TECHNICAL AND BUSINESS WRITING

ENGL 2311.2A2

INSTRUCTOR CONTACT INFORMATION

Instructor: Dr. Rita McClelland
Email: rjmcclelland@lit.edu
Office Phone: 409-247-5063
Office Location: Technology Center 238
Office Hours:

Days	Times
MW's	8:30-3:00
TR's	8:30-11:30
F's	8:30-10:30
MT's	7:00-8:00 PM

CREDIT
3 Semester Credit Hours (3 hours lecture)

MODE OF INSTRUCTION
Fully Online

PREREQUISITE/CO-REQUISITE:
A D or better in ENGL 1301 (Freshman Composition I)

COURSE DESCRIPTION
Intensive study of and practice in writing for 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 in individual and collaborative processes involved in the creation of ethical and efficient documents. This course is time-bound, structured, and completed totally online.

COURSE OBJECTIVES
Upon completion of this course, the student will be able to
1. Recognize, analyze, and accommodate diverse audiences
2. Produce documents appropriate to audience, purpose, and genre
3. Analyze the ethical responsibilities involved in technical communication
4. Locate, evaluate, and incorporate pertinent information
5. Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate
6. Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling

7. Design and test documents for easy reading and navigation.

REQUIRED TEXTBOOK AND MATERIALS
All required reading materials provided by instructor in Blackboard Ultra.

ATTENDANCE POLICY
Attendance in this class, whether it is a face-to-face class or an online class, is based on both your physical or digital presence and your mental participation in my class, including interacting in class, in email, in the face-to-face unit assignments, and on the other assignments in this class. You will receive an email from me through Starfish, LIT's student monitoring system, if you do not attend class.

DROP POLICY
If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT
For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1	Unit 1—Introduction	Jan. 24	Jan. 25
Week 2	Unit 2—Resumes and Cover Letters	Jan. 31	Feb. 3
Week 3	Unit 2—Resumes and Cover Letters	Feb. 7	Feb. 10
Week 4	Unit 3—Short Reports	Feb. 14	Feb. 17
Week 5	Unit 3—Short Reports	Feb. 21	Feb. 24
Week 6	Unit 4—Long Reports	Feb. 28	Mar. 3
Week 7	Unit 4—Long Reports	Mar. 7	Mar. 10

Week 8	Unit 5--Final Exam	Mar. 10	Mar. 10

COURSE EVALUATION
Final grades will be calculated according to the following criteria:
1. Participation 20%
2. Resume and Cover Letter 20%
3. Short Report 20%
4. Long Report 20%
5. Final Exam 20%

GRADE SCALE
- 90-100   A
- 80-89   B
- 70-79   C
- 60-69   D
- 0-59   F

LIT does not use +/- grading scales.

ACADEMIC DISHONESTY
Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty.

TECHNICAL REQUIREMENTS
The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please

contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT
It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH
LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION
DR. MCCLELLAND'S RESPONSE TIME
•   I only answer my phone when I am in my office.
•   I only return calls that leave a voicemail.
•   The best way to reach me is through my LIT email, rjmcclelland@lit.edu.
•   I usually respond to emails well within the required 72-hour window. I answer emails Monday through Thursday from 800 am to 800 pm, and Fridays from 800 am to noon.
•   I do not answer emails after 8 pm Mondays through Thursdays, after noon on Fridays, on Saturdays and Sundays, or campus holidays.

DIGITAL MEETINGS
•   I am available to meet digitally in Collaborate or TEAMS.
•   Sign up for an appointment with me in Starfish.
•   State how you want to meet in your meeting notice.
•   If you want to meet digitally, I will send you a link to our digital meeting that you can access on most devices.

LIT EMAIL
•   Not communicating with me because your LIT email is not working is not a valid reason for not responding to my emails, or for not emailing me.
•   You are welcome to email me screenshots of what you need help with.
•   I will email an announcement to your LIT email the first day of class. Plz respond to it so we will both know your LIT email is working.

BLACKBOARD MESSAGES
• I do not check Blackboard Messages on a regular basis.
• If you use Blackboard Messages to contact me, and I don't respond within 72 hours, send the same message to my LIT email.

BLACKBOARD ANNOUNCEMENTS
• Announcements in Blackboard are posted to the Announcements webpage that you see when you log into class. Read them.
• Announcements are also emailed to your Blackboard email, which you can check at My LIT.
• Announcements are important because they contain changing, up to date information you may need.

TECHNOLOGY REQUIREMENTS
• Use Chrome or Firefox as your browser. Edge and Safari do not work well with Blackboard.
• If you do this class's assignments on a cell phone, a tablet, or a netbook, make sure you are seeing all assignments as they are presented on a desktop computer.
• Not having the correct technology or internet is not a valid excuse for not doing assignments or tests.

STUDENT BEHAVIOR EXPECTATIONS
• Keep in mind that each student comes from a different cultural background and brings with her or him a different set of beliefs and values.
• As a result, students may disagree on various topics during class discussions.
• Disagreements lead to critical thinking, scholarly debates, and learning only when each member of the class respects the different opinions of others.
• Disrespect for others will not be tolerated.

DUE DATES
• All assignments have due dates.
• I do not accept any assignments or tests after their due dates, except for short writing assignments, prewriting assignments, outline assignments, research assignments, draft assignments, and final exam.
• Short writing assignments, prewriting assignments, outline assignments, research assignments, and draft assignments may be submitted by a unit's final draft due date.

GRADING POLICIES
• I start grading assignments the day after their due date.
• I grade assignments Monday through Friday during my office hours.
• Missing assignments will be given a 0.
• All grades are recorded in My Grades on Blackboard.
• It is the student's responsibility to make sure their grades on their assignments match their grades in Blackboard My Grades.
• If there is a discrepancy, email me the assignment title so I can correct it.

- Grading rubrics are available on assignments.
- I do not mark specific grammar, punctuation, spelling, usage, and style errors on writing assignments.
- I provide a list of writing errors that will lower students' writing assignments' grades.
- Then together we discuss what you think are your grammar, punctuation, spelling, usage, and style errors during our face-to-face meetings, or in email.
- We discuss what those errors are, how to identify them, and the best ways to correct them.
- This is a student-led discussion of their own writing.
- I will not respond to emails asking the general question, what is wrong on my writing assignment. I will respond to emails asking a specific question about specific errors in your writing assignments.
- Students are welcome to use editing software on their writing assignments. There are many good tools available free online; however, they don't recognize all the errors on my list of errors, especially style errors.
- All assignments except for pretests and final exams have unlimited attempts.

ACADEMIC HONESTY AND PLAGIARISM POLICIES
- Academic honesty is expected on all assignments. See LIT student handbook for more information about academic honesty and the penalty for breaking academic honesty.
- Plagiarism is submitting someone else's work, either published or not, as your own, and is not allowed.
- You also may not use your own work from a previous class in my class, even if it was my class.
- Patchworking together from the internet is also plagiarism.
- All writing assignments are submitted to a plagiarism checker in Blackboard to be reviewed for plagiarism, but this is not the only method I use to check for plagiarism.
- Students who plagiarize may receive a 0 on the entire unit and may receive an F for the entire course.