**HCC | HOUSTON COMMUNITY COLLEGE**

**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 | CRN (23175)

Fall 2020 | 16 Weeks (8.24.2020-12.15.2020)
WS Online Instruction | MW 5:30-6:50
3 Credit Hours | 48 hours per semester

## Instructor Contact Information

Instructor:   Tarra Gaines             Office Phone:      713-718-0000
Office:          Canvas Online Conferences      Office Hours: After class and by appointment
HCC Email:  Tarra.Gaines@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 or just to discuss course topics.

## Instructor's Preferred Method of Contact

Please contact me with questions or concerns via email at Tarra.Gaines@hccs.edu or at Canvas Inbox. I will respond to emails within 36 hours Monday through Friday; I will reply to weekend messages 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 ENGL 2311.

I am your Technical and Business Writing instructor, Tarra Gaines. I am here to facilitate your learning. Whether writing is a practice you do everyday or very infrequently, this class will help you prepare for writing in a professional environment by focusing on business and technical document writing as a vehicle for learning, communicating, and critical analysis. Stay on task, read and always remember that writing is a process. By learning and mastering the ENGL 2311 course concepts, you will be better equipped with the writing, critical thinking, researching and communication skills for the work force.

## 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 for all class assignments, exams, and activities. As an HCC WS Online class, we will meet entirely online through Eagle Online/Canvas. Each week, you will complete several reading and writing assignments, all of which will be found in the Canvas course shell. When accessing the Internet, it is recommended that you use FIREFOX or CHROME.

This semester, there are three modalities for English courses: Online Anytime, Online on a Schedule (WS), and Flex Campus. Online Anytime classes are traditional online courses; coursework is online, and there are no meetings at specific times. Online on a Schedule classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings. Flex Campus are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

This ENGL 2311.23178 class is categorized as an Online on a Schedule (WS) class, and therefor you will have a scheduled online class activity at M/W at 5:30-6:50. However since all the assignments and readings will be linked from Eagle Online/Canvas, you will need to login to Eagle Online throughout the week to keep up with the course work.

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

**Scoring Rubrics, Sample Assignments, Other Resources**
Look on our Canvas/Eagle Online course website for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

# Instructional Materials

## Course Reader Information

I am not requiring you to purchase a technical writing textbook nor a composition handbook, and instead we will be using selections from open education resources (OER), such as the Purdue Owl. This is a free site that you do not have to register to use.

Additional material for this course, including major and daily assignments, will be posted on the HCC Eagle Online site. Students must log on to HCC Eagle Online site throughout the the week to keep up with the schedule. The major major writing projects will also be submitted through Eagle Online (Canvas). To access Eagle Online, go here or to "My Eagle Student Sign-In" at the top of the HCC homepage. Look for the grey box labeled Eagle Online.

Reading the online material and participating in class discussions and quizzes is a basic requirement of this class. If I see that you are never or very infrequently logging on to Eagle Online, I might withdraw you from the class for lack of participation.

## 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.

### 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

## Major Writing Assignments

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

The majority of the of semester grade will come from four writing projects that you will be required to submit electronically though an Eagle Online folder. This folder will submit the essay to Turnitin.com. You will not need to register with Turnitin.com; instead, you will submit your essays through Eagle Online (Canvas).

## Weekly Writing Assignments

A significant portion of your overall semester grade, 15%, will be determined by shorter weekly work you do. Most of that work will come as quizzes and written responses to OER reading selections I assign the class and general readings about composing from *The Purdue Owl* website.

All reading assignments are required and must be completely read during the week they are listed on the Canvas weekly modules. However, it is your choice as to how many weekly written exercises, virtual class discussions and quizzes you wish to do during the semester. I will average your highest 8 grades for this weekly work grade, 15% of your semester grade, and therefore no late quizzes or short writing assignments will be accepted after their due date.

## Grading Formula

15%  Project 1 - Job Search
15%  Project 2 - Professional Communications
25%  Proposal Project
15%  Group presentation
15%  Weekly Assignments (Quizzes & Short Writing Work)
15%  Final Evaluations & Postmortem

## Course Calendar

| Week | Dates | Topic / Assignments Due |
|------|-------|-------------------------|
| 1 | 8/24 | Introduction to the Online on a Schedule modality; Introduction to Canvas and course |
| 2 | 8/31 | Sample writing; syllabus quiz |
| 3 | 9/7 | Professional technical writing discussion; Collaborative Groups |
| 4 | 9/14 | Audience Analysis |
| 5 | 9/21 | Job Search Writing; Job Search Writing Portfolio discussion |
| 6 | 9/28 | Ethics in technical and professional writing |
| 7 | 10/5 | Collaborative Group introduction briefing; professional communications |
| 8 | 10/12 | Rhetorical strategies for persuasion; Logic in Arguments |
| 9 | 10/19 | Conducting research; avoiding plagiarism; Communication Project due |
| 10 | 10/26 | Library Orientation; using databases |
| 11 | 11/2 | Proposal workshops |
| 12 | 11/9 | Proposals due |
| 13 | 11/16 | Presentation preview briefing |
| 14 | 11/23 | Collaborative Group Presentations |
| 15 | 11/30 | Summary Evaluations and Postmortem overview; journals due |
| 16 | 12/7 | Final Evaluation Project due |

## 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 and announcements, 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/

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcing roles. You are expected to be familiar with the HCC's policy on Academic Honesty found in the catalogue. What that means is that if you are charged with an offense, pleading ignorance of the rules will not help you.

Just so there is no misunderstanding, plagiarism (using another's ideas or words without giving credit), collusion (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated. To be accepted, all papers require proof of their development. Students who plagiarize, collude, or cheat may face disciplinary action including the grade of 0 for the assignment, an F for the course, and/or dismissal from the college. (See Student Handbook)

## Attendance Procedure

All students are expected to attend classes regularly, thus HCC Online students must login to their course(s) on a regular basis. HCC Online students who do not actively participate in their courses before the Fall 2020 Regular Term Official Day of Record (Sept. 8) will be AUTOMATICALLY dropped for non-attendance (when the roster is marked accordingly by your professor). Completing the HCC Online orientation does not count towards attendance. If you have not logged into the online course and interacted before the official date of record you will be automatically withdrawn from the course.

Regular attendance is required. Students who have no record of attendance before the Census Date (the Official Day of Record) will be automatically dropped from the course by the Registrar's department. Students who are dropped for nonattendance will not be reinstated. HCCS policy states that a student who is absent more than 12.5% (6 hours) of class may be administratively dropped from the course. Students who intend to withdraw from the course must do so by the official last day to drop Regular attendance is required at Houston Community College. HCCS class policy states that a student who is absent more than 12.5% (6 hours) of class may be administratively dropped. Students who intend to withdraw from the course must do so by the official last day to drop (Oct. 30).

## Student Conduct

As we have class discussions online over readings, I encourage friendly debate and different interpretations, so do not be afraid to speak your mind. Always be mindful that your opinion is one of many and be respectful and courteous of others. Accepted standards of classroom and computer etiquette will be expected in this class. For information about computer etiquette, see the Core Rules of Netiquette

<h2 style="text-align:center">Instructor's Course-Specific Information</h2>

By the end of the semester the student who passes with a final grade of "C" or above will have demonstrated the ability to:

1. Complete and comprehend reading assignments, and be ready to discuss and question readings in class.
2. Attend class regularly, missing no more than 12.5% of instruction.
3. Participate in class discussions. (To participate in this class requires a student to share in the responsibility of analyzing the texts. A student must take part in the questioning of the work and deciding what conclusions we can validly draw from the reading. The student must not only read the work at least two times, but also ready to share his or her opinions of that work with the class.)
4. Write at least 5000 words in completing written assignments of varying lengths which are relevant to the course content. Complete at least one written project that contains information obtained through documented research.

# 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
- 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

## EGLS[3]

The EGLS[3] (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. EGLS[3] surveys are only available for the Fall and Spring semesters. EGLS[3] 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/

### disAbility Services

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

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