



Intro. to Technical Writing-19781

ETWR-1302

RT 2022 Section 0001 3 Credits 08/23/2021 to 12/12/2021 Modified 08/30/2021

Course Meetings

Course Modality

This class will begin the semester as an ONLINE ON A SCHEDULE course. That means that we will meet virtually through at least Sept. 20. More guidance will be provided from the college as we get closer to that date.

This class is also HYBRID -- you will complete half of the work on Canvas.

Meeting Days

We meet on Wednesdays.

Meeting Times

12:30 p.m. to 1:50 p.m.

Meeting Location

To begin the semester, we will meet in the Kaltura Live Room in Canvas. To get there, enter your Canvas Shell, click on Media Gallery on the left hand menu, and then click on "Join Meeting."

Welcome and Instructor Information

Instructor: Meghan Roddy

Email: meghan.rodmy@hccs.edu -- please use Canvas Inbox, not my HCC email.

What's Exciting About This Course

The Department of English helps students find and develop their authentic voices, establish political power, and create social capital. We teach critical thinking, close reading, and analysis. We coach students on the rhetoric of messaging with consideration of purpose and audience. We support them as they craft their own narratives. We turn thoughts into words, ideas into interpretations, ambiguity into translation, and silence into voice.

This is a course in writing! Specifically, in learning to effectively write in a business and professional setting. We will also be exploring the various mediums of business communication beyond the memo.

My Personal Welcome

This class is fun to teach. We do lots of digital publishing, and we get to play with making stuff -- yes, making stuff, in an English Class. You will work collaboratively on projects as well as complete individual assignments. It will likely be very different than any English class you have had before. I hope you enjoy it.

Preferred Method of Contact

- **Communication:** All communication in this class should come through the Canvas Messaging Tool (Inbox). You may also

email me, but response time is faster through Canvas. I usually respond to all communications sent within two business days, many times on the same day. Emails or messages sent after 4 p.m. are treated as though received the next morning for the purposes of calculating time. I typically, though, check my email often and respond frequently -- and if you catch me online -- usually right away! I rarely check my messages on the weekends, so be sure to ask your questions by Thursday to ensure a timely response.

- **College issued email account** – If you choose to email me, please be sure to use your school email account to email me. I do not open emails from unidentified senders (i.e. glitzglam23@hotmail), and the HCC system does not usually allow them to get through to me. In order to make our communication efficient and useful for you, here are some tips (These will help you with all your professor communications):
 - Use your HCCS account.
 - Include a signature that includes your first and last name
 - Subject line should contain the name & section of the course
 - If you are writing about an assignment, please include the name and title of the assignment. Do not assume I will figure it out!
 - Emails should contain my responses in them.
- **Virtual Meetings:** I will be in the My Media Kaltura Room during regularly scheduled office hours to answer any questions and touch base with students. Please! Pop in – I love to see your faces and chat with you about the course – or anything! To get there, click on the My Media Tab on the left hand side of the Canvas Shell and click “Join live meeting.” This regular time will be posted in Canvas during the first week of class. If you can’t come during that time, please just email me and we can schedule another time.

Office Hours

I will be in the My Media Kaltura Room during regularly scheduled office hours to answer any questions and touch base with students. Please! Pop in – I love to see your faces and chat with you about the course – or anything! To get there, click on the My Media Tab on the left hand side of the Canvas Shell and click “Join live meeting.” This regular time will be posted in Canvas during the first week of class. If you can’t come during that time, please just email me and we can schedule another time

Course Overview

Course Description

ETWR 1302 is an introduction to the principles, techniques, and skills need for scientific, technical and business writing.

Requisites

This course is to be used in a very limited number of short certificates. If the student's intent is to complete an AA and/or transfer to a four-year college, the student should not take this course.

English Website

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

Core Curriculum Objectives (CCOs)

English courses satisfy three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee has specified that courses address the following core objectives:

- **Critical Thinking:** Students will demonstrate creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information.
- **Communication:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
- **Personal Responsibility:** Students will demonstrate the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork:** Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
 - Composition I, Composition II, Creative Writing, Introduction to Technical Writing, and Technical & Business Writing only
- **Social Responsibility:** Students will demonstrate intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
 - Literature courses only

Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

Course Student Learning Outcomes (CSLOs)

Upon completion of ETWR 1302, the student will be able to:

Academic Discipline/CTE Program Learning Outcomes:

- Identify essential management skills necessary for career success.
- Describe the relationships of social responsibility, ethics, and law in business.
- Construct a business plan.
- Examine the role of strategic human resource planning in support of organizational mission and objectives

Workforce Educational Course Manual Learning Outcomes:

- Identify the elements of technical writing
- State the purpose of a technical document
- Research Information
- Prepare Outlines
- Construct Technical Documents using Graphical Elements
- Generate Reports and/or work-related documents

SCANS: The following support Foundation skills in basic reading, writing, math, listening and speaking:

- Explain and apply the various theories, processes, and small business management
- Identify essential management skills required of a successful entrepreneur.
- Conduct industry profile and marketing research using Internet resources in order to develop a marketing plan for a business
- Develop cost and revenue projections that are utilized in constructing projected financial statements
- Utilize tax and cash flow methodologies in order to manage an enterprise as an entrepreneur
- Construct a business plan

Word Count Requirement

Students will write a minimum of 5,000 words over the course of the semester.

Departmental Practices and Procedures

Department Specific Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be calculated
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Provide a description of any assignments
- Inform students of policies
- Provide the course outline and class calendar that will include a description of assignments
- Arrange to meet with individual students as required

As a student, it is your responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the texts
- Complete the required assignments
- Ask for help when there is a question or problem
- Keep copies of all documents, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies, including plagiarism, in the [HCCS Student Handbook](#)

Program-Specific Student Success Information

As with any three-hour course, expect to spend *at least six hours per week* outside of class reading and studying the material. I will provide assignments to help you use those six hours per week wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the textbook, attending class, completing assignments in Eagle Online, and participating in class discussions. There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

Instructional Materials and Resources

Materials Required for Class

- You do not need a **textbook** for this course. All of our resources will be online in Canvas.
- A positive and open attitude to challenging your writing habits.
- College Library card/ID

Other Instructional Resources

- [Purdue Online Writing Lab](#) This is an excellent writing resource for ANY college student, regardless of your major.
- Your ENGL1301 Writing Handbook
- **SOFTWARE REQUIREMENTS:** You will use a variety of mediums to submit your work: the Office Suite (word, powerpoint, excel, etc), videos, mp4s, electronic presentations, pdfs, powerpoints, and other web-based platforms. You are not expected to pay for any additional software. When we use web-based software, the free version will provide you with that you need.
 - **WeVideo:** As an HCC student, you have free access to WeVideo and the Office Suite. I will provide information about WeVideo in the Canvas Shell. To get the Office Suite as a student, please follow this link:
https://edutube.hccs.edu/media/How+HCC+Students+Can+Obtain+Microsoft+Office+for+Free/1_pgegkxr
- **Grammarly or proficient grammar:** Writing is about effectively communicating. The burden of effective communication is on the writer, not the reader. Effective communication occurs when language is used in a clear manner. This means: grammar. This is not a course in basic grammar. It is expected that you come into this course able to write complete sentences using correct grammar and mechanics. Persistent deficiencies in basic grammar and/or mechanics will have a major impact on your final course grade. Most grammatical issues can be fixed by simply printing your work and then reading it out loud!

Course Requirements

Assignments, Exams, and Activities

ASSIGNMENTS: You will have a series of discussion board posts, short (one/two paragraph) writing assignments, written essays and/or projects (some research based), and a final exam (not proctored -- administered through Canvas). Students will write a minimum of 5,000 words over the course of the semester. You may use a variety of mediums to submit your work: videos, mp4s,

electronic presentations, Adobe Spark (part of Adobe Creative Cloud Suite), Video editing software and traditional Office Products.

*****NOTE: All assignments are due by 7 a.m. *****

- **Start Here/Syllabus Quiz:** you will need to complete the Start Here Module in Canvas and take the quiz at the end. When you have passed this quiz with a 30/30 and completed the Start Here Module assignments for full credit, the rest of the class will open for you. You are welcome to move through the class at your own pace; however, this is not a self-paced class. You must complete work by the deadline.
- **Discussion boards** are assigned. You will be expected to write a topic sentence (also known as a thesis) and then explain your position. Posts should contain two to three paragraphs, about 150-200 words each and should use the readings (when applicable) to support your position. You must respond to at least two other student's post. There is no 24 hour "window" for discussion boards. These must be submitted on time, by the deadline, or they receive a zero. If the first post is late, the responses are not grade. Responses should be more than just "I agree." Responses that simply reiterate or restate the initial poster's thoughts will not receive credit. Responses also require proper formatting. Therefore, students are expected to:
 - Use proper capitalization and use of other composition mechanics.
 - Do not type in all caps.
 - Include an appropriate subject field for all postings.
 - Avoid colored text and backgrounds.
 - Check for grammar and spelling in all communication.
 - Spelling and grammar mistakes will cause you to lose points on assignments, including discussion posts.
- **Research and Writing Assignments:** In this class, some of the assignments are research based. More information will be provided in Canvas. All written work is submitted through Canvas' Turn It In program. These will vary in length and will be research based using library sources. In total, students will write approximately 5000 words in this course.
 - **NOTE:** You are not allowed to use open web sources in this class for ANY assignment. All of your sources must be appropriate academic sources – from the library and its databases.
 - You are also not allowed to use direct quotes in this class. You will be paraphrasing all the information you gather for your research-based assignments. Do not worry! We will work on how to do this properly.
- **The Final exam:** The final is not proctored and is administered through Canvas. It is cumulative based on some readings, but mostly on the process of writing we study throughout the semester. Once you begin the test, you will have limited time to complete it; there is no reset. Do not begin the exam until you are prepared to finish it in one sitting. No resets are granted for any reason, including but not limited to computer failure, Canvas issues, power surge, dog jumping on the keyboard, etc. No resets!!

Type	Weight	Topic	Notes
Essays and Projects	400 Points		
All other assignments/discussion boards	550 points		
Final Exam	100 points		

Type	Weight	Topic	Notes
Extra Credit			<p>Extra Credit: From time to time, there may be extra credit opportunities available to you. These will require attendance at various HCC events. You will be required to take screen shots and write a couple of paragraphs about what you learned at that event. Specific instructions and requirements will be posted in Canvas.</p> <ul style="list-style-type: none"> You may only receive credit for up to three of these events. The opportunities are all or nothing – no partial credit. If you do not follow the instructions regarding screen shots, etc., you will not receive credit. These extra credit opportunities are not graded until the week of finals after your final grade and final project. You must complete the final exam and final project in order for these to be graded. These opportunities may not be used to raise your grade from an F to a D. Plagiarism on an extra credit assignment will result in none of your extra credits from being counted toward your grade. In addition, this plagiarism will count toward the plagiarism policy which can result in an F in the course and/or reporting to the Dean.

Grading Formula

The course has 1050 possible points, but the grade is calculated on a scale of 1000. This means that there are already 50 extra credit points built into the syllabus.

Grading Rubric: Students are graded on the following components: This is a “rubric.” Ultimately, however, you are graded on the overall content and presentation of the work.

- Following the directions.** This sounds simple, but in reality, more points are lost because students did not complete the assignment as assigned. Don't let this be you. Always go back to the Assignment Sheet and make sure you have met all the elements of the work.
- Format:** Use MLA style. A sample work can be found on the Purdue OWL website. Format matters even in online courses.
- Structure:** Is the writing organized properly? Does it have a topic sentence (for shorter works such as discussion posts or reading assignments) or a thesis (for longer written works). Do the sentences that follow support and relate back to the thesis and topic sentences.
- Clarity:** Does it make sense? Can a reader follow along and read your work without getting frustrated by errors or poorly worded sentences?
- Overall Effectiveness:** This is about whether or not what you meant to say is really what the reader gets from your words. Remember, the burden is on you, the writer, to tell the reader what you mean. The reader does not have to work to figure it out.

Grade	Range	Notes
A	900-1000 points	
B	800-899 points	
C	700-799 points	
D	600-699 points	
F	less than 599 points	

Grade	Range	Notes
FX	Excessive Absences	This is an F for excessive absences beyond the allowed amount for your course. An absence includes physical absence as well as an incomplete assignment or coming to class unprepared, including not bring required materials and assignments to class. You may not be a "warm body" or "Canvas lurker" and pass this class. If you exceed the allowable number of absences, you will receive an "FX." Absences are not classified as "excused" or "unexcused." They are simply counted. An FX has significant effects on your educational opportunities. It may affect your financial aid award, your ability to enroll in courses next semester, your GPA, and your ability to stay in your current program. It can also affect transfer applications. If you are an international student, it can also affect your visa status. This is not intended to be an exhaustive list of the effects of an FX. For specific information on your circumstances, please reach out to student services and/or your advisor.

* Instructor's Practices and Procedures

Incomplete Policy

I rarely grant incompletes, only in extremely distressful situations. Accidents requiring long term hospitalization or rehabilitation or reporting for duty in the active service are two examples. However, to qualify to ask for an incomplete, you must have completed at least 85 percent of the course with a passing grade.

Submission and Revision Policies

- **Revision and feedback policies:** It is extremely important that you read the INLINE feedback provided to you in your course. For instructions on how to do this, please go to this link: [Inline Feedback Instructions](#). Revision of writing is an important part of the writing process. It is also very beneficial to your learning and knowledge retention. From time to time, I provide revision opportunities. **If you receive a grade lower than a 5 on an assignment, you must read the feedback in order to understand why. In most circumstances, you have been given an opportunity to revise the work during a certain timeframe. No revision opportunities are granted for plagiarized work. Revisions are not accepted unless you have been instructed to revise an assignment.**
- **Work submission policies:** All assignments are due at 7 a.m. on their due date. Just because Canvas will accept the work late does not mean that you will receive credit. Submissions after the deadline are considered late.
 - All work must be submitted through Canvas assignment submissions. No emailed or messaged submissions will be graded.
 - All work must be submitted in the format required for the assignment. Be sure to read the instructions. If I cannot open your document, you will receive a zero. Do NOT use Apple's Pages or any Apple software (iMov, HEIC, etc.)
 - All work is considered final upon submission. First submissions are the ones graded -- just as if you handed the assignment in during a class meeting.
- **Missed Assignments:** Late work is accepted for the first 24 hours after a due date with a point reduction. No late work is accepted after the 24 hour period has passed. Additionally, work submitted after the due date will not receive feedback, just a grade.
 - There is no 24 hour "window" for discussion boards. These must be submitted on time, by the deadline, or they receive a zero. If the first post is late, the responses are not grade.
 - **There is no late work accepted during the last weeks of class for all parts of the final projects and or for the final exam. Each part of the final project must be submitted on time to receive credit.**
- **Work Extensions:** I will entertain any justification for an extension for work so long as such justification is presented to me at least 36 hours prior to the due date. Even then, any allowances are at my discretion.

Academic Integrity

PLAGIARISM POLICIES:

Plagiarism occurs in the following ways:

- Copy and Paste without citation

- Paraphrasing without citation
- Improper paraphrasing WITH or WITHOUT citation – when paraphrasing, the entire sentence must be in your own words.
- Incorrect citation format – accidental or intentional
- Use of a previously submitted work, even if it is your OWN work
- Use of another's images or music.

Note: If part of your written work is plagiarized, the entire paper is plagiarized, no matter how small the plagiarism is. These policies apply to all written work submitted in this course. You are responsible for the plagiarism integrity of your work. Ignorance is not a defense to plagiarism. If you need help, please reach out to me and/or the library.

Plagiarism Policy: If evidence of academic dishonesty is found for any (including discussion boards or homework assignments) assignment, a 0 (0 points) for the assignment will be recorded and the college may be notified of the incident and the grade. If a second incident of academic dishonesty occurs, an F for the course grade will be recorded and the college may be notified of the incident and the grade.

Academic Honesty: Unless students are instructed to work together, it is understood that all papers, tests, and assignments are their own individual honest work. Plagiarism and other forms of cheating will earn students a 0 on the assignment and/or for the course.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

- **Absences:** Students must participate in class if they want to be successful. You are allowed six absences. An absence includes physical absence as well as an incomplete assignment or coming to class unprepared, including not bring required materials and assignments to class. You may not be a "warm body" or "Canvas lurker" and pass this class. If you exceed the allowable number of absences, you will receive an "FX." Absences are not classified as "excused" or "unexcused." They are simply counted.
 - **Synchronous Classes require participation in order to be marked present for the meeting period.** This means that you must participate regularly throughout the class. The most effective means of meeting this requirement is to have your camera and microphone on. You are expected to have these on at all times during class meetings; however, if you cannot, you are required to participate regularly in the chat. Additionally, class work may be required to be submitted immediately following our class meeting. This work will be used to take attendance.

Student Conduct

- **Contact with other students:** Intellectual discussion is a component part of the college experience. Course activities are designed to promote discussion between you and your peers. In addition to the HCCS Code of Conduct, all students will also show consideration for classmates and treat all individuals with respect. This includes respecting your classmates by responding in a timely manner and participating in team/group activities where called upon. Failure to participate effectively in a team project will result in a lower grade on that project.

Instructor's Course-Specific Information

- **Grading:** I generally grade each morning. This means that once you submit your work, even if it is early, it is final. It may be graded early. After I grade the assignments due that week, I post a weekly "Round Up" in the announcements which goes over some generic issues about the assignments and provides feedback to the class as a whole.

- **Feedback:** For individual feedback, you will need to reopen your submission and click on “see feedback.” Failure to do this after each assignment will result in you missing out on ways to make your work even better. For instructions on how to do this, please go to this link: [Inline Feedback Instructions](#)
- **Never Attending:** Students who have not completed any assignment by the official date of record will be dropped for non-attendance. This action cannot be undone.
- **Withdrawal:** I do not withdraw students from class. If you wish to withdraw, you will need to do this through the registration system.
- **Sourcing for Research:** You are not allowed to use open web sources in this class for ANY assignment. All of your sources must be appropriate academic sources – from the library and its databases.
- **Direct Quotes:** You are also not allowed to use direct quotes in this class. You will be paraphrasing all the information you gather for your research-based assignments. Do not worry! We will work on how to do this properly.
- **WARNING:** Technical problems do happen. However, technical problems with your computer hardware, software, login capabilities or internet connection do not remove your obligation to meet deadlines. Therefore, never wait until just before a deadline to prepare and submit assignments.
- **Computer Access:** You must have convenient daily access to a reliable **computer** with strong internet connection for this class. Do not attempt this class if you do not have this computer access. You may use any computer with Internet access. Current virus protection is required. **This class is not recommended for computer novices.**
 - Of course, as a student you may use a computer in the open **computer lab** of any campus when a computer is available. You may also use a public computer at a library or an Internet café. You may use a computer belonging to a friend or an employer (check with IT personnel about firewalls).
- **Internet classes** demand that you are self-motivated and self-disciplined. You are responsible to keep up with the schedule, due dates, assignments, and exams. Computer hardware or software problems do not remove your responsibility to meet due dates and the activity requirement. You may use ANY computer with Internet access to remain active in the class and/or to submit your work.
- **Pacing:** This class is not self-paced. You may work ahead; however grading priority is given to the assignments currently due. Once an assignment is submitted, it is final. First submissions are the ones that are graded. Do not submit an assignment until you are ready for me to grade it.
- **Inclement Weather:** If the college is closed, some leeway may be granted on due dates -- however, due to the online component of this course, this rarely happens and usually requires multiple consecutive days of closure.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities. All work must be submitted to the proper submission box. No emailed or inboxed submissions will be accepted.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Faculty Statement about Student Success

If I gave you only two pieces of advice for success in this course it would be this:

1. Read the inline feedback in your submissions.
2. Read and pay attention to instructions.

More points are lost when students make the same mistakes in subsequent assignments. The other primary place for lost points is not following the instructions.

Instructional Modalities

This class is:

Online on a Schedule (WS) that meets at scheduled dates and times until Sept. 20. Further information about meeting face to face will be provided by the college as we get closer to that date.

This class is also HYBRID -- you will complete half of the work on Canvas.

Social Justice Statement

Social Justice Statement: Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713- 718-8271.

HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3

Grade	Grade Interpretation	Grade Points
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/> (<https://www.hccs.edu/resources-for/current-students/student-handbook/>) In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/departments/police/campus-carry/> (<https://www.hccs.edu/departments/police/campus-carry/>)

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to [HCC Eagle ID](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) (<https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/>) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<https://www.hccs.edu/departments/institutional-equity/> (<https://www.hccs.edu/departments/institutional-equity/>))

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-services/>)

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu (<mailto:Institutional.Equity@hccs.edu>)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/> (<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>)

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap> (<https://eagleonline.hccs.edu/login/ldap>)

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/resources-for/current-students/student-handbook/) (<https://www.hccs.edu/resources-for/current-students/student-handbook/>)

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System \(https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/\)](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Student Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services \(https://www.hccs.edu/resources-for/current-students/tutoring/\)](https://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu/>).

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/resources-for/current-students/supplemental-instruction/> (<https://www.hccs.edu/resources-for/current-students/supplemental-instruction/>).

Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH (https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Course Calendar

This is a tentative calendar

If there is a discrepancy between a date in the syllabus and a date in Canvas, the Canvas date will govern. Communication about a change in date or syllabus will be through the Canvas mail system and/or the course Announcements.

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Module	Due Dates	Topic / Assignments Due
Start Here	Week of August 23	Start Here Module;
1	Week of August 23	Part One: Technical Communication
2	Week of August 30	Part Two: Ethical Considerations
3	Week of September 6	Part Three: Elevator Speeches & Non-verbal Communication
4	Week of September 13	Part Four: Audience Identification and Using Fewer Words

Module	Due Dates	Topic / Assignments Due
5	Week of September 20	Part Five: Negative Communications
6	Week of October 4	Part Six: Web Design and Introduction to Research Information
7	Week of October 11	Part Seven: Whitespace, Making Informative Videos/Graphics
8	Week of October 18	Part Eight: Business Reports
9	Week of October 25	Part Nine: Operational Manual
10	Week of November 1	Part Ten: Business Proposal Research
11	Week of November 8	Part Eleven: Business Proposal Component Parts (logo, branding, memes and insight posters)
12	Week of November 15	Part Twelve: Business Proposal Component Parts (Tweets and Commercial)
13	Week of November 29	Part Thirteen: Business Proposal Component Parts (Paper in support of the Proposal)
14	Week of December 6	Part Fourteen: Business Proposal Website
Final	Week of December 13	Final Exam

Additional Information

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

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