

AngelinaCollege
School of Arts and Education
English 2311
Instructional Syllabus

I. **Basic Course Information:**

- a. 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.. (3 hours credit)
- b. Intended Audience: Students in a degree plan requiring Technical Writing and anyone desiring those skills necessary for writing in real world situations
- c. Instructor:
 - Name: Jason Rogers
 - Office Location: SBS 202a
 - Office Hours:** Monday 11:25 until 2:30
Wednesday 11:25 until 2:30
Friday: By appointment
 - Phone: 633-5335
 - E-mail Address: jrogers@angelina.edu

II. **STATEMENT OF PURPOSE**

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Core Objectives:

- **Critical Thinking Skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** – to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical and Quantitative Skills** – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility** – to include the ability to connect choices, actions and consequences to ethical decision-making
- **Social Responsibility** – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities

Learning Outcomes:

- Recognize, analyze, and accommodate diverse audiences.
- Produce documents appropriate to audience, purpose, and genre.
- Analyze the ethical responsibilities involved in technical communication.
- Locate, evaluate, and incorporate pertinent information.
- Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate.

- Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.
- Design and test documents for easy reading and navigation.

III. Assessment Measures of Student Learning Outcomes:

A. Assessments for the Core Objectives:

1. Critical Thinking: Students will write technical documents that will be assessed for their effectiveness in solving problems and improving situations through communication. Students will answer embedded test questions to assess critical thinking skills. A rubric will be used to assess critical thinking skills in written assignments.
2. Communication: Students will write, design, and create various technical documents dealing with real world situations. A rubric will be used to assess the effective development, interpretation and expression of written, oral, and visual communication.
3. Personal Responsibility: Students will answer embedded test questions that assess their ability to connect choices and actions, and engage in ethical decision-making concerning course policies, student behavior, and classroom conduct.
4. Social responsibility: Students will complete exercises and hold discussions about ethical dilemmas in workplace writing. Students will create at least one technical document focusing on communicating with an audience from a different culture. Students will complete exercises and hold discussions about different approaches to communication between cultures, such as localization and globalization. A rubric will be used to assess social responsibility in written assignments.

B. Assessments for Course Learning Outcomes

1. Students will demonstrate knowledge the ability to accommodate a variety of audiences by composing a variety of technical documents.
2. Students will show the ability to locate and incorporate information by producing various documents using outside resources.
3. Students will demonstrate the ability to edit for appropriate style by composing various documents from different genres.
4. Students will demonstrate the ability to develop verbal and visual materials through individual or group presentations.

IV. Instructional Procedures:

- a. Methodologies: Methodologies that may be utilized in presenting course content include lecture notes, group discussions, peer reviews, in-class experimentation, in person or email workshops for student writings in progress, audio-visual presentations, online discussions (synchronous or asynchronous), student presentations to groups, and guest participants.

V. Course Requirements and Policies:

- a. Required Textbooks, Materials, and Equipment:
 - i. Johnson-Sheehan, *Technical Communication Today* 6th edition, Revel package.
- b. Assignments: See “Course Description”
- c. Course Policies:
 - i. Academic Assistance – If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you should see Mr. Steve Hudman, Dean of Student Affairs, in Student Center, Room 101, (936) 633-5292 or by email shudman@angelina.edu. At a post-secondary institution, you must self-identify as a person with a disability; Dean Hudman will assist you with the necessary information to do so. To report any complaints of discrimination related to disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Student Center, Room 101, (936) 633-5292 or by email shudman@angelina.edu.

- ii. Angelina College (AC) admits students without regard to race, color, religion, national origin, sex, disability, or age. To report any complaints of discrimination related to disability, you should contact Mr. Steve Hudman, Student Center Building, Room 205B or 936-633-5293. Attendance: (From the Angelina College Policy Manual): A true evaluation of the teaching-learning situation involves a correlation between attendance and progress. It is the responsibility of the student to attend all classes and a record of attendance will be kept for all classes by the instructor.

It is the responsibility of the student to withdraw officially in the College District admissions and registrar's office from a class the student no longer desires to attend.

College District instructional standards allow the instructor to set the educational objectives and requirements for each course. The student who does not meet these requirements because of excessive absences may be dropped by the instructor on a notice to the College District admissions office using either a first or second drop slip. The position of the instructor on submitting a non-attendance drop should be stated in the course syllabus.

Excessive absences are defined as three or more consecutive absences or four or more cumulative absences from regularly scheduled class periods.

Students will not be dropped and will be allowed to make up work for absences because of (1) College District authorized and sponsored activities, and (2) religious holy days. It is the student's responsibility to arrange for make-up work with the instructor and to complete it within a reasonable time.

In accordance with the Texas Education Code, each student is allowed to be absent from a class for the observance of a religious holy day. A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The student must notify the instructor of each class of the anticipated absence not later than the 15th calendar day after the first day of the semester. A student who is excused under this section must complete all assignments or missed examinations at the direction of the instructor.

A form for notification of absences is available in the office of admissions.

A student dropped because of excessive absences will be notified by mail by the College District admissions office and will be directed to obtain a readmit form and seek the approval of the instructor for admission. A student who fails to contact the College District admissions office within one week of the date the notice was mailed will be dropped permanently from class.

All make-up work is at the discretion of the instructor.

Additional Policies Established by the Individual Instructor -

Attendance is mandatory/expected. Please refrain from missing class since this will result in a definite deduction of your overall grade. If you incur up to four absences before the last day to drop or withdraw, you will be dropped from the class. If you want to be readmitted, you will have to complete all the incomplete coursework before you are admitted back to the class. Failure to complete all coursework as expected will automatically deny you the right to be readmitted. Additional absences leading up to a total of six absences after the noted date will qualify a student for an automatic F in the course.

It is your responsibility to remind me to change attendance if you suspect that you have already been marked absent. Please do this after class. Remember: It is absolutely your choice whether you wish to be in class or not. If you are absent, however, you will not be credited nor pardoned for material missed during class. Unless you make prior arrangements (in a timely manner) with me concerning an absence, you will not be allowed to make up any work. Please keep in mind that you are still responsible for the material covered, so please do not call me and ask me what we did in class. I recommend that you find someone (for this, it would be helpful to get at least one classmate's phone number) and ask them first; then you can call me for specifics or for clarification on particular concepts. I will be more than happy to help you out, but please understand that I cannot concede to a private lecture for your benefit or at your convenience if you failed to come to class.

Class Participation:

1. Absolutely no cell phones or other electronic devices (other than those necessary to the class or for disabilities) are to be seen or heard.
2. Student participation in class discussions is expected. All students will partake of the peer editing for careful scrutiny of grammar deficiencies. Each student is expected to complete assignments as instructed.
3. Respect your fellow class members and the instructor at all times. Behavior that interferes with a learning environment will not be tolerated. If you would rather read a newspaper, do homework or reading for another class, pass notes, or talk to your neighbor, particularly while I am talking to the class, take an absence. If I have to stop a lecture because you are talking or ask you to stop talking more than once, you will be exited from the classroom immediately. If you disrupt class a second time, you will be dropped, and you will not be readmitted. I highly encourage participation in class discussions, but constant irrelevant comments or interruptions to a lecture are a distraction to your classmates. I will not allow that.
4. You may not leave the classroom once an in-class writing assignment or an exam has been handed out.
5. Take lecture notes or participate in discussion until the instructor dismisses class. Do not prepare to leave the classroom until class is dismissed.
6. Conferences outside of class are available by appointment. Please peruse my office hours carefully, and plan to see me if you experience any trouble throughout the semester.
7. Absolutely no eating or drinking in class. Absolutely no nicotine in any form is to be used in class.
8. Please do not bring your child to class. If you bring your child to class, I will ask you to leave immediately. Please note that the presence of a child in the class is not conducive to learning.

CHEATING/PLAGIARISM:

It is the student's responsibility to do his/her own work. Cheating and plagiarism are serious offenses which will be dealt with promptly. If you are found guilty of cheating or plagiarizing, you will be punished. Punitive measures may range from receiving an F in the course to being dismissed from the college. Courtesy and honesty require that any ideas or materials borrowed from another must be fully acknowledged. Offering the work of another as one's own is plagiarism. The subject matter of ideas thus taken from another may range from a few sentences or paragraphs to entire articles copied from books, periodicals, or the writing of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment is also considered plagiarism. Any student who fails to give credit for ideas or materials taken from another is guilty of plagiarism.

COMPLAINTS/QUESTIONS:

If you have any complaints or questions, please see me first; I can usually help resolve the problem. In the event that I cannot, I will direct you to the appropriate person who will be able to help you out.

VI. Course Content:

- a. Required Content/Topics: Students will spend time learning about style, ethics, correspondence, visual representation of technical information, writing and following instructions, researching and presenting information, webpage design, and employment correspondence.

VII. **Evaluation and Grading:**

- a. Grading Criteria: Each assignment will have a point value that is stated on the initial assignment. Any assignment turned in later than class time of the due date, for any reason other than an excused absence, will automatically lose 10% of the maximum points per class day late. (Ex: a 50-point exercise turned in one day late will automatically lose 5 points.)
- b. Determination of Grade: Grades will be based on a 1000-point cumulative total for the semester. (900-1000 points = A; 800-899 = B; 700-799 = C; 600-699 = D; fewer than 600 = F)

VIII. **Syllabus Modification:** The instructor may modify the provisions of the syllabus to meeting individual class needs by informing the class in advance as to the changes being made.

English 2311 T 6 pm Class Schedule
Fall 2018

Note: Changes may be made to the schedule based on class needs.

August 28, 2018: Introduction to course

September 4, 2018: Discussion: Determining audience
Exercise: magazine comparison

September 11, 2018: **Assign Rodeo Email**

September 18, 2018: Discussion: email and audience

September 25, 2018: **Rodeo email due**
In-class writing

February 27, 2018: **Assign cover letter and resume**
Discussion: Preparing for your career

October 2, 2018: Discussion: Cover letter and resume

October 9, 2018: Discuss Cover letter and resume rough drafts
Discussion: Instructions

October 16, 2018: **Cover letter and Resume due**
Assign Instructions Assignment

October 23, 2018: **Instructions assignment due**
Assign incident report
Discussion: Blue Bell Ice cream

October 30, 2018: **Incident report due**

Discussion: Ethics
Movie for ethics discussion

November 6, 2018: Assign team internal proposal
Group work

November 13, 2018: Begin presentations

November 27, 2018: Finish presentations

December 4, 2018: Review for final exam

December 11, 2018: Final exam 6 pm