

ENGL 2100: Technical Writing Spring 2016

Prerequisite: ENGL 1010 or ENGL 101H with a grade of C- or better.

COURSE DESCRIPTION

From the SLCC Catalog: “Professional writing in technical fields, contextualizing assignments in real-life work situations. Adaptation of writing strategies to cultural, social, and political contexts. Composing of diverse workplace documents. Course may be taught with a Service Learning component.”

TEXT

Technical Communication Today, 5th ed. by Richard Johnson-Sheehan

ATTENDANCE & PARTICIPATION

Please note that your participation/attendance is worth **ten (10) points** for every day of class. Peer-review days are worth **twenty-five (25) points** and Instructor Conferences are worth **fifty (50) points**. **Any** absences incurred will result in missed points for that day. If you **come to class late** or you **leave class early** you will be **counted absent** (with no exceptions). In addition to this, if you do not come prepared for class (having done the reading, writing, drafts, etc.) then you will not receive participation points for that day. Attendance at the final is required (severe grade penalties will be instituted if you miss).

You are allowed **three (3) absences** with no penalty on your grade, other than missing participation points. For every absence you incur after the allowed absences, your grade will be **docked one-third (1/3) of a letter** (A to A-, etc). For example, if you have a final grade of C+ but you missed class six (6) times, your final grade will be D+ (which would require a repeat of the course).

I have no sympathy for students who skip my class. None. If you’re not here every day, then you will not get a good grade.

That being said, should you be seriously ill, **or contagious**, or you have to miss class because of emergency circumstances beyond your control and IF you report it to me before or at the time it occurs, we can work out a fair and reasonable solution to accommodate assignments (attendance cannot be made up). The key is communication. Talk to me as soon as possible to avoid grade penalties.

Excused absences for athletes and college organizations **will not** result in a reduction of your grade if you turn in reflections and papers on time. In accordance with college policy, you must bring me a letter during the first two weeks of the semester that outlines your absences so that we can negotiate an individual contract.

GRADING POLICY

I believe that all students can earn an A in my class—if they are willing to turn in assignments on time and are present and participating in class. I have designed the course so that this is entirely possible! Please take advantage of the opportunity. A=93.

ASSIGNMENTS

Responses: Bring your own writing (BYOW) to class EVERY DAY. Please note that assignments may change from class period to class period and that while I will give you as much advance notice as is possible, you are responsible for receiving this information.

Canvas Discussions

We will hold weekly discussions through Canvas on a variety of topics. Please post according to the listed requirements and comment on two (2) other postings. Discussions are worth twenty (20) points.

Reading Responses

Expect to write at least eleven (11) journal responses during the course of the semester. Topics will vary and be announced in class prior to the response due date. Please be prepared to share your responses in class discussions (so please make them interesting and informative). All responses are due on Canvas prior to class. Reading responses are worth twenty (20) points.

Major Assignments

Resume (200 pts)

Application/Cover Letter (300 pts)

Instructions (300 pts)

Technical Directions (200 pts)

Group Technical Presentation (400 pts)

Web Portfolio & Showcase (600 pts)

Revision Policy

Assignments that are turned in on time and meet minimum page requirements are eligible for revision at any time during the semester. I will provide assignment on your papers to help guide

your revisions. You are always welcome to meet with me during office hours (make an appointment!) to discuss rewrites.

OTHER

Late Assignment Policy

Turning in a late assignment and expecting full credit is unfair to students who turn in their work on time. I understand that there are some circumstances that may delay your assignment, and am therefore willing to work with you IF you contact me as soon as you are having trouble. I will deduct the grade on your assignment by a full letter for every day that it is late (if your paper was due on Friday and you turn it in the following class period on Monday, your grade will not be higher than a D). Late papers are not eligible for revision.

Cell Phone and Electronics Policy

I believe that technology can be used to benefit the classroom but it can also be a double-edged sword. Personal electronic devices should be put away and turned to silent while in class.

Anyone who consistently texts throughout class and abuses the privilege will be responsible for the loss of the privilege for all. Personal computers and iPods/iPads or other like devices are ONLY allowed for in-class activities, taking notes, or researching; the use of such devices for entertainment purposes is not allowed.

The Right for Me to Change Any of the Above

As a professor, I reserve the right to cancel, create, and change any of the above assignments or their due dates to fit our course goals. Most of these changes will benefit you, the student. Please pay attention in class in order to catch these changes when they occur. If you have any doubt about due dates or assignments, please send me a message in Canvas. Failure to do so may result in you missing an assignment.

UNIVERSITY POLICIES

Plagiarism

Academic dishonesty is not tolerated in any academic sphere, whether that is the professional world or our own SLCC campus. Plagiarism is the intentional use of any material by another author and claiming it as your own. Any academic dishonesty will be addressed and if you have plagiarized you will receive a zero grade on your assignment, automatically fail the course, and even be reported to the Dean of Students office. Please just do your own work.

Sexual Harassment and Discrimination

Title IX of the Education Amendments of 1972 prohibits sexual discrimination against any participant in an educational program or activity that receives federal funds. The act is intended

to eliminate sex discrimination in education and pertains to admissions, Academic and athletic programs, and university-sponsored activities. Title IX also prohibits sexual harassment of students by university employees, other students, and visitors to campus. If you encounter harassment or gender-based discrimination, please talk to your professor; contact the Student Conduct & Dispute Resolution at <https://www.slcc.edu/eeo/title-ix/complaint.aspx>; or submit a complaint for college employees at <http://www.ethicspoint.com>.

We live in a beautifully diverse world which allows for harmony to exist should we choose to embrace it. I have no tolerance for harassment or discrimination and if you harass or discriminate within my classroom, you will be given a warning and possibly dismissed for the rest of the class period.

Disability Accommodations

According to college policy, you may be eligible for accommodation if you have a disability. To see if you qualify or for more information, please contact Disability Resource Center at 801-957-4659 TTY: 801- 957-4646 ; visit their office at Student Center Room 244; or visit their website at <https://www.slcc.edu/drc/>.