

Instructor: Mary Cook
Office: Kirkley 231
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Email: MGC001@shsu.edu
Semester: Spring 2008 **Credits:** 3
Time & Place MWF- 330.01-9:00 –9:50 / Evans 262
MWF- 330.03-12:00 –12:50 / AB4 301
Office Hours: MTWTH - 1:30 - 2:30, or by appointment

Course Description:

The ability to communicate effectively is essential for success in both professional and academic work. This is true regardless of the career or major that you choose to pursue. Today, communication skills consist not only of the ability to write effectively, but also to convey information orally and electronically. This course will give you the opportunity to practice your communication skills in all three formats. Both your classmates and the instructor will extensively critique all written and oral performances with the goal of helping you to become a more skillful technical communicator through extensive guided practice and feedback.

Course Objectives:

Through a sequence of writing, reading, and workshop assignments, you will:

- learn to communicate clearly, both in writing and in presentations.
- embrace a solid foundation for technical and professional writing skills
- strengthen your persuasion / argumentation skills,
- and understand the power of language.

Required Text:

Mike Markel, *Technical Communication*, 8th Edition.

Requirements:

- Daily attendance is required, recorded and rewarded.
 - After 3 absences, each additional absence will ADVERSELY affect your grade in this class; after 5 absences, there is a ten point drop in your grade. Consistent tardiness can affect your grade as well.
- **All work must be handed in on time.** It is your responsibility to turn your work in on time if you are absent.
- **ALL assignments must be completed to receive an A in this course.**
- Participate constructively in class activities, quizzes, etc..
- Take a final exam.

Here's a breakdown on grades:

Assigned work : 40%

Final Project: 40%

Final Exam: 10%

Participation (attendance/daily work/quizzes): 10%

Grade sheets will be accessible throughout the semester.

Student Syllabus Guideline : You may find online a more detailed description of the following policies. These guidelines will also provide you with a link to the specific university policy or procedure:
<http://www.shsu.edu/syllabus/>

Academic Dishonesty: Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. See **Student Syllabus Guideline**.

Classroom Rules of Conduct: Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students are to treat faculty and students with respect. **Students are to turn off all cell phones while in the classroom.** Under no circumstances are cell phones or **any** electronic devices to be used or seen during times of examination. Students may tape record lectures provided they do not disturb other students in the process.

Student Absences on Religious Holy Days: students are allowed to miss class and other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students remain responsible for all work and must inform instructor in advance. See **Student Syllabus Guideline**.

Students with Disabilities Policy: It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should visit with the Office of Services for Students with Disabilities located in the Counseling Center. See **Student Syllabus Guideline**.

Visitors in the Classroom: Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

Incomplete (X) Grade:

At times, due to extenuating circumstances beyond your control, you may not be able to finish the course, and you may request a grade of X (incomplete). Students who request an X grade for ENG 330 must provide adequate documentation of the reason for their not being able to complete the course, and they must have satisfactorily completed at least 50 percent of the course's assignments in order to be eligible for a grade of X. If your instructor feels an X to be warranted, the instructor will recommend this grade to the Department Chair who then will decide whether the X should be entered as the semester's grade. If an X is approved, the student has one semester to complete the remaining work; if the student does not complete the work in that time period, the X grade automatically converts to an F.

The Writing Center:

The Writing Center is located on the first floor in Farrington; its phone number is 4-3680. It is open Monday through Thursday from 8:00 a.m. - 7:00 p.m., on Friday from 8:00 a.m. - 3:00 p.m., and on Sunday from 2:00 p.m. - 7:00 p.m. The Writing Center is a place you can go for help with your writing in all your classes, including developing ideas and then structuring them in a paper. You may also visit the Writing Center online: www.shsu.edu/~wctr. There is no additional charge for using the Writing Center, and we encourage you to do so.

Plagiarism and Academic Misconduct:

Any instance of plagiarism will result in an automatic zero on that assignment and/or other disciplinary action.

It is academically dishonest, and often illegal, to present someone else's ideas of writing as your own. You cannot use even short phrases or parts of sentences obtained from other sources unless you properly document those sources.

Documentation includes marking quotations as well providing notes, citations, and a reference list. If you receive assistance from a source other than your instructor, your colleagues in the class, or The Writing Center, then you must acknowledge that assistance. Identify the source and the nature of the assistance in an acknowledgments note at the end of the assignment.

Failure to acknowledge constitutes academic misconduct. In addition, it is academically dishonest to submit your own previously written work for a current assignment or to submit an assignment in more than one class without the prior permission of the instructors.

You are responsible for protecting your own work. It is your responsibility to ensure that other students do not copy your work or submit it as their own. Allowing your work to be used in this manner constitutes academic misconduct. Plagiarism and academic misconduct of any kind may constitute grounds for failing this course and may result in further disciplinary action according to university policy. Consult the SHSU Student Handbook regarding your responsibilities and rights concerning plagiarism and academic dishonesty. In addition, writing textbooks often contain useful discussion of plagiarism.) The Syllabus Defined: A syllabus is a living entity that grows from the first of the semester till the last and comprises every assignment and handout that you receive.

All assignments must have a cover page that adheres to the following guidelines:

- 12 point font, Times Roman (all work is to be done in this font – all work done away from class is to be typed).
- Stapled in upper left corner
- MLA manuscript mechanics followed
- Heading is left aligned, **double spaced**, and follows this format:
Student Name
ENG. 330.01 or .03, depending upon your class
M. Cook
Date (example: 16 January 2008)
Assignment title

Behavior:

Misbehavior should not present a problem in a college classroom. If a student does disrupt the class, he or she will be asked to leave. A notice of this action will be sent to the English Department Chair. If there is any more disruption from this student, he or she may be dropped from the course. Disruptive behavior includes:

- ❖ Extraneous conversation
- ❖ Sleeping
- ❖ Reading books not used in this class
- ❖ Lack of participation
- ❖ Disrespectful or negative comments
- ❖ Phones/music
- ❖ Consistent tardiness
- ❖ Etc.

Blackboard: All class documents, handouts, homework, etc., plus important messages from me will be on Blackboard. **Check it every day.**

ENG. 330 MWF
Mary Cook

Technical Writing

Week 1

1/16 General overview, Introductions, My Pet Peeves, and Syllabus/schedule

1/18 Continue overview /Introductions

Homework:

Read Chapter on Résumé

Week 2

1/21 **Martin Luther King – holiday!**

1/23 Discussion: Introduction letter/audience analysis/draft

Homework:

Intro letter draft due

1/25 Intro letter draft check

Homework:

Intro letter due

Week 3

1/28 **Intro letter is due** /Discuss Application letter

1/30 Discussion: Resume

Homework:

Prepare drafts for letter and resume

2/1 Check drafts

Homework:

Redo drafts

Week 4

2/4 Continue to check drafts

Homework:

Rework resumes and letters/ Final resume draft is due the 6th
Bring two interview questions to class

2/6 **Produce Final drafts/** Interviews (Interview questions)

2/8 Interviews Continue/Intro thank you letter

Homework:

Prepare draft

Week 5

2/11 Thank you letter drafts

Homework:

Final Thank you letter due 2/13

2/13 **Thank you letter is due**/Intro adjustment letter

Homework:

Prepare draft

2/15 Check drafts

Homework:

Final adjustment letter due Monday

Week 6

2/18 **Final adjustment letter due**

Homework:

Read sales letter

2/20 Discuss sales letter

Homework:

Prepare draft

2/22 Review Drafts

Homework:

Sales letter is due 2/25

Week 7

2/25 **Sales letter is due**/Intro final project/definitions

Homework:

Decide on company and proposal/select term to define

2/27 Trial definitions in class

Homework:

Definitions due Friday

2/29 **Define term with six definitions**/Intro and discuss inquiry memo

Homework:

Prepare draft

Week 8

3/3 Check memos

Homework:

Inquiry memo due Wednesday

3/5 **Inquiry memo due**/ Intro proposal

3/7 Continue

Week 9

3/10-3/14 **Spring Break!**

Week 10

3/17 Discuss proposal

3/19 Graphs/charts/Discuss feasibility

Homework:

Prepare proposal showing feasibility

3/21 **Holiday! Good Friday**

Week 11

3/24 Check drafts/discuss/answer questions

Homework:

Proposal is due on Friday

3/26 Continue to check drafts

3/28 **Proposal is due** / Introduce transmittal memo

Week 12

3/31 Draft is due

4/2 **Transmittal memo due** /Discuss abstracts and progress report

Homework:

Abstract and progress report drafts due Friday

4/4 Check drafts

Homework:

Abstract is due Monday

Week 13

4/7 **Abstract is due**/work on progress report

Homework:

Progress report due Wednesday

4/9 **Progress Report is due**

4/11 How to put booklet together/Checklist/questions

Week 14

4/14 Questions/help

Homework:

Final Project is due Monday 4/21

4/16 Run through white paper (have it ready)

4/18 Print it!

Week 15

4/21 Final Project is due/ Review for final

4/23 Presentations begin!

4/25 Presentations

Week 16

4/28 Presentations

4/30 Announce Top 6/Presentations

5/2 Presentations

Week 17

5/5 Presentations

5/7 Presentations/Last day

Finals begin on 5/10.