: https://store.macmillanlearning.com/us/product/TechnicalCommunication/p/1319058612?searchText=markel%20tech%20comm

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Core Curriculum Outcome Alignment
1	Work more effectively, both individually and collaboratively.	Teamwork
2	Create a variety of documents specific to technical disciplines: memos, cover & transmittal letters, original graphics, instructions, and project reports.	Communication
3	Show skills in Standard English usage necessary for reaching scientific audiences.	Communication
4	Use correct academic citation.	Personal Responsibility
5	Analyze ethical and legal situations for technical writers and apply to technical documents.	Personal Responsibility
6	Conduct detailed research on a single topic.	Critical Thinking

7	Demonstrate enhanced communication skills through multimedia presentations.	Communication

Major Course Requirements

Method of Determining Final Course Grade

Required Course Components   **Value**
1) Employment Documents   10%
2) Proposal   10%
3) Progress Report   5%
4) Recommendation Report   25%
5) Graphic Design Project   5%
6) Forum Posting, Participation and quizzes   25%

7) LaunchPad Quizzes   10%

7) Final exam   10%

Total: **100%**

Grading Criteria and Conversion:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
    F = 0 to 59

Detailed Description of Major Assignments:

Name of Assignment	Description
Employment Documents	Job ad, resume, application (cover) letter, memorandum of transmittal
Proposal	Proposal to conduct in-depth research on a certain topic
Progress Report	Status report on progress of recommendation report
Recommendation Report	Report of research on topic of proposal
Graphic Design Project	Creating an infographic to accompany Recommendation Report
Final exam	Creating Visual Aid accompany an oral presentation
Forum Posting	Daily communication and reading discussion and collaborative work space

Course Procedures

LaunchPad: LaunchPad is an absolute requiremtn for this course and is worth a full letter grade for this course. You will be allowed to take these reading quizzes at your own pace, but there is an *ABSOLUTE DEADLINE* of AUGUST 2nd! ANY QUIZZES NOT COMPLETED BY THIS TIME WILL BE A ZERO!

Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. Your group proposal is **REQUIRED** to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

Formatting Documents

Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the "save as" tool and save the document in either the Microsoft Word or RTF. *Specific formats are crucial in technical writing*; be sure to follow guidelines for every assignment. ABOSLUTEL NO .Pages Will be accepted at all.

COURSE CALENDAR

Materials are organized into textbook readings, eCourses readings including instructions for the assignments and examples of the assignments, and assignments to be completed.
The first two categories (readings) show you how to do assignments; they are not busy work or optional!

Week 1

READINGS Ch. 1 Intro, Ch. 2 Ethics, Ch. 15 Employment Documents

ACTIVITES
Post to Introduction Thread **DEADLINE TUESDAY 11:59 PM**
Take Common Interview Questions Quiz **DEADLINE THURSDAY 11:59 PM**
Resume DUE **THURSDAY 11:59 PM**
Cover Letter DUE **THURSDAY 11:59 PM**

Week 2

READINGS
Read Ch. 16 Proposals, Ch. 18 Recommendation Reports, Ch. 14 Correspondence, Ch. 3 Writing Technical Documents (includes the writing process)

ACTIVITES
Group Project Members Assigned
Memo Assignment Due **TUESDAY 11:59 PM**
Post to Group Project Forum **DEADLINE WEDNESDAY**
Proposal **DUE THURSDAY 11:59 PM**

Week 3

READINGS
Ch. 7 Organizing Your Information and Ch. 8 Communicating Persuasively.
Ch. 6 Researching, Appendix A Paraphrasing, Quoting, and Summarizing

ACTIVITES
Post to Ethics Forum **WEDNESDAY 11:59 PM**
Annotated Bibliography **TUESDAY 11:59 PM**
Progress Report **DUE THURSDAY 11:59 PM**

Week 4

. **READINGS**
, Ch. 12 Graphics, Ch 9 "Emphasizing Important Information" Ch. 4 Writing Collaboratively

ACTIVITES
Post to Visual Rhetoric Forum **DEADLINE TUESDAY 11:59 PM**
Take Visual Rhetoric Quiz **WEDNESDAY 11:59 PM**
Graphics Project DUE **THURSDAY 11:59 PM**
LAUNCH PAD QUIZZES DEADLINE FRIDAY 11:59 PM

Week 5

READINGS
Ch. 21 Oral Presentations
Read Ch. 20 Instructions
Ch. 17 Informational Reports

ACTIVITES
Post to Instructional Design Forum **WEDNESDAY 11:59 PM**
Recommendation Report **DEADLINE TUESDAY 11:59 PM**
Peer Review **WEDNESDAY 11:59 PM**
FINAL EXAM **THURSDAY 11:59 PM**

Student Support and Success

John B. Coleman Library

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. https://www.pvamu.edu/library/
Phone: 936-261-1500

The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and testtaking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, CampusWide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-2611040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and Disability Services

As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

Veteran Affairs
Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

Office for Student Engagement
The Office for Student Engagement delivers comprehensive programs and services designed to meet the cocurricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center Rm. 221. Phone: 936-261-1340

Career Services
Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Student Handbook):
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):
You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of Academic Dishonesty:
1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.

2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.

3. Fabrication: use of invented information or falsified research.

4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic Misconduct (See Student Handbook)
The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or

(3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual Misconduct (See Student Handbook):
Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement
Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Class Attendance Policy (See Catalog for Full Attendance Policy)
Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms.

Student Academic Appeals Process
Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

TECHNICAL CONSIDERATIONS

Minimum **Recommended Hardware and Software:**
- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving email
- A working knowledge of the Internet

- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette **(online etiquette):**

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

*Technical Support***:**

Students should go to https://mypassword.pvamu.edu/ if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

*Communication Expectations and Standards***:**

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it/they should be copied and pasted to the discussion board.