

**ENGLISH 3203: TECHNICAL WRITING
MIDWESTERN STATE UNIVERSITY
FALL 2022**

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CLASS MEETS

MW, 12:30-1:50 p.m. in BW 117

OFFICE HOURS

MW, 10-11:30 a.m.; TR, 10-11 a.m.; and by appointment

REQUIRED TEXT

You will need your textbook no later than the second week of class. Digital copies of the book as well as rentals are available in the bookstore and on the bookstore website. You are welcome to access your digital version of the text in our computer classroom.

- *Technical Communication* (Thirteenth Edition) by Mike Markel and Stuart A. Selber, MacMillan Publishers, ISBN: 978-1-319-24500-9
(*You will need the 13th edition of the text not an earlier one.*)

COURSE DESCRIPTION

English 3203 provides a critical introduction to the genres, processes, and ethics of writing in professional settings. This includes strategies for negotiating rhetorical situations, writing as part of a group, and responding effectively to others' work, as well as making basic decisions about style and document design.

COURSE OUTCOMES

Upon completion of this course, students will be able to:

1. Analyze communication contexts rhetorically by understanding subject, readers (audiences), and purpose.
2. Create technical documents that solve problems and improve situations through communication.
3. Analyze and apply the ethical responsibilities involved in technical communication.
4. Write effective, meaningful technical prose.
5. Apply concepts of information design to create convincing, usable, and informative documents.
6. Communicate effectively with a diverse audience.

COURSE ASSIGNMENTS & POINTS: AN OVERVIEW

Linked In Profile and Introduction	5 points
Professional Introduction Email	10 points
Pop Quizzes (3 quizzes @ 5 pts each)	15 points
Peer Review Reports (PR1 & PR2)	10 points
Collaborative Project	15 points
Research Proposal	10 points
Professional Research Report	25 points
Final Reflection	10 points

Total: **100 points**

Course Assignments

Instructions for each assignment will be available on D2L in the Unit Folders. Late work will not be accepted.

Reading Quizzes

Periodically throughout the semester, I will have pop quizzes in class over the readings. I will give at least 5 and drop the 2 lowest grades.

Letter Grades

The points in this course translate to a letter grade as follows:

- 9-10 (90% - 100%) = A
- 8-8.99 (80% - 89.9%) = B
- 7-7.99 (70% - 79.9%) = C
- 6-6.99 (60% - 69.9%) = D
- 5.99 (59.9%) and below = F

Note: Grades are not rounded up. For instance, a 79.9% is a “C” **not** a “B”. This class will not use the plus/minus grading system.

According to *MSU’s Undergraduate Catalog*, “letter grades have the following significance:

- A indicates excellent work
- B indicates good work
- C indicates satisfactory work
- D indicates passing work
- F indicates failing work” (73).

Consequently, work that meets the basic requirements earns a C, not an A or B. If you wish to earn As and Bs, you will have to work harder to produce better than satisfactory, or average, writing.

GRADING SCALE

Students often ask about the grading scale for the course or what a particular grade means. The description below gives you more information about each

letter grade. Note that the descriptions highlight general aspects of the quality of the work for each grade. They do NOT include all of the elements of each assignment.

A (90-100): The grade of A is earned through superior achievement in the class. The A grade demonstrates excellence in ability and effort.

B (80-89): The grade of B is earned through above-average achievement in the class. B-level work meets all of the requirements for the course and includes clear and coherent writing that is well considered and organized.

C (70-79): The grade of C is earned through average achievement in the class. A C is a perfectly acceptable grade for the course and reflects work that meets all of the requirements for the class but may still need some further development.

D (60-69): The grade of D is earned through below average achievement in the class. While the D is considered a passing grade, the D work may be incomplete, may not meet all of the requirements of the course, or may be seriously lacking in clarity and/or correctness.

F (59 and below): While there are a number of reasons a student might earn a grade of F, generally the grade reflects work that does not meet the requirements of the course or is incomplete.

COURSE POLICIES AND PROCEDURES

Please read these carefully.

Submission Format & Policy

By enrolling in this class, the student expressly grants MSU a “limited right” in all intellectual property created by the student for the purpose of this course. The “limited right” shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality and authenticity, and for educational purposes.

- **Note:** You may not submit any work for a grade in this class that already has been (or will be) submitted for a grade in another course, unless you obtain the explicit written permission of me and the other instructor involved *in advance*.

Plagiarism Policy

Plagiarism is the use of someone else’s thoughts, words, ideas, or lines of argument in your own work without appropriate documentation (a parenthetical citation at the end and a listing in “Works Cited” or “References”)—whether you use that material in a quote, paraphrase, or summary. Penalties for plagiarism in this course can include failure of an assignment, failure of the course, and/or a formal university report of plagiarism. I will use Turnitin on D2L for each writing assignment submitted in the class.

Late Work

Assignments are due on the day and time listed above on the course schedule and in the weekly folders online. Due dates and times are firm. Late work is only accepted when accompanied by a doctor's note or approved documentation. Late work submitted without documentation for any reason will not be accepted. If you know you are going to be away from your computer for any reason in advance, please plan to complete coursework in advance of your absence.

Attendance

Attendance is important to learn and practice the concepts we will discuss. If you miss class, you miss content. For our two-day-a-week class, you may have no more than 4 absences in the class. Please save these absences for illness or other necessary things. **I reserve the right to drop students from the class for non-attendance upon their fifth absence.**

Communicating with the Instructor

If you have a personal concern (such as a question about a grade), **email me using your MSU email account (or through D2L) and include your M number and your course section number.** If you would like to meet with me, send me an email or leave a message on my office phone. I may be in meetings during the workday, so if you desire a live consultation and cannot come in during my office hours, scheduling an appointment with me is best. Due to the need to determine the exact identity of my students prior to giving out any personal information, **I will only discuss your progress in the course in emails sent from your MSU email account or through D2L.**

Email is generally a faster way to reach me. Please understand that I will respond on the next business day if you contact me on weekends or after hours.

In order for me to expedite answering your questions or responding to your concerns, please use proper capitalization, spelling, and grammar, sign your name to all email messages, and use descriptive but concise subject lines.

Grade Negotiation

Occasionally, students try to "negotiate" for a higher grade in the final weeks of class. I will not consider requests for grades to be reconsidered, accept late work, offer "extra credit," or re-evaluate previous work so that a student may earn a higher score in the class. If you need to earn a particular grade for financial aid, academic scholarships, participation in athletic programs, degree requirements, or other reasons, please plan to do the work to earn the necessary grade throughout the course of the semester.

Students with Disabilities

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 the Disability Support Services in Room 168 of the Clark Student Center, 940-397-4140.

Safe Zone Statement

This class is a place where you will be treated with respect as a human being – regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thought is appreciated and encouraged, provided you can agree to disagree. It is the professor's expectation that ALL students consider the classroom a safe environment.

Writing Center

Tutoring and Academic Support Programs (TASP) provides free drop-in tutoring for MSU students. Located on the first floor of Moffett Library, TASP's Learning Center provides tutoring support in a number of core courses and subject areas. Writing tutors are available Monday through Thursday from 11:00am to 6:00pm and Sunday 2:00pm to 9:00pm. Remember that you don't need an appointment to utilize these services.

--Syllabus updated 8/2022