

Applied Technical Writing - Tech 1005 Online - Spring 2013

Instructor: Patricia Pulliam
Division of Business and Technology
Office: Tebbet, Room 263, Torrington Campus
Phone: (307)532-8372 or 1(800)658-3195, extension 8372
E-mail: PPulliam@ewcmail.wy.edu
FAX: (307)532-8229 or (307)532-8222. Be sure to put my name on your fax cover page.
Class: Meets online.

Course Description:

This course focuses on developing the skills needed to write clearly and concisely on the job. Topics include: technical definitions, summary preparation, technical reports, memos, and business letters. The course also includes oral presentations, job search preparation, and word processing and e-mail correspondence in business. This course is intended for students in technical programs.

Prerequisite: Compass Placement Test Score of 31 or higher.

Rationale:

This course centers on developing the skills needed to write effectively on the job. You will create the kinds of practical communication projects often required in professions such as those you will enter. Emphasis will be placed on (1) the process of completing any on-the-job writing assignment, (2) the specific formats most often used, and (3) related communication tasks such as oral and job search skills.

Text/Materials:

Text: Smith-Worthington & Jefferson, *Technical Writing for Success*, 3rd Edition.

ISBN: 978-0-538-45048-5; ISBN for eBook on CD: 978-0-538-45060-7.

Internet Access: Will be needed to access the website.

Jump Drive: Will be needed to backup your work. For those using a shared computer, such as the computers in Eastern Wyoming College labs, a jump drive will be needed to create, save, and backup your work.

The text book and jump drives are available in the College bookstore.

Taking an Online Course:

Plan ahead!

Taking an online course requires personal commitment and a lot of self-motivation. You will need to remember to complete all your preparation and required assignments. You will be responsible for managing your time and making sure that your homework arrives on time. I strongly suggest that you not wait until the last minute to make submissions. You will need to communicate with me if you are having difficulties. Do not allow yourself to fall behind. If you email, LancerNet Journal, or otherwise leave a message for me, you can normally expect to hear back within 24 hours (except for weekends and holidays), and often much sooner.

By their nature, online courses require planning and a willingness to experiment with technology. Online courses also give us practice in learning how to solve problems when the equipment fails, or when we need to look for ways to solve formatting or "how-to" issues on our own. In other words, taking an online class not only requires commitment, it requires flexibility, ingenuity, and a lot of patience. That's one of the reasons for the video on the home page. Things will happen to your computers, to the internet, to LancerNet, and to our schedules. By planning ahead, you can more easily overcome obstacles. ☺

Course Requirements:

Applied Technical Writing (Tech 1005) is a full-semester 3CR course that is primarily delivered via the Internet. Your attitude is crucial to your success in this course.

Expectations:

You are expected to:

Submit assignments when due and be serious about the work we have to accomplish. For any work that involves use of a computer, remember to save often and make a backup.

Stay with the group. Each Unit has a beginning and ending time, which means that all students are working on the same material during the same week.

Be polite and respectful of your fellow students and the instructor.

Read the guidelines for Online Etiquette & Copyright on this site and follow them.

Read the guidelines for Professional Communication (listed below) and follow them.

Format all work as required.

Turn all work in on time. No late work will be accepted for grading, although I will critique late work. All uncompleted assignments will receive zero points.

You are expected to keep a copy of every assignment until the course is completed. Check with your advisor to see if you need to retain work for your portfolio or other purposes.

Teaching Methods:

Texts & Online Assistance: Important material from the text and outside sources will be covered. You should plan to carve out time to concentrate on the readings and exercises so that you can build your communication skills. Most of the time, you will have a reading assignment, and then be expected to demonstrate your command of the information in some way. You might do this by answering questions, solving a scenario, or demonstrating that you can apply the information to solve a communication issue.

In order to improve your skills, you must allow time to practice, even when it is not assigned. You will probably find that some areas are very easy for you and some will require a greater amount of time in order to learn or improve.

The text does not devote much time to Microsoft Word and you may find that you need additional assistance. Post your questions using the Water Cooler on the Message Board to see what has worked for other students. Be sure to include what version of Word (or other word processing software) you are using. You can also Google your questions on the Internet. I often find YouTube to be helpful. You may find a training series that is very clear and easy to use. If so, post the information or site or link for others to explore. The instructor reserves the right to delete any post.

Periodically, "how-to" topics and samples will be posted on The Tip Room.

Communication: Much of our communication will be asynchronous. This means that we do not have to be online at the same time, and you can explore, work, and solve problems at your own pace.

For issues and questions that concern the entire group, it is appropriate to post questions using the Water Cooler on the Message Board. You should start new topics as needed. Chances are if you have a question about an assignment or task, at least three other people are looking for the same information.

Check the Water Cooler often, and if you know the answer, then let others know. This will help us to work collaboratively and enable answers to be spread more quickly. If you have questions about how to post, please refer to the guidelines for Online Netiquette. It is not a place to have gripe sessions, but to have constructive give and take on how to accomplish a task or gain clarification on the course content.

For private concerns such as grades, please use the LancerNet Journal tool. This will allow me to keep your personal correspondence in one place and will enable us to communicate more efficiently. You may also call me.

Assignments & Testing: The main assignments include eight short papers (such as reports, memos, and letters), a minimum of one oral presentation, a job package, daily work, a midterm, and a final exam. There will also be quizzes.

As our goal is to improve our communication skills, some assignments will be eligible for a rewrite. The initial submission will be critiqued and graded, then you will have the opportunity to complete a rewrite, and the two grades will be averaged together for a final grade on the assignment. More details about this will be given with the actual assignments in the Units.

Some assignments will be completion graded only. You will either receive credit for good faith completion of the assignment or no credit for missing or poor work. More details about this will be given with the actual assignments in the Units.

Participation: You are expected to learn and practice professional communication skills in this course. Expectations for professional communication guidelines are listed below and are in addition to Netiquette expectations. Failure to follow them will result in your end of the semester grade being lowered by up to 5%.

Professional Communication: An important part of this course is to learn and practice professionalism. One of the ways this is done is by practicing professional communication standards. You are expected to adhere to the following standards:

Email:

- a) Use an appropriate greeting to begin
- b) Use the appropriate email address for what you need
- c) Remember that there is a difference between Personal and Business email
- d) Always put the class you are enrolled in and referring to in the subject line, as well as the assignment
- e) Always use a meaningful subject line
- f) Clearly state the purpose of your email and/or question
- g) Use complete sentences, with appropriate spelling and grammar
- h) Always include response instructions
- i) Create and use a formal signature if you don't already have one

Message Boards:

- a) Clearly state the purpose of your post
- b) Keep it clean
- c) Be constructive and supportive
- d) No personal attacks
- e) Use good judgment when posting or accepting advice

Phone:

- a) Identify yourself
- b) Include the class you are calling about in your identification
- c) Speak slowly and clearly
- d) Clearly state the purpose of your call and/or question
- e) Always leave contact information

*Texting:**

- a) Be as formal as possible—use appropriate language for the person you are texting
- b) Identify yourself and your class
- c) Clearly state your purpose and/or question
- d) Always leave contact information

*We will not use texting for this class, but as you may need to use texting elsewhere, I have included these guidelines.

Grading:

Your final grade will be determined by averaging the following: (1) individual grades on short papers, (2) average grade on oral presentations, (3) job package (oral portion counts twice, written portion counts twice), (4) individual grade on mid-term, and (5) final exam (counts twice).

Also considered will be your participation, performance on homework, and quizzes. If work in these areas is considered inadequate, your final average may be lowered by up to 10% (this is in addition to the 5% deduction possible for unprofessional behavior). Homework and quizzes can be submitted late or made up only for what the instructor considers a good reason. In online classes, there is generally not a good reason for late work.

Short paper 1

Short paper 2

Short paper 3

Short paper 4

Short paper 5

Short paper 6

Short paper 7

Short paper 8

Oral presentations (add all presentation grades, divide by number of opportunities)

Job package (oral portion counted twice)

(written portion counted twice)

Midterm

Final (counts twice)

To calculate final grade: Add up above grades, then divide by 16 (if fewer/greater papers are assigned, adjust the divisor accordingly). Subtract points lost for missing/inadequate quiz and daily work grades. The result is the final grade in the course.

Ex: Short papers (90, 85, 70, 100, 99, 65, 0, 80) + Oral presentations (90+90+80)/3 + Job package (oral: 95, 95), (written: 80, 80) + Midterm 75 + Final (90, 90) =

Short papers: 519 + Oral presentations 86 + Job package, oral: 190, written: 160 + Midterm 75 + Final 180 = 1210/16 = 75. In this example: the student missed completing several assignments and failed several quizzes. Lost points: 5. Therefore 75 – 5 = 70. Final grade for course: 70.

Rounding: In this course, grades are not rounded up. A 75.4, and a 75.9 are both 75. To receive a 76, you must achieve a 76.

Final Grade:

A >= 90%

B >= 80%

C >= 70%

D >= 60%

F <= 59%

Course Policies:

Assignments: All assignments are due by the date due. No exceptions are made.

Academic Dishonesty: Plagiarism, cheating, or any conscious act by a student that gives him or her an undue advantage are serious offenses and may be punished by failure on exam, paper or project; or failure in the course. For more information refer to the "Academic Dishonesty" policy in the most current Eastern Wyoming College catalog. For this class, it is permissible to assist classmates in general discussions of communication techniques. General advice and interaction are encouraged. It is also permissible to have specific discussions on how to perform word processing tasks (outside of exams). Each person, however, must develop his or her own solutions to the projects, assignments, and tasks. In other words, students may not "work together" on the language for graded assignments.

Student Philosophy Statement:

Eastern Wyoming College is committed to providing a student experience that promotes academic success in a challenging and supportive environment, facilitates the transition to college for first time students, and helps all students identify and achieve their individual goals. EWC's student experience is designed to foster personal growth by increasing independence, promoting ethical behavior and personal responsibility for learning, and affording opportunities for student involvement in campus activities to enhance social development.

Americans with Disabilities

Eastern Wyoming College is committed to providing reasonable accommodations for "qualified individuals with disabilities." If you are a person with a disability that qualifies under the Americans with Disabilities Act (ADA) and desire reasonable accommodations, please contact Mrs. Debbie Oschner at (307)532-8238 or Mr. Tom McDowell at (307)532-8330 (you may use (800)658-3195 if you need a toll free number) as soon as possible so that arrangements may be made.

Technical Assistance:

Technical questions about LancerNet should first be directed to the Instructional Technologists: Aaron Bahmer at (307)532-8284 or David Banville at (307)532-8379. You may also reach them at (877)392-4678 (866-EWC-INST), 8 a.m. to 5 p.m. Mountain Time.

Problems with Internet connectivity should be directed to your Internet Service Provider.

If you are having difficulty with a hardware item on your PC, please contact the appropriate technical support telephone number for the vendor or manufacturer.

Software installed on your PC may be covered by their technical support staff. Third-party software (either off-the-shelf or downloaded) will require that you contact the software developer directly.

General Education Requirement:

Eastern Wyoming College (EWC) expects that its graduates will have an educational foundation that prepares them for a complex and rapidly changing world. The curriculums offered will allow the development of general education competencies necessary for participation in society as well as the development of specialized knowledge necessary within a given discipline. Every EWC graduate will have demonstrated competencies in these five general education areas:

- **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationships between the individual and the world.
- **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

Disclaimer: Information contained in this syllabus is, to the best knowledge of the instructor, considered correct and complete when distributed at the beginning of the class. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course content or instructional technique without notice or obligation.

Last modified: January 2013
E-mail comments to your instructor

Sp13AppTechsyllO