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 | 11794
Summer I 2020 | 5 Weeks (6.8.2020-7.12.2020)
Online | Eagle Online Canvas
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Stacey Higdon, MFA	Office Phone:	713-718-6412
Office:	Northline, 422.3*	Office Hours:	Virtual - by appt.
HCC Email:	stacey.higdon@hccs.edu		

*Campus locations are closed.

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 or just to discuss course topics.

Instructor's Preferred Method of Contact
Please contact me with questions or concerns at Canvas Inbox. I will respond to emails within 24 hours Monday through Friday; I will reply to messages sent after 5pm on Friday or on weekends on Monday mornings. There is a major holiday this summer on 7/4; HCC observes Independence Day on 7/3; as such, I will reply to messages sent on 7/3 or 7/4 on the next business day, 7/6.

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. I'm available by appointment for an online 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.

Learning Management System

This section of ENGL 2311 will use Eagle Online Canvas and/or the Learning Web for all assignments, exams, and activities. Our class is completely online, so all course content available at Eagle Online Canvas is designed to help you succeed. Each week, you will complete several reading and writing assignments, all of which will be found in the Canvas course shell. When accessing the course on Canvas, it is recommended that you use FIREFOX or CHROME.

HCC Online Information and Policies
http://www.hccs.edu/online/

Scoring Rubrics, Sample Assignments, Other Resources
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

Everything necessary for the course will be posted as required reading material on our course page. All of these readings are mandatory and are meant to assist you in the course.

Other Instructional Resources

Tutoring
HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment. 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.

Supplemental 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 course.

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 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.

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 successful 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 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

Assignments

Written Assignments and Essays

Students will write a minimum of 5,000 words over the course of the semester and all **assignments must be typed** as a Microsoft Word document or equivalent. Students have free access to Microsoft Office, so there should be no reason for not having the necessary software. Some assignments (discussion posts, for example) will allow you to type your response online. Nothing should be handwritten, though; if an assignment is handwritten, it will not be graded. More detailed explanations of assignments will be available at your course page.

Major Project One: Job Portfolio - Resume – one to two complete page(s) single-spaced with absolutely no template language; Cover letter – one complete page single-spaced with absolutely no template language. Formatting, design, mechanics, and syntax are critical elements of these documents. References or inclusions to any template language will be treated as acts of plagiarism and receive an automatic zero.

Major Project Two: Process Description - one to three complete page(s) with extensive visual elements included // formatting, design, mechanics, and syntax are critical elements of

this document. References or inclusions to any template language will be treated as acts of plagiarism and receive an automatic zero.

Major Project Three: Annotated Bibliography - length will vary / five sources required // refer to the sample in the assignment materials and <u>follow that form</u> // formatting, design, mechanics, and syntax are critical elements of this document. It is your responsibility to ethically summarize or paraphrase source material into your evaluative annotations. Copying-and-pasting quoted material from sources will be treated as acts of plagiarism and likely receive an automatic zero.

Major Project Four: Oral Report – length and medium will vary / use of the sources from Annotated Bibliography required / voiceover required // formatting, design, mechanics, and syntax are critical elements of this document // refer to the samples in the assignment materials and follow those forms

Discussion Board Posts - You will interact with your peers often in this class. For most discussion posts, you will respond to a writing prompt, and then respond to posts written by your peers. Occasionally, there will be individual postings that do not require responses, so always make sure to follow the directions in the assignment directions.

Other Activities

There will be shorter writing and video assignments; you might have an assignment that is not discussed here. Complete directions for any activities will be on our course page.

Grading Formula

Online Minor Assignments	10%
Major Project 1	20%
Major Project 2	25%
Major Project 3	20%
Major Project 4	25%

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
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

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/

In this course, the first violation of academic integrity, including but not limited to collusion and plagiarism, will result in a 0 for the assignment. The second violation will result in an F for the course and a referral to the appropriate Dean of Student Services.

Plagiarism and / or collusion is unethical; when you plagiarize, you are stealing someone else's words or ideas and passing them off as your own. If you plagiarized something in the workplace, you would likely be fired, so don't do it in the classroom.

Attendance Procedure

HCC policy states that a student may not miss more than 12.5% of class, which would be four class meetings in a regular, 16-week semester. Because of the timeline and nature of our online course, if you fail to log in and complete work for more than four days, you will be dropped from the course for failure to participate. If you have not logged into our course at all before the Official Day of Record (June 11, 2020), you will be dropped.

In addition, you will have three assignments (the Diagnostic Essay, Discussion Post One, Discussion Post Two) to complete before the deadline of June 11, 2020. All three are found on our course page at Canvas. Failure to complete these three assignments by the deadlines will result in automatic withdrawal from the course. Plagiarizing any of these assignments will count as failure to complete and will lead to automatic withdrawal from the course.

Student Conduct

Our shared responsibility is to develop and maintain a positive learning environment. I take this responsibility seriously and will inform members of the class if their behavior makes it difficult for me to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and to help me achieve this critical goal. You will be engaging with your peers in discussion forums and other mediums. As such, you might encounter ideas different from yours. I expect you to be courteous and respectful to your peers at all times. Failure to do so will result in a referral to the appropriate Dean of Student Services and possible dismissal from the course.

Since this is an online course, you will be communicating with me frequently via Canvas Inbox. Please include a relevant subject line for your message in all communications, along with an appropriate greeting and correct spelling. These are the basics of written communication but are often lost in online writing. I cannot respond to emails sent via outside email addresses.

Late Work

Plan ahead. Because our course is always available, there are no acceptable reasons for late work. Missed deadlines come with consequences: Projects 1, 2, 3, and 4 will be accepted late for up to five calendar days at one letter grade deduction per calendar day. After five calendar days, these late projects will not be accepted. Any other late assignment will not be accepted.

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
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- Ability 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

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.

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/

Ability Services
https://www.hccs.edu/support-services/ability-services/

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

Office of the Dean of Students
https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/

Department Chair Contact Information
Dr. Alan Ainsworth, alan.ainsworth@hccs.edu, 713.718.7591