



**Division of English and Communication
English Department**

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

ENGL 2311: Technical and Business Writing | Lecture | 11015

Summer I | 5 weeks (06.03.2019 - 07.07.2019)

Online | Eagle Online Canvas | 06.03.2019 - 07.07.2019

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Stacey Higdon, MFA	Office Phone:	713-718-6412
Office / Cubicle:	Northline, 422.3	Office Hours:	By appointment
HCC Email:	stacey.higdon@hccs.edu		

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Please contact me with questions or concerns via email at [Canvas Inbox](#) or at stacey.higdon@hccs.edu. I will respond to emails sent Monday through Friday within 24 hours; I will reply to any emails sent on weekends on Monday mornings.

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.

Personal Welcome

Welcome to Technical and Business Writing. I'm glad you decided to take this class. One of my passions is breaking down English language into smaller parts, and I am looking forward to passing a little of that on to you; when you look at language in this way, you begin to see how it all fits together and how important clear written and verbal expression is in the workplace. As you read about these new and challenging ideas, I am available to support you. The fastest way to reach me is through Canvas Inbox or at HCC email. I'm available by appointment for an online or in-person meeting to discuss any questions you might have. Please contact me whenever you have a question.

Prerequisites and/or Co-Requisites

ENGL 1301, TECC 1305 or Program Approval. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Eagle Online Canvas Learning Management System

This section of ENGL 2311 will use [Eagle Online Canvas](#) and / or the [Learning Web](#) to supplement in-class assignments, exams, and activities. Our class is completely online, so all course content available at Eagle Online Canvas is designed to help you succeed. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you use [FIREFOX](#) or [CHROME](#) as your browser.

HCC Online Information and Policies

<http://www.hccs.edu/online/>

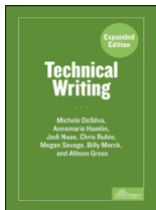
Scoring Rubrics, Sample Assignments, etc.

Look in Eagle Online Canvas for the scoring rubrics for assignment, samples of class assignments, and other information to assist you in the course.

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

Instructional Materials

Course Reader Information



Technical Writing: our book is a free text available online; there is no cost and it is not available for purchase. You can view the book or download it to your computer at <https://openoregon.pressbooks.pub/technicalwriting/>

The book and any other relevant resources will also be available for you on our course page.

Other Instructional 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](#) 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 <http://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 <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview for ENGL 2311

English 2311 is an 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.

Core Curriculum Objectives (CCOs) for all ENGL Core Courses

ENGL 2311 satisfies three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **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.

Program Student Learning Outcomes (PSLOs) for all ENGL courses

Can be found at:

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

Course Student Learning Outcomes (CSLOs) for ENGL 2311

Upon completion of ENGL 2311, the student will be able to:

- 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.

Student Success in ENGL

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.

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 which will include a description of assignments
- Arrange to communicate with individual students as required

To be successful in this class, it is the student's 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 in the HCCS Student Handbook

Assignments

Written Assignments and Essays

Coursework

- **Assignments must be typed** as a Microsoft Word document or equivalent. Some assignments (discussion posts, for example) will allow you to type your response online. Nothing should be handwritten; if an assignment is handwritten, it will not be graded.
- No late work accepted
- *No work accepted via HCC email or at Canvas Inbox*– assignments are only accepted on our course page
- Assignments that do not meet requirements on assignment sheets will lose points and / or not be graded.

Quizzes

- *In the event that quizzes are assigned, **no make-up quizzes are available.***

Four Major Projects

- Must be submitted to the assignment on Eagle Online Canvas
- Projects attached as Submission Comments will not be graded
- Follow the specific assignment parameters for formatting
- *No work accepted via HCC email or at Canvas Inbox*– projects are only accepted on our course page

In-Class Activities

Because our class is online, our “in-class” activities will take the form of online discussions and shorter writing assignments. There will also be additional activities to supplement the learning process.

Grading Formula

Online Work	20%
Major Project 1: Job Search Portfolio	20%
Major Project 2: Process Description	20%
Major Project 3: Annotated Bibliography	20%
Major Project 4: Oral Report	20%

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Week	Dates	Topic/What's due
1		Job Portfolio
2		Process Description
3		Annotated Bibliography
4		Oral Report
5		Oral Report

Syllabus Modifications

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.

Instructor's Policies

Academic Integrity

HCC's Academic Integrity policy can be found at <https://www.hccs.edu/media/houston-community-college/district/pdf/2018-2019-Student-Code-of-Conduct.pdf>.

Instructor Requirements:

- Attend your online class by participating fully; respect yourself, your professor, and your peers.
- Emails sent to me should include a relevant subject in the Subject line.
 - All emails should be sent via Inbox on Eagle Online and follow the Guidelines for Appropriate Emails in the Getting Started module.
 - After you send your message, be realistic in your expectations for turnaround. This is not a real-time chat.

Projects and Project Submission:

- Complete all assignments. All major projects must be completed to pass the course.
 - If you do not complete the diagnostic essay assignment by its deadline, you will be dropped from the class for lack of participation. No exceptions.
- Submit all projects through the Eagle Online assignments. Make note of the relevant Turnitin confirmation after you upload your work; screenshot it, if needed. If you do not see a confirmation that your assignment has been submitted, your paper has not been uploaded correctly or at all. If for some reason your paper doesn't upload, you'll need that screenshot to prove that you submitted your essay on time. See the relevant guide in the Getting Started module for directions.
- Submit your work on time.
 - Late daily work is not accepted at all.
 - Late rough drafts (when applicable to assignments) are penalized 10 points per day.
 - Late final copies for Projects 1, 2, 3, and 4 are penalized 10 points per day for up to five days. After that, you will receive a 0 on the assignment.
- Save your essays in more than one place. If your computer crashes, you lose your flash drive or anything else like that, you are still responsible for due dates.
- Any plagiarized project will earn an automatic grade of 0.

Grading:

- There is no rounding up, nor is there a curve. Additionally, there will be no extra credit given. You will receive the grades you have earned in the course.
- Any evidence of plagiarism will result in an automatic F for the assignment (first offense) and an F for the course (second offense). See the Academic Integrity Policy above. All work must be original to this course; using work previously submitted to another course or anywhere else will be treated as plagiarism and will result in a 0 for the assignment.
- I will always comment on drafts of certain major projects if you ask me to with advance notice given. Drafts of assignments emailed to me at least 48 hours before the due date will receive pre-grading feedback. Any drafts must be sent as an attachment in Microsoft Word, and the email should state what, exactly, you want me to look for. I will not edit drafts for sentence structure errors. Be sure the draft is as complete as possible, as I will only give feedback once. NOTE: Though you often submit rough drafts via Eagle Online, I do not comment on them. I only comment on rough drafts sent to me via email.
- I will not send grades through email. If you want to know where you stand at any given point in the semester, see the grading guidelines below. Keep up with your own

Attendance:

- You must actively participate in the class by completing your assignments; you can miss 12.5% (6 hours) of the class without major penalties: to avoid penalties, ensure that you are logging in on a regular basis.

- If you miss more than 6 hours before the last date to withdraw (June 24, 2019), I will drop you from the course.
- If you miss more than 6 hours after the last date to withdraw (June 24, 2019), you will likely receive an FX for the course.
- Students who have no recorded attendance (i.e. never logging in to the course, not completing initial assignments) before the Census Date (the Official Day of Record) will be automatically dropped from the class by the Registrar. Students dropped for nonattendance will not be reinstated. The Census Date for Summer I is June 6, 2019.

HCC Policies

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

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

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) 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.

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

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](#) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

<http://www.hccs.edu/departments/institutional-equity/>

disAbility Services

<http://www.hccs.edu/support-services/disability-services/>

Title IX

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

English Department Chair

Dr. Alan Ainsworth, alan.ainsworth@hccs.edu, 713.718.7591