

HOUSTON COMMUNITY COLLEGE

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NOTE: INSTRUCTIONS FOR SUBMITTING ASSIGNMENTS AND FOR SENDING E-MAILS TO DR. VINING ARE INCLUDED IN THIS WORKING SYLLABUS. YOU MUST USE EAGLE ONLINE DE FOR THIS COURSE!

Office Location: HCC Southeast College
English Department
Angela Morales Building
6815 Rustic Lane
Houston, TX 77087

REVISED WORKING SYLLABUS READING ASSIGNMENTS, ASSIGNMENT INSTRUCTIONS, DUE DATES

CRN 35501 and CRN 35502
Fall Semester 2017

ENGL 2311, TECHNICAL AND INDUSTRIAL CORRESPONDENCE
AND REPORT WRITING

FALL 2017:
September 11 – December 16, 2017

GETTING STARTED

BUY YOUR TEXTBOOK IMMEDIATELY!!
STUDENT LEARNING OUTCOMES ARE ON PAGE 5 OF THIS SYLLABUS!

NOTE 1: In addition to this “**WORKING SYLLABUS**,” read carefully all on-screen files, notes, review materials, and Discussion screen messages that are sent to you regularly throughout the semester by your instructor.

Save all of your work for the semester on your own separate flash drive or floppy disk so that you can reprint if needed. It is your responsibility to get your assignments to your instructor that can be printed and graded.

NOTE 2: Please note that the formatting of this syllabus material may appear different from the actual approvable format for these documents in the business world. This is due to the HTML programming code. I will send you throughout the semester discussion reminders on our course Discussion and the Announcements link explaining format and content along with other notes as needed.

SEE STUDENT LEARNING OUTCOMES/OBJECTIVES (SLO'S) IN THIS SYLLABUS!! (See page 5.)

VIP! VIP! VIP! VIP! VIP!

**READ CAREFULLY ALL OF THE FOLLOWING PAGES AND
PRINT
FOR YOUR FILES!**

LOGON PROCEDURES FOR DE CLASSES

Your student login user ID will be your HCC User ID (sometimes referred to as the “W” number). All HCC students have a unique User ID. It is the same number you use for class registration. For students who have taken DE classes previously, the login will no longer be “firstname.lastname” + the last 2 digits of your SS#. If you do not know your User ID, you can look it up using the following links: (1) From the HCC home page, click on “Register Here.” (2) On the Student Web Services page, click on “Registration (Online)”. (3) Click on “Retrieve User ID” and follow the instructions.

Or, you can use the direct link:

<http://hccsaweb.hccs.edu:8080/servlets/iclientservlet/sauat/?cmd=start> The default student password will still be “distance.” As always, students will then be prompted to change their password after their first login. These new student login procedures apply to classes taught in both WebCT and Blackboard. Please contact desupport@hccs.edu if you need additional assistance with your login.

If you are new to DE classes, this will be the first time that you have used our new system of Moodle which we have named Eagle Online. There are directions online that will help you with logging in to this system. They can be found on the DE home page.

NEW HCCS WITHDRAWAL POLICIES

THESE POLICIES ARE IN NO WAY INTENDED TO ENCOURAGE YOU AS A STUDENT TO DROP A CLASS. EVERY EFFORT WILL BE MADE BY THE INSTRUCTOR TO HELP YOU TO REMAIN IN THIS CLASS, AND YOU AS A STUDENT SHOULD MAKE EVERY EFFORT TO REMAIN IN THE CLASS AND COMPLETE IT IN GOOD STANDING AND WITH A GOOD GRADE!

Please read the following carefully:

The State of Texas has imposed penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you will have to pay extra tuition. A

few years ago, the Texas Legislature passed a law limiting students to no more than SIX total course withdrawals THROUGHOUT their educational career at a Texas public college or university.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will “alert” you and the distance education (DE) counselors that you might fail a class because of excessive absences and/or poor academic performance. You should visit with your DE professor or a DE counselor to learn about what, if any, HCC interventions might be available to assist you—online tutoring, child care, financial aid, job placement, etc.—to stay in class and improve your academic performance.

If you decide to withdraw from your DE class, you **MUST** contact your DE professor prior to withdrawing (dropping) the class, and this **MUST** be done **PRIOR** to the withdrawal deadline in order for you to receive a “W” on your transcript.

****NOTE:** Final withdrawal deadlines/dates vary each semester and/or depending on class length, so please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. Remember to allow a 24-hour response time when communicating via email and/or telephone with your Distance Education professor. Do not submit a request to discuss withdrawal options less than a day before the deadline (and preferably two to three days before the withdrawal deadline). If you do not withdraw before the deadline, you will receive the grade that you have earned by the end of the semester as your final grade. Zeroes averaged in for required assignments/tests not submitted will lower your semester average significantly, most likely resulting in a failing grade (“F”). Contact either your professor to request a withdrawal within allowed dates. See Calendar with last day and date to drop and receive a “W” grade.

HANDGUN FACT SHEET

NO OPENLY DISPLAYED FIREARMS ALLOWED ON CAMPUS. If you see anyone carrying a firearm, call the HCC Police Department at 713-718-8888 immediately or 8-8888 from a campus phone immediately!

HCC RESTRICTIONS ON RECORDING DEVICES

The following policies are from the HCC Chancellor’s Office to HCC administrators, staff, and students regarding the use of recording devices in the classroom. In the case of our Distance Education class, they will apply to in-person activities such as conferences with students, in-person orientation and/or review sessions, the mid-term exam, and the final exam, or other occasions where DE students are meeting for an in-person instructional activity. The following is the policy that applies to classrooms and other instructional locations. These restrictions apply to camera phones, cameras, audio/tape recorders, video recorders, and any other electronic device that is capable of recording the human voice or

image. Subjects such as protection of confidential information, restrooms and other private locations, classrooms, and other instructional locations, photography in offices, conference rooms, and other HCC locations not freely open to public traffic, “voyeurism,” restrictions on use of recorders, recording allowed without permission, obtaining permission to record, exception under the ADA, exceptions, and discipline were also discussed in the Chancellor’s message.

The following is the policy that pertains to our classroom instruction:

“Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.”

ADA Statement: Any student with a documented disability (e. g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange for reasonable accommodations must contact the Disability Services Office at the Distance Education Division or his/her college campus at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services (DSS) Office.

Students who are requesting special testing accommodations must first contact the appropriate DSS Counselor for assistance. Please contact the Distance Education counselors at 713-718-5275, option #4 or decounseling@hccs.edu in order to be referred to the appropriate HCC DSS counselor.

Students who require testing accommodations need to schedule an appointment for testing to ensure that staff will be available for proctoring and to arrange for any adaptive equipment that may be required. Student should contact the distance education instructor’s “Instructional Support Specialist” (ISS) the week prior to each exam throughout the semester to confirm that the requested testing accommodations will be met. If you need assistance in determining your instructor’s ISS, please contact your instructor or the Distance Education Department (813) 718-5275, option #1 or decounseling@hccs.edu for assistance.

Distance Education Advising and Counseling Services: Advising can be accomplished by telephone at 713-718-5275, option #4, via e-mail at decounseling@hccs.edu, by visiting the Distance Education Office at the HCC Administration Building at 3100 Main Street, 3rd floor and/or by on-site advising at other HCCS locations. Confidential sessions with the Distance Education counselors will help student understand admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. Houston Community College counselors also maintain a local referral base in order to provide appropriate referrals to students with personal or family issues that may require long-term solutions.

Notice for Students Who Live Outside of Houston: Students who live outside the Houston area and cannot take exams at one of our HCC testing locations MUST make arrangements for a proctor. Please see the Distance Education (DE) Student Services webpage for information at the following URL:

http://distance.hccs.edu/de-counseling/student_out_houston.htm

You should also discuss this with your instructor!!

Virtual Classroom Conduct: As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies and Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related e-mail, discussion groups, and chat rooms or being removed from the class.

CHECK WEEKLY FOR NEW ANNOUNCEMENTS ON OUR COURSE PAGE and for Files uploaded in the Files link. **You can send me a message selecting my name from the Participants list for your section of this class and then clicking on Send Message. You can also attach files and assignments to a message to me.** Your instructor will communicate with you in person, via e-mail, and by telephone as needed. Dr. Vining is available for in-person conferences by appointment. If necessary, please contact her at her phone number listed on page 1 of this syllabus.

Required Text: Distance Education: *The Essentials of Technical Communication*, 3rd edition, by Elizabeth Tebeaux, and Sam Dragga. ISBN No: 978-0-19-937999-6, 2015, 2012, 2010, Oxford University Press.

Recommended but not required: *The New McGraw-Hill Handbook*, by E. Maimon, J. Peritz, and K. Yancey. ISBN-13: 978-0-07-298050; ISBN-10: 0-07-298050-8. You may also use an English handbook that you already own or an online handbook.

Style Manuals: The MLA and APA Style manuals are available online through the HCCS libraries web page which has several helpful free resources. Check out the HCCS library's web page! You may use any English handbook that you have available, and I will post additional information on our course page about other free online resources for reviewing English grammar, writing style, and format. There are three appendixes at the end of your textbook and Appendix A provides a quick grammar review that is very helpful.

STUDENT LEARNING OUTCOMES (SLO's) COURSE COMPETENCY STATEMENT

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

- Communicate clearly, concisely, efficiently, and effectively with audiences of all levels and types.
- Write clearly and accurately.
- Understand the major forms and conventions of reporting technical information.
- Use research skills to develop and implement technical writing projects.

- Respond objectively to another individual's written or verbal assignment.
- Gather research for and prepare a feasibility/recommendation, analytical, and/or investigative report that includes graphics, a letter of transmittal, executive summary, table of contents, works cited, and conclusions and recommendations.
- Prepare an effective job search package that includes a resume, job application letter, and a thank-you letter for an interview.
- Develop an effective oral presentation of your feasibility project using visuals such as PowerPoint.

**READ CAREFULLY AND PRINT A COPY OF THIS
REVISED WORKING SYLLABUS
AND THE CALENDAR ON THE FOLLOWING PAGES!!
(See Calendar of Due Dates on pp. 19-21)**

CRN 35501 and CRN 35502

**ENGL 2311
September 11 – December 16, 2017**

<u>Date</u>	<u>Topics and Assignments</u>
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Hurricane Harvey!!

Week 1	September 11 - 17, 2017
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When you have completed the online orientation and submitted it to the DE office, you can then login to our class. Send me an e-mail message in Eagle Online telling me that you have completed the orientation, purchased your book, and that you will be in our class. This will let me know to look for your orientation and reply to your e-mail message, and I will know that you have entered our online class. **BE SURE TO GET YOUR BOOK QUICKLY!**

HOW TO GET A BOOK: You can purchase a new or used book, the 3rd edition of *The Essentials of Technical Communication* by Dr. Elizabeth Tebeaux, and Dr. Sam Dragger, ISBN No. 978-0-19-937999-6, 2010, 2012, or 2015, through our HCC bookstores. The actual books are stored at the Central College Campus in the Distance Education section of books. The bookstore will deliver it to our major campuses where there are bookstores, but you should go to your nearest campus bookstore and place an order. If you order your book from an online source, be sure to ask for the quick or rapid shipment. It only costs a little more. Let me know when you have obtained your textbook, and the title, authors and edition of the book you will be using.

First Week- September 11

Introduction to your text. Read the front matter pages called the Preface Section, pages numbered as xiii – xviii. Read Chapter I, “Writing for your Readers,” pages 3-14.

Chapter Overview: Presents a definition of Technical or Business Writing (p.3), presents a few Quick Tips for writing at work, discusses writing at work versus writing at school, presents the foundations of effective writing at work, and presents the qualities of good technical writing.

Case documents are also presented as examples of documents, an example of a summary, and a document that stresses safety in the workplace. Sample end-of-chapter exercises are presented for students to study.

Read Chapter 1, "Characteristics of Writing at Work," pages 3-14. Read all cases, figures, checklists and exercises in Chapter 1.

Read Appendix A, "Brief Guide to Grammar, Punctuation, and Usage," pp. 369-381.

Remember this Appendix as you write all of your assignments.

See this Working Syllabus for Assignments posted in the Assignments tool on your course page, and the Calendar of Due Dates at the end of this syllabus for all dates for the semester.

Assignment 1: Course Expectations and Goals. Due September 13, 2017. Write a one-to-two-page essay describing your course expectations for this semester and the purpose that this course serves for you. Mention your college major, your current job if you are working, and your responsibilities, and how you think that this course in technical writing will help you. You can also discuss what you believe your strengths and weaknesses in writing in general are or specifically such as organization, analytical/critical thinking, research, or grammar, editing, and spelling. Give this essay a title such as Assignment 1, Goals and Expectations. Put your name on each attached assignment.

**IMPORTANT!!
INSTRUCTIONS FOR HOW TO SUBMIT ASSIGNMENTS
USING EAGLE ONLINE**

When you have completed your assignment, save it as Word document file as .doc or .docx file.

Using the E-Mail function in Eagle Online on your course screen, click my name, Jean Vining in Participants list. My name will appear. In the message section, write a statement such as, "Dr. Vining, I am attaching my Assignment 1 (or the number of the assignment). Please let me know when you have received this assignment. Thanks, Your name." Click or Browse under Attach file on this same message page. Attach your saved assignment document from your USB or hard drive. Click on Attach. I CANNOT GRADE ZIPPED FILES OR FILES SUBMITTED IN OTHER SOFTWARE PROGRAMS. I CAN GRADE documents saved as rtf documents and sometimes pdf documents but I have to convert those to Word. If you do not have Word but have Pages on your Apple computer, I can grade those documents. Click on Send or Submit.

I should receive your message with your attached assignment. I will grade your attached assignment, rename it and return the graded assignment with notations and/or comments and a grade.

Let me know if you have any questions about these instructions of the process of submitting your assignments.

These above instructions are the way in which you should submit ALL your assignments in this class for this semester.

Week 2

September 17 - 23, 2017

Introduction to Week 2: This week's topics include study of audience (your readers or listeners) and presents a discussion of working collaboratively (pp. 229-232).

Read Chapter 2, "Writing for your Readers," pp. 15-37.

Chapter Overview: Chapter 2 offers Quick Tips and presents major chapter sections entitled: Understand[ing] Your Readers—The Heart of the Planning Process, the Basic Parts of the Composing Process; Cases 2-1, 2-2, 2-3 with versions A and B in some examples; the Planning and Revising Checklist (pp. 33-34)—each end-of-chapter section includes a similar planning list to this list—always consult this checklist.

Includes a case that incorporates issues of e-mail design and audience perspective. Chapter 2 in your text will be helpful for next week. There are some notes on the Internet for preparing descriptions—there is no specific chapter in your text for preparing descriptions or a mechanism (an object with moving parts), but your instructor will post some instructions for Assignment 2 in the Files link and will send you an Announcement for Week 2 that this information has been posted.

Assignment 2: Description of a Device—Due: September 18, 2017

Write a one-to-two page description of a concrete or solid object, such as a clock or another object with moving parts; i.e. a computer mouse, a computer keyboard, ceiling fan, Keurig coffee maker, or a device of your choosing.

Title the assignment as Assignment 2, Description of (name of object). Read Chapter 9, "in your textbook about description and technical description.

Generally, in this assignment you will describe the overall dimensions of the device that you have selected to describe, its material makeup or covering, what it looks like generally to the user at first view, and a little about how it works, but not too much detail of its function. The **purpose** of this assignment is for you to inform the reader about the device. The device that you select to describe should have a few moving parts, but do not describe an automobile, an oil rig, or a space station because these items are too large. Another **objective** of this assignment is for you to examine the object carefully noticing little, finite details about the item. **DO NOT COPY A DEFINITION OR DESCRIPTION FROM THE INTERNET** but you are encouraged to use the Internet for research and samples. This should be an object that you have in your office or at home and an object with which you are fairly familiar yourself but have never described in writing before. This assignment is designed to teach you critical and analytical writing skills. The **Index in the back of the textbook also lists in alphabetical order topics that are discussed (and their page numbers)** in your technical writing book. Use this index frequently to read about selected topics.

Format: Center the title on the page. Type your name on all attachments. **Example** for a title: **Description of the Casablanca Ceiling Fan (You may also include the Model Number in the title as well or in the first paragraph.)** Attach your assignment to your e-mail message that you send me telling me that you are enclosing the assignment. I

recommend that you use 1.5 line spacing for documents and you can just indent new paragraphs and not have to worry about inserting an extra blank line before new paragraphs before a new paragraph and indent paragraphs. Write your name, course number, and the assignment number on your attachment in the upper left-hand corner of your assignment. Include in this first assignment a note or footnote telling me the computer software application that you will be using this semester, such as Microsoft Word for Windows with Windows 2007.

SAVE ALL documents that you send me for your own records.

Assignment 2-A: Draw an illustration of the object described and label it as Figure 1. Give the illustration a title. You can draw this object freehand or copy and paste a picture of the object. Be sure to label the object with a title and give the illustration a figure number. For example: Figure 1. Overview of Casablanca Ceiling Fan or Figure 1. Diagram of Casablanca Ceiling Fan. Then put a source note for the source from which you obtained the picture.

Read all questions and checklists at the end of each chapter. Weekly assignments are due by the end of the day listed on the Calendar of Due Dates.

Week 3

September 24-30, 2017

Official Day of Record: Official Day of Record: Attendance required to be posted by your instructor on September 26. BE SURE that you have submitted assignments due so far and have contacted your instructor in a message using Eagle Online, and are actively participating in the class.

NOTE: Important Checklists in your text: In the front of your textbook in the front matter on page xii, there is a list of Checklists for Chapters 2-12. Please note these pages and use these checklists each week.

Read Chapter 3, "Writing Ethically," pages 38-56; Chapter 4, "Achieving a Readable Style,:" pages 57-85; and pages 229-231 on "Writing Collaboratively."

Assignment 3: Collaborative Memorandum. Due: September 27-28, 2017.

Use any of the memo formats shown in your textbook or in Word.

Write an e-mail message to your instructor in memorandum form explaining the process that you would use to select one or two classmates from our class with whom to form a collaborative writing team for working together on selected assignments. Assignments such as the Progress Report, the Proposal, and the Feasibility Report may Be approached with a small team not to exceed three persons. How would you go about selecting a team with whom to work?

Refer to Chapter 12, "Planning Correspondence and E-Mails." Also read carefully pp. 330-332, "Special Considerations for E-Mail," in this chapter. Read Chapter 4, "Achieving a Readable Style."

Week 4**October 1-7, 2017**

Read pages 9-13 in text, discussion of general summaries and summaries of articles.
Read Chapter 6, "Writing for International Readers."
Study the summary sections, questions, and cases at the end of chapters.

Assignment 4. Locate a business or technical article in a journal of your choice. Write an informative review of the article listing the main idea or thesis statement for the entire article, the audience for which the article was written, the difficulty of the article including the choice of vocabulary, verb tense, length of sentences, and whether or not you found the article helpful and why you present this position. List the MLA citation for the article in accepted MLA format or use the citation format for the sample on pages 9-13 in your text.
Date Due: October 5, 2017.

Week 5**October 8 – 14, 2017**

Read Chapter 12, "Resumes and Job Applications," pp. 344-368. This chapter also discusses the job interview process. Complete Assignments 5 and 6.

Read Chapter 7, "'E-mails, Texts, Memos, and Letters'" for reference.
These two chapters (Chapter 12 and Chapter 7) are very helpful. Remember that there are three types of resumes: Chronological, Functional, and Targeted. These definitions are in your text, and you should research these types of resumes so that you can prepare all of these as well as in electronic format. You can submit your resume to me in electronic format for Assignment 6 if you wish.

Assignment 5. Job Application Letter, due October 12, 2017

Assignment 6, Resume, due October 13, 2017

For the job letter, write a letter requesting an interview to accompany the resume. Prepare a resume that reflects your current status or assumes that you will graduate with a degree (two-year or four-year) and that you could use in the real world after this semester. This chapter emphasizes the job search including searching over the Internet and using E-mail to search for a job and to submit your resume. Be aware of the three major types of resumes: chronological, functional, and targeted. Know the differences as well as occasions where these might be appropriate.

Week 6**October 16 – 22, 2017**

Midterm Test. Begin to study for the online mid-term test scheduled for October 20,21,22. Review will be held online on Monday and Tuesday nights, October 16, 17, with reminder announcements sent for these dates. The Test Review File will be posted as a file for you to print and study and will have test questions and answers for chapters that will be covered on

the mid-term test. The test will be sent to you on the morning of October 20 and you can have until midnight on October 22 to submit your completed midterm test. All questions will come from the Test Review File and the test is completely online.

Makeup Test Policy: if for some reason you need to make up the mid-term test, discuss this with your instructor before the date of the test. The makeup test policy is just that, a change to take the exam missed not as an alternative test date. **The last date for making up the midterm exam is November 15.** A makeup test should be requested from your instructor only for a good reason! If you need to take a test on another date, please let discuss this with your instructor ahead of time.

Preparing the Feasibility Report: Read Chapter 8, “Technical Reports,” pp. 181-232. Read Chapter 5, “Designing Documents,” pp. 85-111. Refer to all chapters that refer to preparing reports.

The feasibility report assignment will be discussed in an Announcement Message and with notes posted on the course screen as a Resource File document message the day after the midterm review (Wednesday, October 4) and throughout the semester as needed.

Select a topic for your feasibility report and begin to gather data. You may select your own individual report topic if you discuss your particular interests with your instructor. Also see Report File on our course screen for a collection of possible topics.

Week 7

October 23-29, 2017

Read Chapter 9, “Proposals and Progress Reports,” pp. 233-273.

Assignment 8: Write a proposal suggesting that you or your company conduct a feasibility study (also called a recommendation report) about a particular issue or problem (hypothesis) and prepare a final report on the topic of your choice. The proposal can be submitted in memorandum format with headings in the text as the following: Rationale, Need for the Study, Scope of the Project, Proposed Plan of Work/Schedule or Timetable, Budget or Expenses, and Personnel Qualifications. This proposal should be a maximum of three pages although the textbook sample in Chapter 16 is much longer. Study the example in the text chapter. NOTE: This topic will be the topic for your feasibility report and your report will be an extended report on what you determine is the solution to your proposal. The proposal and the feasibility are two separate assignments and documents. **Date Due: Assignment 8: October 29, 2017** NOTE: **We are skipping ahead a little so that you can submit your draft of your proposal on the topic you would like to research for your report due at the end of this semester. You will need to also review the Report File that contains helpful information for preparing your report. This is a file document stored in the Files link and entitled Report File. Read this file before you write your proposal and as you work on your report for the second half of this course.**

Week 8

October 30-November 4, 2017

Assignment 7: Instructions for a procedure. Read Chapter 10, “Instructions, Procedures, and Policies,” pp. 274-308. Note the checklist for developing instructions on p. 308.

Assignment 7. Instructions.

Write a set of instructions for performing a process or procedure. These should include sections on supplies and materials needed, how to perform the procedure in sequential steps, and any warnings, graphics, or other information that may be needed for the person to perform the task. Assume that you are informing and teaching your reader (your audience) how to perform this task. Include graphics or illustrations as needed. **Assignment 7 due November 4.**

Week 9

November 5 – 11, 2017

Note: The last day to officially drop or to be administratively dropped from the course by your instructor is November 3, 2017, at 4:30 p.m. If you must drop the class, please do so at least two days before this deadline to allow for processing by the system and let your instructor know.

Assignments 9 and 10

Re-read Chapter 6, “Designing Illustrations” in your text and look at the sample report in Appendix C in your text. Look at samples of tables of contents (textbook, Report File in your Files link).

Prepare Assignment 9 Sample Table of Contents for your report and submit to your instructor. This should be a technical outline as shown in the sample Report File in your course materials as an added resource. This assignment will be graded in your report when you submit it in final form with page numbers and should be prepared in technical outlining format as shown in the Report File on your course screen as a resource. **Date Due: November 10.**

Assignment 10, Graphics for Reports. Date Due: November 11, 2017

Read Chapter 11, “Creating Tables and Figures.” Create two graphics as a draft for your report. Give each graphic a title and a number such as Table 1 and Table 2 or Figure 1 and Figure 2. Submit for instructor review. **This assignment will also be graded within your feasibility report.**

This chapter is for your reference purposes and explains some of the research process for preparing a report. There are numerous approaches that may be used when selecting and researching a possible report topic. You will need to select a topic for your feasibility report and begin to gather your data or information. You may select your own individual report

topic if you discuss your particular interests with your instructor. You should also study the Report File that is online in your Files link for the course and that contains the front matter pages of a typical feasibility or business report along with a sample list of topics from which you may select a topic.

Week 10

November 12 - 18, 2017

Assignment 11: Progress Report.

Re-read section of Chapter 9, "Proposals and Progress Reports," that discusses progress reports. See sample progress report posted in Files link for your use in preparing Assignment 11. **Assignment 11 due: November 18.**

Continue to work on your feasibility report and related parts.

Write a one- to two-page report in memorandum form describing your progress on your feasibility report to date and that discusses the work remaining and tasks yet to be completed. Remember, the major sections of a Progress Report are Work Completed and Work Remaining, followed by a discussion of any difficulties that may have arisen or have yet to be resolved. Other names for the Progress Report are Update Report and Status Report. If you want your feasibility report reviewed in draft form, e-mail it to your instructor before it is due.

Week 11

November 19 – 26, 2017

**Thanksgiving Holidays observed, November 23, 24, 25, 26. Campuses closed.
Continue to work on your feasibility report.**

Read Chapter 11, "Oral Reports," pp. 309-343. Prepare as part of your report a few slides using PowerPoint and attach these to your report for extra points on your feasibility report grade. This is a very good chapter and also discusses graphics as well.

Week 12

November 27- December 3, 2017

Feasibility report due: December 3.

Continue writing on your feasibility report and finish your report and submit this week.

.Congratulations! You have completed all of your weekly assignments!

Early submission of Feasibility Report if completed.

During this week, you may also submit any late assignments but not a lot of these. Early submission of Feasibility Report if completed from before December 3 for extra points (see Report Grade Sheet in Report File on course content page and posted in the Files link). The Feasibility Report Submission date is also listed in the Calendar of Due Dates at the end of this syllabus.

Submit your Feasibility Report to your instructor by midnight on Sunday, December 3, 2017. E-mail you report to your instructor. Save a copy for yourself.

Week 13

December 4 - 10, 2017

Feasibility Report Due: December 3, 2017

Review for Final Exam Online, December 4, 5

Final Online Exam, December 7, 8, 2017

All work due by Monday, December 11, 2017, at midnight.

Last day of regular classes, December 11.

Final date for submitting all assignments for Fall Semester 2017 is Monday, December 11, 2017, at midnight.

NOTE: If you need to contact your instructor during a holiday, you can leave a message and a phone number where you can be reached at her day number listed on the front page of this syllabus. Messages will be checked during holidays. Continue working on all assignments. All telephone calls will be returned as promptly as possible. All e-mail messages will be answered unless there is a computer problem.

COURSE DESCRIPTION

ENGL 2311, TECHNICAL AND INDUSTRIAL CORRESPONDENCE AND REPORT WRITING.

Prerequisite: ENGL 1301. Studies the writing of technical definitions, situational and data analysis, presentation of technical and industrial project development through letters and reports. Practices precise audience identification, including product and process specification and presentation, safety reporting, governmental compliance and proposal writing. Includes periodic and progress and other forms of reporting and related correspondence including descriptions, abstracts, basic letter types, short reports to include trip reports, progress/status reports, and analytical reports such as the investigative report and the feasibility report. Techniques for effective technical presentations are studied. Credit: 3 semester credit hours.

STUDENT LEARNING OUTCOMES (SLO's) COURSE COMPETENCY STATEMENT

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

- Communicate clearly, concisely, efficiently, and effectively with audiences of all levels and types.
- Write clearly and accurately.
- Understand the major forms and conventions of reporting technical information.
- Use research skills to develop and implement technical writing projects.
- Respond objectively to another individual's written or verbal assignment.
- Gather research for and prepare a feasibility/recommendation, analytical, and/or investigative report that includes graphics.
- Prepare an effective job search package.
- Develop an effective oral presentation of your feasibility project.

ADDITIONAL CLASS POLICIES

1. All assignments should include your name, date, course number, and assignment number. Each assignment will also need a title if a title is not assigned.
2. The feasibility report must be turned in to your instructor in original word-processed format. All assignments should be turned in on or before the due date.
3. Assignments are due the week in which they listed in the Calendar of Due Dates. Early is always appreciated.
4. The instructor reserves the right not to accept any assignments after one day after the last day of Distance Education exams for the Spring 2016 Semester. If you have a problem, please discuss this with Dr. Vining by calling 713-410-2928.
5. Assignments will be graded and returned as soon as possible. Grades will be returned in a private E-Mail message to students individually and are also posted in the Grades tool link. The instructor keeps a Word spreadsheet with each student's individual grades for the semester and is always glad to give each individual student his/her grades on a private, individual basis.
6. It is important that you prepare your own original work. Ideas and discussion are encouraged among class members and with your instructor but you do not have to work in a team or collaboratively and should not necessarily share ALL information except with your instructor who will keep it in strictest confidence.
7. Students are expected to attend any arranged group meetings. Please make arrangements with your employers or your family to assist you for these meetings unless there is an emergency. Whenever possible, a selection of one or more times and schedules will be made available by your instructor to meet you during the day or by appointment.
8. This technical writing course is designed to mirror a workplace that is functioning in the 21st century.
9. Students are expected to address class assignments as they would their work assignments or projects in an actual contract or employee position in the technical field. Plan a set schedule to complete the activities for this course, and you will realize positive, successful results, in all probability.

Generally, the students who experience difficulty in this course are those who **get behind**. The instructor makes every effort to stay on time and within a

week of all assignments. Every effort is made to return phone calls within 24 hours or the same day if possible, as in the corporate world.

GRADING PROCEDURES

Your work will be evaluated according to the following criteria:

1. Adherence to the assignment and instructions for that assignment.
2. Appropriateness of content and style.
3. Effectiveness of organization.
4. Mechanics, proofreading, editing, spelling, verb-subject agreement.
5. Format and appearance for audience.

Your work also will be given a letter grade based on the above criteria and averaged according to the following scale:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 50-59

Weekly Assignments = 33.3%

Final Exam/Midterm Tests = 33.3%

Feasibility Report and related report assignments = 33.3%

Total = 99.9% will be rounded to 100%.

Attendance will be counted based on your signing in to our class at least once a week. If a student falls behind by two weeks, that student may be dropped, but Dr. Vining will not drop a student without making every effort to contact the student for a personal conference before dropping the student.

Students who miss assignments due to illness or emergencies are responsible for assignments. If you must miss working on the class or stop attending completely, please contact your instructor immediately. Your instructor may choose to give a final grade of "F" to any student who stops attending without officially withdrawing from this class according to the New HCCS Withdrawal Policies printed on the first page of this document (see official HCCS College Schedule Calendar of Dates for the last day to withdraw from a course).

PLEASE CONTACT YOUR INSTRUCTOR BEFORE DROPPING THIS CLASS OR BEFORE STOPPING COMPLETION OF YOUR WORK. GOOD LUCK.

I LOOK FORWARD TO WORKING WITH EACH OF YOU THIS SEMESTER AS WE EXPLORE THE INTERESTING SUBJECT OF TECHNICAL WRITING!

CALENDAR OF DUE DATES

ENGL 2311
Fall Semester, 2017

Dr. Jean W. Vining, Professor

Assignment Number and Title	<u>Due Dates</u>
<u>Weekly Assignments</u>	
Online Orientation Required	Aug. 28
*In/Person Orientation as Needed (To be arranged)	TBA
Distance Education Regular Term Classes Begin	Sept. 11
Assignment 1, Course Expectations	Sept. 13
Assignment 2, Description of Object	Sept. 18
Assignment 3, Collaborative Memo	Sept. 27/28
Assignment 4, Review of Technical Journal Article	Oct. 5
Assignment 5, Job Application Letter	Oct. 12
Assignment 6, Resume	Oct. 13
Assignment 8, Proposal (See Report Section below)	Oct. 29
Assignment 7, Instructions for a Procedure	Nov. 4

Assignments 1-7 Average = 33.3%

*** Contact Your Instructor for an Appointment if Needed**

Feasibility Report and Report Assignments

Assignment 8, Draft of Proposal for Feasibility Report	Oct.29
Assignment 9, Draft of Report Outline/Table of Contents and Thesis Statement	Nov. 10
Assignment 10, Sample Graphics/Illustrations for Report	Nov. 11
Assignment 11, Short Progress Report on Status of Feasibility Report (Work completed; work remaining)	Nov. 18

Assignments 8, 9, and 10 will be submitted as part of the Feasibility Report in final form but may be submitted according to the above schedule for preliminary review, comments, and a grade.

Feasibility Report	Nov. 30-Dec. 2 for early submission and extra-credit points
Feasibility Report Due for Regular Credit	Dec. 3, 4

Assignments 9 - 11 and Report Average = 33.3%

Review Dates

Online Feasibility Report Notes and Proposal Notes with Sample Posted	Oct. 16
Online Review for Mid-term Exam	Oct. 16, 17
Online Review for Final Exam	Dec. 4, 5

Test Dates

Mid-Term Online Exam	Oct. 20, 21, 22
Final Exam	Dec. 7, 8
<u>Test Average = 33%</u>	

Holidays

Labor Day Observed	Sept. 4
Thanksgiving Holidays Observed	Nov. 23, 24, 25, 26

Other Important Dates

VIP DATE: Last date to drop a class or to be administratively dropped by instructor	Nov. 3, at 4:30 p.m.
Last Day of Class for Regular Term	Dec. 11
Final Grades Due in Dean's Office Electronically	Dec. 17
Grades Available to Students by Registrar's Office	Dec. 22

OTHER IMPORTANT FALL DATES

August 17	Course in Distance Education online for students' access.
August 28	Welcome/Orientation and Syllabus available to students.
August 28	Online Orientation by Students Completed and Submitted to Distance Education.
September 11	Instruction begins.
Sept. 26	Official Day of Record for Roll. Students must have logged in to the class, sent instructor a Mail message, or spoken with the instructor.
Nov. 3	Last Day for Administrative/Instructor and Student withdrawals from a course by 4:30 p.m. Final Exams for Distance Education classes. Instruction ends.
Mon., Dec. 11	Last day to submit assignments for semester.
Dec. 17	All grades due in Academic Office by midnight.

Dec. 22 Grades available to students from Registrar's Office.
Dec. 23-Jan. 3 College closed for winter holidays.

*Read the syllabus carefully for instructions for each assignment.
Print all pages of this document!!*