

**ENGLISH 3203: TECHNICAL WRITING  
HYBRID—ON-CAMPUS/ONLINE  
MIDWESTERN STATE UNIVERSITY  
SPRING 2021**

**Dr. Jennifer Dawes**

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*(Email is the best way to reach me.)*

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**Office Hours On Campus or over Zoom or phone:**

Monday and Wednesday, 2:00 - 3:00 p.m.

Tuesday and Thursday, 10:00 a.m. - noon

and by appointment

*Please note that masks and social distancing will be required for live consultations. If you wish to have a Zoom consultation, email me and I will send you a link.*

**REQUIRED TEXT**

*It is your responsibility to purchase the textbook and have your textbook on hand 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.*

- Technical Communication (Twelfth Edition) by Mike Markel and Stuart A. Selber, MacMillan Publishers, ISBN: 9781319058616  
*(You will need the 12th 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.

**MODE OF CLASS DELIVERY**

This course will utilize the hybrid model of instruction, which requires both on-campus and online work. Students will be split into two groups (Group 1 and Group 2) with Group 1 meeting on campus on Monday and Group 2 meeting on campus on Wednesday. The class meetings will be identical. You must attend your class meeting to be counted in attendance for the week.

Your assigned group will be posted on D2L and outside the computer classroom.

**Our class meets in BW 117.**

## **COURSE OUTCOMES**

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

1. Analyze communication contexts rhetorically by understanding subject, readers (audiences), and purpose.
  - Measurement: Completion of course reading assignments, and successful completion of individual assignments and collaborative project.
  
2. Create technical documents that solve problems and improve situations through communication.
  - Measurement: Successful completion of individual assignments and collaborative project.
  
3. Analyze and apply the ethical responsibilities involved in technical communication.
  - Measurement: Completion of course reading assignments, observation and evaluation of online discussions, and successful completion of individual assignments and collaborative project.
  
4. Write effective, meaningful technical prose.
  - Measurement: Successful completion of individual assignments and collaborative project.
  
5. Apply concepts of information design to create convincing, usable, and informative documents.
  - Measurement: Successful completion of individual assignments and collaborative project.
  
6. Communicate effectively with a diverse audience.
  - Measurement: Observation and evaluation of online discussions and successful completion of individual and collaborative projects.

## COURSE ASSIGNMENTS & POINTS: AN OVERVIEW

Personal Introduction Discussion Board Post	5 points
Professional Introduction Email	5 points
Reading Quizzes (4 quizzes @ 5 pts each)	20 points
Peer Review Reports (PR1 & PR2)	10 points
Collaborative Social Media Policy	10 points
Job Materials	10 points
Proposal	10 points
Recommendation Report	10 points
Final Reflection	5 points
In-Class Work (1.25 pts each)	15 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

You will have four scheduled reading quizzes this semester. They will be completed on D2L by the date assigned. Late quizzes will not be accepted.

### In-Class Work

This semester, each group will meet in the classroom 14 times and work on an assignment for the day. These assignments will be related to the Unit topic and may include class discussion, collaboration, and other class activities. You are allowed 2 absences for any reason. If you miss class for any reason after your 2 absences, points will be deducted from your In-Class grade. If you miss class, you will need to get notes from a classmate and get yourself caught up.

### 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 earn 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 in Our Hybrid Course**

Each student will attend one class meeting per week and complete assignments online as assigned. Students will be allowed two absences (for any reason) from class meetings without grade penalty. However, *it is the responsibility of the student to get class notes from a classmate and to keep up with the work to be completed online.*

**I reserve the right to drop students from the class for non-attendance.** For instance, if you do not attend your first class or log in to our D2L course by the end of the first week of classes, or if you fail to complete two assignments in a row, you may be dropped from the class.

## **Communicating with the Instructor**

You have several ways of communicating with your instructor: phone, email, Zoom, and live consultations.

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 on campus or via Zoom, 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.**

### **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.

### **Appropriate online conduct**

Since a lot of the work you will complete this semester will utilize the D2L Learning Management System, it is important to understand appropriate online conduct. Appropriate online conduct includes doing assigned work, meeting deadlines, participating in online discussions, and completing all the required elements of the course. It also means following these basic rules of netiquette:

- Using proper capitalization, spelling, and grammar.
- Signing your name to all email messages..
- Providing descriptive but concise subject lines. (Make sure to include your section number for your course in the subject line so I can better answer your questions.)

Furthermore, appropriate online conduct means maintaining a safe learning environment based on mutual respect and civility. All participants in MSU online and hybrid courses are expected to behave professionally by adhering to these standards of conduct in the online environment:

- Respect other people's privacy as well as your own.
- Never transmit or promote content known to be illegal.
- Forgive other people's mistakes
- Never use harassing, threatening, embarrassing, or otherwise abusive language or actions.

Online communication that fails to meet these standards of conduct will be removed from the course. Repeated misconduct may result in being blocked from online discussions, receiving a grade penalty, or being dismissed from the course.

### **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 hybrid 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.

**Contacting Your Instructor**

Feel free to contact me either via phone or email. 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.

**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.

For Distance Education students, TASP has partnered with Thinkingstorm, an online tutoring company that provides you with high-quality, 24/7 tutoring support. Located at the top of your D2L course page, select the tutoring tab to book an appointment with a tutor.

**Campus Carry Statement**

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at <http://mwsu.edu/campus-carry/rules-policies>.

--Syllabus updated 1/2021