

Technical Writing

ENGL 235, Summer 2012

Instructor: *Cassie Cross*

Office (R230) Hours: T & W 12-1pm

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Required Textbook:

Technical Communication by Mike Markel, 9th Edition (ISBN: 978-0-312-692162)

Textbooks are available through the Bellevue College Bookstore, as well as Amazon.com* or other online sources. Any additional readings will be provided for you on our Vista course site.

*Note: Amazon.com offers a service for students, Amazon Prime, which gives you free 2-day shipping on textbooks. You can sign up for this service at <http://www.amazon.com/gp/student/signup/info>

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Requirements For the Course:

- ✓ Assigned readings from the textbook
- ✓ Weekly participation on Discussion Board
- ✓ A Comparative Feasibility Research Study
- ✓ One short written assignment (Topic Choice Form)
- ✓ Four written technical reports, including:
 - Project Proposal
 - Project Progress Report
 - Project Data Report
 - Project Final Report

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Grades:

All assignments must be completed to pass the course. Grades will be calculated in the following way:

Short Written Assignment	10%
Report 1: Project Proposal	20%
Report 2: Progress Report	10%
Report 3: Project Data Report	15%
Report 4: Final Project Report	25%
Discussion Board	20%
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	100%

Grades are calculated using a 100-point scale (A=93-100, A- =90-92, B+=87-89, B=84-86, B- =80-82, C+=77-79, C=74-76, C- =70-72, D+=67-69, D=64-66, F=63 and below.)

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Due Dates:

All assignments are due on the dates listed in the assignment calendar. Assignments should reach me by **midnight** on the due date.

The Written Assignment and four project reports should be posted to the course Assignment Drop Box, attached as Word documents (.docx, .doc, or .rtf only.)

Late assignments will lose 5 points the minute they are late, and then 10 points per day for each day after. I generally do not accept late assignments.

Please plan time for troubleshooting computer issues should they arise. This is an online class, therefore you need to make sure you have a reliable computer and printer, and in case of emergency, a backup plan.

With the amount of resources Bellevue College offers its students, there should be very no reasons for late work due to computer malfunction.

If there is a special circumstance that arises, impacting your ability to meet a deadline, please e-mail me ahead of time so that we might discuss an alternative.



A Note About Plagiarism:

Please Note: Re-using reports from former students is considered plagiarism of the worst kind. Plagiarized assignments will receive a failing grade and the plagiarism will be reported to the Associate Dean of Student Services.

I provide student samples of the four technical reports you will be writing for this class. They are provided as models for structure, page design, and some phrasing, but should not be plagiarized or cut-and-pasted into your reports.

The ethical considerations of cheating in technical writing are much greater than in other kinds of writing. Since you will use technical writing in the workplace, it is mandatory that you communicate all technical information **accurately, completely, and honestly**. Most professional organizations, including the Society for Technical Communication, have clearly defined codes of ethical behavior (see Chap. 2 and the IEEE Code of Ethics on p. 34, *Technical Communication*).

The BC Student Code is also very clear about the seriousness of cheating and the actions that faculty members are required to take in cases of plagiarizing:

The BC Student Code prohibits cheating, stealing, plagiarizing, knowingly furnishing false information to the college, or submitting to a faculty member any work product that the student fraudulently represents as his or her own work for the purpose of fulfilling or partially fulfilling any assignment or task required as part of a program of instruction. All forms of cheating, stealing, and plagiarizing will be reported to the Dean of Instruction.

Please read the entire section on “**Academic Honesty**” in Student Procedures and Expectations on the Arts & Humanities Division website.



Succeeding in this course:

Communication is key. Participate in class discussion, turn in assignments and complete exercises on time, and contact me by email if you have any concerns. I expect professionalism from my students. I expect your emails to be addressed and composed in a professional manner. I expect timely completion of assignments in accordance with our class calendar.

In the menu to the left on the course site, you will find links to class Announcements, your Mailbox, your Grades, and the class Discussion area.

- [Announcements](#) will be posted for you as needed throughout the quarter. Please read these announcements carefully so that you will know of any important changes or issues in the class.
- A [mailbox](#) has been provided for private e-mail communication between you and me or you and other classmates. You may also reach me at cross.cassie@gmail.com (I check this email slightly more frequently than our course site.)
- The [My Grades](#) link will take you to the grade book for this class. This area will contain the grades for your work as soon as I have completed the grading of each assignment.
- The [Discussion](#) area provides a place for discussions of course content.

- [Weekly Discussion](#) - This area asks you to post responses to a topic or problem each week and to respond to at least two of your classmates' postings.
- [The Student Union](#) - This area is for student-to-student discussion. For example, you may post announcements here if you wish to petition your classmates to join you in a face-to-face discussion or a chat room discussion about research topic choices. However, be aware that I do not read this forum regularly; therefore, do not post questions for me here.
- The [Assignments](#) link will take you to specific [Drop Boxes](#) for each assignment that you will submit. Each Drop Box shows you the due date for the assignment. Midnight of the due date is the deadline for each. You will still be able to submit work even after midnight, but it will list your submission as "Late."

To submit your written assignments, post each one to the specific Assignment Drop Box created for it. In the Assignment Drop Box you will see instructions for attaching your document. There is also a place for you to write comments to me before you submit it, if you wish. Double check your attachment and comments before you click on "Submit" because the Drop Box will list you as completed and will not allow you back in.

Please Note: Some misspellings and minor grammatical errors are acceptable in assignments, but in a 200-level college course like English 235, **you are expected to write grammatically correct college-level English in your Reports and Discussions.** I will not have time to suggest major grammatical changes that are needed in your work, but you may receive editing help at the BC Writing Lab (D 204).

This quarter will go by fast. Stay vigilant. I suggest taking a look at the assignment calendar and copying the calendar into your personal calendar. I also recommend setting designated times to work on assignments. (Do not leave it to the night before.)



The Writing Lab:

The Writing Lab offers one-on-one help with writing, including class assignments, college applications, resumes, and more. Make an appointment by calling ahead (564-2200) or stopping by (D204).



Disability Resource Center:

If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment, please register with The Disability Resource Center. If you are eligible, you will be provided with an accommodation letter, which you must review with me **the first week of class.** More information can be found at: www.bellevuecollege.edu/drc