



**ENGL 1143: Technical Writing  
Fall 2018**

**Instructor:** Keith Evans  
**Section # and CRN:** P-01  
**Office Location:** Hilliard Hall 210  
**Office Phone:** N/A  
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**Office Hours:** M-W: 12-1 PM, 3:30-5; Friday 8-9, 12-1, 2-4:30  
**Mode of Instruction:** [Face-to-Face](#)  
**Course Location:** JJPY 365  
**Class Days & Times:** MWF 1:00-1:50 PM

**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*. 11<sup>th</sup> ed. Boston: Bedford/St. Martins, 2015.  
 ISBN: 9781457673375; <http://bcs.bedfordstmartins.com/techcomm/> for online resources.

**Student Learning Outcomes:**

	<b>Upon successful completion of this course, students will be able to:</b>	<b>Core Curriculum Outcome Alignment</b>
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

Assignments	Value
Resume and Cover Letter	15%
Mock Interview	10%
Graphics Project	15%
Group Proposal	10%
Group Report Project	15%
In Class Assignemts (Memos, Excercises)	10%
Final Exam: Oral Presentation	25%

#### Grading Criteria and Conversion:

- A = 90-100% (895 to 1000 points)
- B = 80-89% (795 to 894 points)
- C = 70-79% (695 to 794 points)
- D = 60-69% (595 to 694 points)
- F = 0-59% (0 to 594 points)

### Course Procedures

#### Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments 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.

**Submission of Essays:** All essays and prewriting assignments must be submitted through Turnitin.com by the deadline posted within the system. If your instructor also requires a hard copy, printed essays are due at the beginning of the class period. Essays will be accepted late for four calendar days after the due date with a deduction of 5% from your essay grade for each day. After four calendar days have passed, your essay will not be accepted and you will receive a grade of zero on the assignment.

Be advised that Turnitin.com checks all submissions for plagiarism against web sources, periodical archives, and other student submissions. Access to Turnitin.com is free. Create a new account or sign in using an existing account at: [http://www.turnitin.com/en\\_us/home](http://www.turnitin.com/en_us/home) . Use the Class ID number and course key provided elsewhere by your instructor to enroll in the proper section of the course. Please note that the Class ID is unique to your section of this course; so, you will not receive credit for your work if you enroll using a Class ID for another section.

**\*\*\*NOTE:** All of your work for this course must be original to you and to the course. You are not allowed to submit papers that you or anyone else has submitted for any other course or any other previous or concurrent section of composition.

All essays must be submitted through Turnitin or eCourses. ABSOLUTELY NO EMAIL OR HARDCOPY SUBMISSIONS WILL BE ACCEPTED. If you encounter any technical difficulties with either eCourses, Turnitin or any computer or internet troubles, it is up to you and you alone to fix it. I have no power over technology.

**ANY ESSAY WITH LONG SECTIONS LACKING QUOTES/CITATIONS OR MISSING A WORKS CITED PAGE WILL BE CONSIDERED TO HAVE UNINTENTIONAL PLAGIARISM AND WILL RECEIVE A ZERO! NO EXCEPTIONS!**

**Exam and Quiz Policy:** The midterm and final exams should be taken as scheduled. No makeup exams will be allowed unless there is a documented emergency (see Student Handbook). If you have a university event on the day of the exam, arrange to take it early. Throughout the semester, pop quizzes over textbook readings and course concepts may be given. If you are late or do not have an excused absence, you cannot make up a quiz. With an excused, documented absence from a legitimate third party, you may make up a quiz at the instructor's convenience.

Faulty internet/wifi is not a valid excuse for failure to complete an online exam.

**Extra Credit Policy:** No extra credit will be available in any section of Composition or Technical Writing.

Technology is REQUIRED for this class. If a computer lab cannot be secured, then laptops and tablets are highly encouraged. Consider this class to be half lab-based and very hands-on. There where be a lot of work done in class. Anyone not prepared to do work will be considered absent.

# Semester Calendar

## Week One 8/27

Readings: M – Class Intro  
W – “Chapter 1”  
F – Start “Job Application Materials”

## Week Two 9/3

Readings: M – Holiday. Labor Day. University closed  
W – “Finish Job Application Materials”  
F – The Interviewing Process

## Week Three 9/10

Readings: M – Office Dress and Body Language  
W – Resume Workshop  
F – Cover letters

W 9/12 – Last day to drop classes without record

## Week Four 9/17

Readings: M – Start Interviews  
W – Continue Interviews  
F – Finish Interviews

## Week Five 9/24

Readings: M – “Analyzing Your Audience”  
W – “Creating Graphics”  
F – “Writing Technical Docs”

## Week Six 10/1

Readings: M – “Ethical And Legal Concerns”  
W – Finish Ethics  
F – “Organizing Your Information”

## Week Seven 10/8

Readings: M – Graphics Workshop  
W – Graphics Due  
F – “Writing Collaboratively”

### **Week Eight 10/15**

Readings: M – Writing Correspondence  
W – Memos  
F – In Class Memo Assignment

### **Week Nine 10/22**

Readings: M – “Writing Proposals”  
W – “Writing Informational Reports”  
F –

### **Week Ten 10/29**

Readings: M – Research Methods  
W – Proposal Workshop  
  
F – Proposals In Class

### **Week Eleven 11/5**

Readings: M – APA Format  
W – Designing Documents  
F – Sample Business Reports

### **Week Twelve 11/12**

Readings: M – “Persuasive Communication”  
  
W – “Emphasizing Important Information”  
  
F – Interoffice Communication Project In Class

### **Week Thirteen 11/19**

Readings: M – “Peer Reviews”  
W – Workshop Final Project  
F – . 11/23 –Thanksgiving holiday. No class. University closed

### **Week Fourteen: Final Projects**

Readings: M –Workshop Project  
W – Group Project Due  
F – Presentation Rehearsals

## **Week Fifteen: Finals**

Readings: M – No assigned reading; review for final exam in class

Notes: Tuesday (5/1) is the last day of classes and the last day to withdraw from the university. The final exam period extends from Wednesday (5/2) to the following Tuesday (5/8). Final grades for graduating seniors will be posted in PantherTracks by Tuesday, 5/8 (commencement is Saturday, 5/12). Final grades for all other students will be posted in PantherTracks by Tuesday, 5/15.

## **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 test-taking 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, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

### **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 co-curricular 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 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 936-261-2166 or at [alboyd@pvamu.edu](mailto:alboyd@pvamu.edu).

### **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. Each faculty member will include the University's attendance policy in each course syllabus.

### **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.