	ENGL 3323	Office: Morrill Hall 411
	Technical Writing	Office hours:
	Online	& by appointment
		Mailbox: Morrill Hall 205
	Instructor: Dr. Beilfuss	Email: michael.beilfuss@okstate.edu

CONTACT INFORMATION:

Physical Office: Morrill Hall 411   Office Phone:

Although this is an online class, I strongly encourage everyone to come to my office hours in person (if possible) to introduce yourselves and so we can get to know each other a little.

The best way to reach me is through email (michael.beilfuss@okstate.edu). I will respond to e-mails within 24 hours if the e-mail is sent Sunday 8:00 pm – Thursday 6:00 pm. If you email outside those times, it may take me up 48 hours or more to respond. You are welcome to e-mail me any time with questions. A long or involved question is usually better discussed in person or on Skype. Please include your name in the e-mail text, since it is not always obvious who is sending it. Be courteous and polite. Please also include a brief subject line. Major papers should not be sent via e-mail.

If you would like to talk "in person" but can't make it to campus for my office hours, you may schedule a time to meet on Skype. My Skype ID is: Michael.beilfuss1. E-mail me to let me know a few times that would work well for you and send me a contact request through Skype.

REQUIRED TEXTS:

- Johnson-Sheehan, Richard. *Technical Communication Strategies for Today*. **Third Edition**. New York: Pearson **2018**. **(You MUST use this edition)**
- Course Packet (Available on D2L)
- Cloud-based storage (Drop Box, One Drive, Google Docs, etc)

HOW TO NAVIGATE THE COURSE:

There are assignments due each week. You need to begin each week by checking the news feed for updates, reviews, and reminders. Get in the habit of checking the news feed every time you log onto Brightspace (D2L). After looking at the news feed, check out the **Weekly Updates** which will be posted in their own module under the **Content** tab. **It is imperative that you carefully read the Weekly Updates**. They will be available every Monday.

All course documents (syllabus, Course Packet, etc), lectures, notes, and assignments will be posted under the Content tab. Each major assignment has its own module. All prompts for major and minor assignments will be posted within the modules. The **Content** tab is the core of the course. The prompts will explain in detail specific assignments and how/where to submit them.

Most assignments will be submitted through the D2L Dropbox. Graded assignments will be posted either through the Dropbox or Turnitin.com's Grademark function.

COURSE PACKET:

The Course Packet (CP) establishes the course objectives. It also describes the major assignments you will complete in this course. Therefore, you need to read the CP before submitting any project. I may, however, narrow the scope of these projects, combine some components, and omit some smaller documents. For this reason, I will provide additional grading criteria and an assignment sheet for each

project. While the Course Packet explains the policies, objectives, and assignments for Technical Writing, this syllabus and any assignment sheets I distribute take precedence over the Course Packet. Note also that the Course Packet was written for a face-to-face class, not an online course, so there will naturally be some discrepancies.

COURSE DESCRIPTION & OBJECTIVES:

The overall goal of the course is to prepare you for the kinds of writing tasks you will face in the workplace. More specifically, the course aims to help you develop an understanding of rhetorical situations and how to use your understanding to facilitate effective communication:

- Produce clear, effective documents
- Use graphics and organize information
- Understand your audience, context, and communicative purpose in any writing task.
- Work effectively in groups
- Understand and practice triangulation in research
- Write and research ethically
- Master the proper style and formatting in creating:
    - Memos
    - Résumés
    - Application letters
    - Technical instructions
    - Proposals
    - Analytical reports

ASSIGNMENTS AND GRADES:

Your grade will be based on the quality of your work on the assignments listed in the CP, as well as on your class participation (see below). You must submit copies of all major assignments in order to receive a passing grade in this course. Your final grade will be based on assignments totaling 1000 points. You will receive points on each major assignment and points on some smaller assignments. All assignments must be turned in electronically the day they are due.

Your final grades will be based on the standard point scale: 900-1000 = A; 800-899 = B; 700-799 = C; 600-699 = D; 0-599 = F. A description of the requirements for each letter grade appears on p. 11 of the *CP*. Additional criteria will also be provided before each major project.

	Possible Points	Percent
Job Packet	100	10%
Technical Instructions	200	20%
Internal Proposal*	100	10%
External Analytical Report*	250	25%
Creative/Electronic Media Project*	50	05%
Final Exam	50	05%
Weekly Assignments/Quizzes	250	25%
Total	1000	100%

*Collaborative Project

PARTICIPATION CRITERIA:

Since this is an online course it is imperative that you remain engaged with the assignments in order to create a meaningful online learning experience. You are expected to keep track of the weekly assignments and submit them before the deadline.

There will be a number of assignments where you will be placed in pairs or groups. You need to be an engaged member of all group work assignments, and you need to practice proactive communication.

You are not required to meet in person for any group work, but it is recommended. It is also recommended that you practice working in groups remotely. In your careers you are likely have to work remotely with colleagues at some point in time. For this course, the amount of work and level of engagement will be explained for each particular assignment. For the Collaborative Project there will be self & group evaluations to assure that everyone is participating in the group project.

Quizzes will be posted on D2L. You may not take a quiz once it closes; missed quizzes may not be made up. Most quizzes will be ten questions each and you will have ten minutes to complete them. Therefore, you must complete the reading assignment BEFORE you take the quiz.

MANAGING STUDENT EXPECTATIONS:

You are expected to have a basic understanding and comfort with figuring out and using digital technology. While I am always happy to answer questions, I cannot provide help for every technical problem that may arise. Technological problems with Brightspace (D2L) or other programs should be directed to the folks at campus IT (http://help.okstate.edu/).

This class is **not** easier than a traditional class that meets face-to-face. You are responsible for completing the same assignments that traditional sections complete. It may be more convenient in that we do not have to meet on campus regularly. But the class demands **far more** self-discipline and accountability than traditional face-to-face classes. It is up to you to make sure you keep up with assignments and hand them in on time. You need to work diligently and communicate well with your teammates during all group activities, especially during the Collaborative Project (which constitutes over 40% of your grade).

LATE WORK:
Late assignments lose 10% each day they are late, beginning immediately after the deadline on D2L, and will not be accepted after one week. Technical difficulties are not an excuse for late assignments.

PROFESSOR AVAILABILITY:
As stated above, e-mail is the best way to reach me outside of my office hours. See above for the particulars of communicating with me through e-mail or during office hours. I will also be available to meet on Skype. I encourage everyone to make an appointment to meet in person or on Skype.

LIBRARY
The librarians have set up a special web page exclusively for Technical Writing. It is tailored for students in this class and has resources relevant to every major assignment in this course. Be sure to spend some time on the website: http://info.library.okstate.edu/engl-3323.

ACADEMIC INTEGRITY:
Academic dishonesty is a serious offense. You are responsible for becoming familiar with University policy regarding academic integrity (Policy #2-0822). If a student is found to have violated the University policy regarding academic dishonesty, he or she will receive a "zero" for the assignment and/or for the course. The student may also be expelled from program or the University. For further information about plagiarism and OSU Policy 2-0822 on Academic Misconduct and Dishonesty, visit the following URL: http://academicintegrity.okstate.edu/ai-violation.htm

Official academic integrity statement from the university:
> Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations,

fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, academicintegrity.okstate.edu.

DISABILITIES:
According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his or her disability and to request accommodations. If a student thinks that s/he has a qualified disability and needs special accommodations, s/he should notify the instructor and request verification of eligibility for accommodations from the office of Student Disability Services, 315, Student Union. Students should advise the instructor of such disability as soon as possible and contact Student Disability Services to ensure timely implementation of appropriate accommodations. Faculty have an obligation to provide reasonable accommodations when they receive official notice of a disability but are under no obligation to provide retroactive accommodations.

SCHEDULE:
NOTE: This schedule is subject to change. "Chapter" = Johnson Sheehan; "CP" = Course packet.
Precise due dates for assignments will be provided during the semester; see the Dropbox due dates.

Week	Topics	Reading Assignment	Assignments Due
	Class introduction • Syllabus overview **Communicating in the workplace; Readers and contexts**	Syllabus CP 1-23; Chapter 1 & 2	• Introductory Memo • Quiz 1: Syllabus & CP • Quiz 2: Chapters 1&2 • Memo Replies
	Letters, memos, and e-mail **Job Packet** • Assignment overview • Job Notices	Chapter 5 CP 24-25 Chapter 11	• Quiz 3: Chapter 5 • Quiz 4: CP & Chapter 11 • Group Memo Revision • Find Job Notice
	Job Packet • Resumes & Letters • Document design • Grading rubrics	Chapter 13	• Job Packet Planning Tool • Sample Job Documents Analysis • Quiz 5: Chapter 13
	Job Packet • Peer Review • 27 Impeccably Designed Resumes **Technical Instructions Overview**	CP 28-34; Chapter 7	• Job Packet Draft • Quiz 6: CP & Chapter • Technical Instructions Topic Proposal
	Technical Instructions • Introductions, body sections, and conclusions • Analyzing sample instructions		• Job Packet Peer Review • **Job Packet Due** (submit resume and letter as one file) • Sample instructions analysis

	Collaborative Project Overview **Technical Instructions** • Graphics	CP 35-43; Chapter 14	• TI Planning Tool • Quiz 7: Chapter 14
	Working in Teams • Managing group work **Technical Instructions** • Grading rubrics	Chapter 3	• Proposal and Report Planning Tool • Quiz 8: Chapter 3 • Technical Instruction Draft
	Technical Instructions • Peer review • Reducing document size **Internal Proposal: Assignment Overview**	Chapter 8	• Quiz 9: Chapter 8 • Proposed Groups for Collaborative Project • Technical Instruction Peer Review • **Technical Instructions Due**
	Internal Proposal • Evaluating Topics • Research **Ethics**	Chapter 12 Chapter 4	• Evaluating Topics • JumperCom Memo • Quiz 10: Chapter 12 • Quiz 11: Chapter 4 • Research Questions • Ethics Discussion Post
	Spring Break		
	Internal Proposal • Grading rubrics • Peer review		• Internal Proposal Draft • Peer Review • IP Group Evaluations
	External Analytical Report (EAR) • Assignment overview • Methodology section	Chapter 10; CP 42-43	• **Internal Proposal due (IP)** • Quiz 12: Chapter 10 & CP
	External Analytical Report • Results section • Discussion section		• EAR Group Evaluations • Draft of Introduction & Methods section
	External Report • Conclusions and recommendations sections • Grading rubrics		• Report Revisions Including Discussion Section Draft • EAR Group Evaluations **W Drop/Withdraw Deadline**
	External Report **Creative Project** Assignment overview	CP 46; Chapter 15	• Quiz 13: Chapter 15 & CP • External Report Draft • **External Report Due** • W/F Drop/Withdraw Deadline
	Evaluations & Presentation (Creative Project)	CP 44-45	• Project Evaluation Memo • Creative Project
	Final Exam	CP 47	• Final Exam memo