

8-27-2018

# Technical and Business Writing

Kathleen Hudgins  
*Collin College*

Follow this and additional works at: [https://digitalcommons.collin.edu/english\\_syllabifall2018](https://digitalcommons.collin.edu/english_syllabifall2018)

---

## Recommended Citation

Hudgins, Kathleen, "Technical and Business Writing" (2018). *Fall 2018*. 369.  
[https://digitalcommons.collin.edu/english\\_syllabifall2018/369](https://digitalcommons.collin.edu/english_syllabifall2018/369)

This Article is brought to you for free and open access by the 2018 at DigitalCommons@Collin. It has been accepted for inclusion in Fall 2018 by an authorized administrator of DigitalCommons@Collin. For more information, please contact [mtomlin@collin.edu](mailto:mtomlin@collin.edu).

**Central Park Campus  
Fall 2018**

**Course Number:** ENGL 2311

**Course Title:** Technical and Business Writing

**Instructor's Information:**

Instructor's Name: Kathleen Hudgins

Office Number: B-342

Office Hours: By appointment only, online and via email

Phone number: 972.548.6830

Email: [khudgins@collin.edu](mailto:khudgins@collin.edu) or via Canvas message system

Department office contact in case of emergencies: The department office contact in case of emergencies is: Office of Academic Affairs, B-122 G 214.491.6270

**Class Information:**

Section Number: BC1

Meeting Times: Blended, Monday-Friday on Canvas

Meeting Location: Online via Canvas

Required On-Campus Meetings:

- Orientation: Monday, August 27, 7-9 p.m. CPC room B322
- Student Presentations: Wednesday, November 28 or Thursday November 29, 7-9:30 p.m. at CPC room B319 (students will sign up for preferred date at orientation)

**Minimum Technology Requirement:** Access to Canvas via Collin College, access to your Collin email, access to a word processor to complete and submit papers in a typed format on Canvas, access to the internet to view videos, websites, etc.

**Minimum Technical Skills:** Ability to type, edit, and submit a word document. Ability to email attachments, to upload/download documents, and to simultaneously work on multiple browser windows. Understanding of Canvas in terms of locating assignments, posting assignments, posting to the discussion board, and accessing the grade book is vital to success.

**Netiquette Expectations:** Standards of courtesy and respect must be maintained at all times in our online classroom. Join in to the discussion, but remember that this is still an academic setting and respect and consideration are crucial for any intellectual discussion. Discussion areas are the place for intelligent and respectful airing of ideas. Name-calling and personal attacks are not permitted. Any violation of the standards of appropriate behavior online will be reported to the Dean of Students and appropriate disciplinary action will be taken by the college.

**Course Description:** Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

**Course Credit Hours: 3**

Lecture Hours: 3

**Prerequisite:** ENGL 1301

**Course Resources:**

- *Technical Communication*, 14th Edition, Lannon and Gurak, ISBN: 9780134678825, available at Collin College bookstore in digital and print formats
- Active Collin email account, Canvas access, access to the Collin library research resources, access to Collin Writing Center

**Supplies:** None

**Student Learning Outcomes:**

**State Mandated Outcomes:** Upon successful completion of this course, students will:

1. Recognize, analyze, and accommodate diverse audiences.
2. Produce documents appropriate to audience, purpose, and genre.
3. Analyze the ethical responsibilities involved in technical communication.
4. Locate, evaluate, and incorporate pertinent information.
5. Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate.
6. Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.
7. Design and test documents for easy reading and navigation.

**Method of Evaluation:** All assignments are expected to be submitted by the established due dates. **Late assignments will not be accepted. If you have a technical difficulty that prevents you from submitting an assignment on Canvas, you must email me with the assignment attached by the assignment deadline.** Assignments are to be submitted in MLA format. Visit the Owl at Purdue (online) for a MLA refresher session. Our course operates on a 1,000 point system as outlined below:

**Grading Scale:**

**900-1000=A**

**800-899=B**

**700-799=C**

**600-699=D**

**Below 600=F**

**Course Points and Categories**

Assignment Type	Number assigned x points each	Total Points
Quizzes	5 x 50 points each	250
Minor Projects	5 x 50 points each	250
Major Project: Formal Proposal	1 x 400 points each	400
Final Exam	1 x 100 points each	100
	Total points for course	1000

**Requirements for Participation in Online Discussion of Collaborative Activities:** Timely participation in all discussion boards and collaborative assignments-due dates will be announced for each assignment. Please be respectful and treat our online environment as a scholarly environment. Slang and foul language is not acceptable. Critical thinking concerning the topic and expression of such in posted comments is expected. Cite all outside sources used in each posting if needed.

**Criteria Used to Evaluate Participation in Such Activities:** Evidence of critical thinking as applied to the topic, responses of the minimum word length established for each posting, on time posting, and knowledge of the subject matter.

**Delivery Method of Feedback and/or Graded Material:** Feedback and grades will be posted in the Canvas grade book. Comments will be available in the Canvas as well.

**Standards for Instructor Response and Availability:** Projects will be graded within one week of submission (if I need more time, I will send an email). Feedback will be given in the comments section the Canvas. Emails to the professor will be answered in 24 hours during the work week and by Monday afternoon if sent during the weekend.

**Attendance Policy:** Your prompt and regular attendance in our online environment is expected throughout the semester. Repeated absences result in the loss of community within the classroom as well as the growth of critical thinking. I do understand illness and unavoidable issues. If you do need to be absent, please contact me via email (you do not need to give me specifics concerning your absence-just touch base with me). Make sure to “catch up” with your assignments or missed notes as soon as you return to class. Positive attendance and a strong work ethic in our particular course will yield a rewarding grade.

**Withdrawal Policy:** “See the current Collin Registration Guide for the last day to withdraw.”

Dropping a class means that you remove yourself from the class up to the census date. Dropped classes do not appear on your official transcript. You may now drop online up to the census date. **The last date to drop this class is Monday, September 10, 2018.**

Withdrawal from a class means that you remove yourself from the class after the census date. Withdrawn classes appear as a W on your official transcript but are not calculated in your grade point average. Withdrawals are not permitted online. Please read the Spring 2018 Registration guide or contact the admissions office for information on how to withdraw. **The last date to withdraw from this class is Friday, October 19, 2018.**

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal. It is the student’s responsibility to contact the ACCESS office, CPC-D-118(I) or 972.548.6816 or V/TTD: 972.881.5950 in a timely manner to arrange for appropriate accommodations.

**Collin College Academic Policies:**

**Scholastic Dishonesty:** From the Collin Student Handbook, Chapter 6: Student Code of Conduct Violations

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. Collin College may initiate disciplinary proceedings against a student or prospective student accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty shall include, but is not limited to, one (1) or more of the following acts.

1. **Cheating** includes, but is not limited to, having access to unauthorized materials or electronic, digital media, telecommunication, and/or wearable devices (i.e., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during an examination; the giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; using someone else's work for an assignment as if it were one's own; submitting or resubmitting an assignment in whole or in part (i.e., recycling an assignment) for more than one (1) class or institution without permission from each of the professors; using annotated texts or teacher's editions; using information about exams posted on the Internet or in any electronic medium; leaving a test site without authority; failing to secure test materials; removing tests or answer sheets from a test site; and any other dishonest means of attempting to fulfill the requirements of a course.

2. **Collusion** includes, but is not limited to, intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty; failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; unauthorized collaboration or communicating answers to a classmate about an examination or course assignment; and allowing a classmate to copy answers.

3. **General Scholastic Dishonesty** includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, or the award of a degree; and/or falsifying academic records or documents. Students are expected to record honestly and accurately the results of all their research. Falsification of research results shall include misrepresentations, distortions, or omissions in data or reports on research.

4. **Plagiarism** includes, but is not limited to, intentionally or unintentionally failing to quote and cite an author's words, information, and/or ideas in accordance with American Psychological Association (APA) Style, Modern Language Association (MLA) Style, The Chicago Manual of Style (Chicago Style), or another citation style approved by the professor.

**Students may not submit or re-submit an assignment (in whole or in part) for more than one class or institution. In the event of scholastic dishonesty, the penalty can vary from correcting MLA documentation, to starting completely over with a new topic, to receiving a zero for the entire assignment. The instructor will determine the penalty. In addition, the event may be reported to the Dean of Students' Office. All work submitted should be your own and should include proper citations.**

**Course Calendar:**

<b>Week</b>	<b>Reading</b>	<b>Assignment</b>	<b>Due Date</b>
Week 1: 8/27-8/31	Syllabus Review, Begin reading Parts 1 and 2 (Ch. 1-9)	Discussion Board Introductions	9/4
Week 2: 9/3-9/7 <b>Labor Day 9/3, school holiday</b>	Finish Parts 1 and 2	Quiz 1, Project 1	9/11
Week 3: 9/10-9/14 <b>Census Day 9/10</b>	None	Project 2	9/18
Week 4: 9/17-9/21	Part 3, Ch. 10-13	Quiz 2	9/25
Week 5: 9/24-9/28	Ch. 14-15	Quiz 3	10/2
Week 6: 10/1-10/6	Ch. 17-19	Project 3	10/9
Week 7: 10/8-10/13	Ch. 20	Project 4	10/16
Week 8: 10/15-10/19 <b>Last day to withdraw 10/19</b>	Ch. 21-22	Quiz 4, Proposal Topic Memo	10/23
Week 9: 10/22-10/26	Formal Proposal Work Week	Audience and Use Profile	10/30
Week 10: 10/29-11/2	Formal Proposal Work Week	Progress Report	11/6
Week 11: 11/5-11/9	Formal Proposal Work Week	Formal Proposal Rough Draft	11/16
Week 12: 11/12-11/16	Formal Proposal Work Week	Peer Reviews	11/20
Week 13: 11/19-11/23 <b>Thanksgiving Holiday 11/21-11/23</b>	None	Formal Proposal and Presentation	11/27
Week 14: 11/26-11/30	On-Campus Presentations 11/28 or 11/29 7-9:30 p.m. in CPC B319	Feedback on Presentations	12/4
Week 15: 12/3-12/7	Ch. 16, Ch.24-25	Project 5, Quiz 5	12/7
Week 16: 12/11-12/17 <b>Finals Week</b>	None	Final Exam	12/14

Notes:

I will post readings and assignments on a week-to-week basis via our Canvas assignment category. Typically, assignments will be posted on Monday morning and will be due the following Tuesday at 11:59 p.m. This gives you over a week to complete each weekly task. As we move through the semester, a few assignments will have Friday deadlines.

Inclement weather-in the case of bad weather please look for official Collin closings via the local news, radio, and CougarWeb. Make sure your active phone number is connected to CougarWeb in order to receive Collin updates.

Remember to frequently check your Collin email for messages from Collin and yours truly.

Our syllabus is subject to change. I will notify you of such changes via Canvas. You are responsible for noting the changes.

***Our classroom is our community: Listen, Share, Respect, Flourish, Think, Learn.***

