ENGLISH 354-1

 **Fall 2018 Semester Syllabus**

**Wednesdays 4:00-6:30**

**CCC 322**

## Course Information

### Instructor Information

**Professor:** Dr. Lynn Ludwig
**Office:** CCC 312
**Office Hours:** M & W 3:00-4:00 & by appointment

**Office Telephone:** 715-346-3230
**E-mail:** lludwig@uwsp.edu (Preferred form of contact)

### Course Information

**Course Description:**

|  |
| --- |
| Advanced training and practice in workplace writing for business, industry, office, lab. Assuming writing is shaped by workplace culture and ethics, produce a few technical documents in context of simulated and real consultations with local business/industry. Available for undergraduate credit as ENGL 354.  |

**Credits:** 3

### Textbook & Course Materials

**Required Text (Rental)**: *Technical Communication in the Twenty-First Century,* 2nd ed., by Sidney I. Dobrin, Christopher J. Keller and Christian R. Weisser.

### Student Expectations

In this course, you will be expected to complete the following types of tasks:

* Attend and participate individually, and in groups, in class
* Download and upload documents to D2L

**ENGLISH DEPARTMENT STATEMENT ON ELECTRONIC**

**CONTENT CAPTURING IN CLASSROOM**

**Students may not make audio, video, or photographic recordings of lectures or other class activities without written permission from the instructor. Anyone violating this policy will be asked to turn off the device being used. Refusal to comply with the policy will result in the student being asked to leave the classroom, and possibly being reported to the Dean of Students. NOTE: I, Dr. Lynn Ludwig, am giving written permission to photograph (via any electronic device) the homework assignments that I write on the classroom board, in every class meeting.**

## Course Learning Outcomes

**By the end of this course, students will be able to:**

1. apply methods of audience analysis and strategies to shape effective technical communication.
2. create common components of written products found in the field of technical communication.
3. employ appropriate writing strategies to respond to the needs of readers in various professional contexts.
4. design communications that your peers, your instructor, and others find to be clear, complete, correct, and convincing.
5. develop critical reading, thinking, and writing skills that can be applied in professional settings.
6. write professional documents.
7. demonstrate full author analysis of possible implications caused by their written products.
8. give constructive criticism to other students and accept criticism from others.

## Topic Outline/Schedule

**Note: Assignment 5 is counted as the final exam in this course**

**Major Assignments:**

* **Week 01: Job Portfolio**
	+ Assignment 1: Resume and Cover Letter
* **Week 02: Letters**
	+ Assignment 2: Inquiry Letter
* **Week 03: E-Mail, E-Messages, and Memos**
	+ Assignment 3: Informational Email on Document Usability
* **Week 04: Informal Reports**
	+ Assignment 4: Incident Report
* **FINAL EXAM (No exam—Assignment 5 is DUE)**
	+ Assignment 5: Communication Strategies at Work

**English 354-1 Due Dates**

|  |  |
| --- | --- |
| Assignment 1 (2 documents/2 different due dates)ResumeCover Letter | 9/19/18 9/26/18 |
| Assignment 2Inquiry Letter | 10/17/18 |
| Assignment 3Informational Email on Document Usability | 11/7/18 |
| Assignment 4Incident Report | 12/5/18 |
| Assignment 5Communication Strategies at Work: Memo | Due at Start of Final Exam Time: Thursday, 12/21/18 @ 10:15 AM |

## Grading Policies

### Graded Course Activities

|  |  |
| --- | --- |
| **Description** | **Percentage**  |
| In-Class Discussions (Written responses)/attendance | 25 |
| Assignment 1: Resume & Cover Letter | 15 |
| Assignment 2: Inquiry Letter | 15 |
| Assignment 3: Email on Document Usability | 15 |
| Assignment 4: Incident Report | 15 |
| Assignment 5: Communication Strategies at Work | 15 |
| **Total Points Possible** | **100** |

### Discussion Rubric

Discussions are worth 25% of your total grade. We will have discussion topics in every class, that you will write about and turn in, for credit.

### Participation

Students are expected to participate in all in-class activities, as given.

### Complete Assignments

**All assignments for this course will be submitted electronically through D2L, unless otherwise instructed, in class.** Assignments must be submitted by the given deadline, or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

### Late Work Policy

Be sure to pay close attention to deadlines—there will be no make-up assignments, or late work accepted without a serious and compelling reason and instructor approval.

### Viewing Grades in D2L

Grades you receive for activities will be posted to the D2L Grade Book.

### Letter Grade Assignment

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

|  |  |
| --- | --- |
| **Letter Grade** | **Percentage** |
| A | 93-100% |
| A- | 90-92% |
| B+ | 87-89% |
| B | 83-86% |
| B- | 80-82% |
| C+ | 77-79% |
| C | 73-76% |
| C- | 70-72% |
| D+ | 67-69% |
| D | 60-66% |
| F | 0-59% |

## Course Policies

### Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let me know, as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing me when difficulties arise during the semester, so that we can help you find a solution.

### Understand When You May Drop This Course

It is the student’s responsibility to understand when they need to consider unenrolling from a course. Refer to the UWSP [Academic Calendar](http://www.uwsp.edu/regrec/Pages/calendars.aspx) for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons include: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student’s family.

### Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if I have met with you and we mutually agree to the incomplete. All incomplete course assignments must be completed within the timeframe we determine.

### Inform Me of Any Accommodations Needed

If you have a documented disability and verification from the Disability and Assistive Technology Center and wish to discuss academic accommodations, please contact me, as soon as possible. It is the student’s responsibility to provide documentation of disability to Disability Services and meet with a Disability Services counselor to request special accommodation *before* classes start.

The Disability and Assistive Technology Center is located in 609 Albertson Hall and can be contacted by phone at (715) 346-3365 (Voice) (715) 346-3362 (TDD only) or via email at datctr@uwsp.edumailto:datctr@uwsp.edu

**Statement of Policy**

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

*If modifications are required due to a disability, please inform me, and contact the Disability and Assistive Technology Center in 609 ALB, or call (715) 346-3365.*

### Commit to Integrity

As a student in this course (and at this university), you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and integrity in your behavior in and out of the classroom.

### UWSP Academic Honesty Policy & Procedures

**Student Academic Disciplinary Procedures**

UWSP 14.01 Statement of principles

The board of regents, administrators, faculty, academic staff and students of the University of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. Students who violate these standards will be confronted and must accept the consequences of their actions.

UWSP 14.03 Academic misconduct subject to disciplinary action.

(1) Academic misconduct is an act in which a student:

(a) Seeks to claim credit for the work or efforts of another without authorization or citation;

(b) Uses unauthorized materials or fabricated data in any academic exercise;

(c) Forges or falsifies academic documents or records;

 (d) Intentionally impedes or damages the academic work of others;

(e) Engages in conduct aimed at making false representation of a student's academic performance; or

(f) Assists other students in any of these acts.