This section of English 235 is a hybrid class which meets twice a week on campus and provides the remainder of your class work online in a Blackboard/Vista online course site. In a hybrid class, two hours a week are spent on campus and the remaining three hours a week, that are required for a five-credit course, are spent working online on the course site.

Regular attendance in both “classrooms” is required. You will access your assignments and supporting materials on the online course site. You will be discussing course topics with the other students in class discussions and some in the online Discussion Board. You will be posting most of your completed work to the course site. You may contact me by email through the course site or my campus address, sydney.dietrich@bellevuecollege.edu.

English 235 is considered an “exit” course, intended for students who are within thirty (30) credits of graduating; according to the BC Course Catalog, degree programs that require the course for graduation define it as a second year option. It is an introductory course in technical writing for students in BC’s professional/technical programs and those who will enter technical careers after completing their four-year degrees. As a 200-level course, it is demanding in the amount of work and time required to complete it.

It is advisable that students enrolling in English 235 have completed at least three quarters of work at BC (or equivalent) and have strong college-level reading and writing skills:

- Those who choose to take English 235 during their first year of college study rather than their second may risk receiving grades below those of second-year students.
- Students who have an assessed reading proficiency below college level (English 106 at BC) should take English 235 only when they have the necessary reading skills to understand the textbook and other course materials.

Course Focus

The aim of this course is to show you how to report technical information clearly, accurately, and persuasively.

Technical writing shares many of the same concerns of other kinds of writing, such as attention to Purpose, Audience, and Readability. It is characterized by:

1. a practical, no-nonsense approach to the writing process
2. the forms through which it is conveyed (e.g., memos, instructions, proposals, informal and formal reports)
3. its arrangement and division for selective reading
4. its use of typographical page design elements
5. its use of graphics to convey information visually

This course will cover the four components of good technical writing: problem-solving/analysis, report design, informational content, and technical communication skills [written, visual, and spoken].
We will base our work in class on the **eight measures** of **good technical writing**:

- Honesty
- Clarity
- Accuracy
- Comprehensiveness
- Accessibility
- Conciseness
- Professional Appearance
- Correctness

### Anticipated Course Outcomes

At completion of the course, each student should be able to:

1. Understand the purpose and process of communication in business and industry.
2. Recognize and be able to analyze effective and ineffective technical communication.
3. Understand and execute the written, visual, and verbal processes of technical communication.
4. Communicate technical information in a complete, accurate, and honest form.
5. Prepare various types of technical documents [memo, instructions, proposal, progress report, data report, feasibility report] that are appropriate and effective for various audiences.
7. Use clear, focused, specific, and grammatically correct language in technical documents.
8. Use effective strategies for collaborative work in group projects and preparation of documents.
9. Communicate technical information clearly and effectively in all class discussions, group work, and course assignments.

### Requirements

Your course work will include:

- **Assigned textbook reading** (often covering 2 or more chapters a week)
- **Class Discussions** and **Small Group** work in class and online
- **Two Written Assignments**: Topic Choice Form, LEGO Instructions
- **A Research Project** requiring technical data collection and analysis
- **Four (4) research reports** in several technical formats

You will be writing the following **4 technical reports**:

1. Memo & Review of Sources
2. Project Proposal
3. Project Data Report
4. Final Project Report

### Reading and Discussion:

You should have all assigned reading completed each week. Course discussions ask you to apply the **technical communication** (TC) principles you are learning, so be prepared to participate by understanding the information covered in the assigned reading.
Through discussion, we will discover the reasons for various technical writing strategies and their practical applications. Learning the principles explained in the assigned reading will be essential to all of your work in this class.

Research Projects:

Reports 1-4 are generated from a feasibility study that each of you will design, research, develop, and report on during the course.

You will be given complete instructions and topic choices for your project early in the quarter. You will be asked to define a specific topic, purpose, and reader for your project during the second week of class.

Grading:

Success in this course depends on your regular participation in the class, both on campus and on the Bbd/Vista course site. All assignments must be completed in order to pass the course. Full participation is fundamental to acquiring the skills you will need to draft your technical reports correctly.

Your course grade is calculated in the following way:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic Choice Form</td>
<td>5%</td>
</tr>
<tr>
<td>LEGO Instructions</td>
<td>10%</td>
</tr>
<tr>
<td>Report 1: Memo &amp; Review of Sources</td>
<td>10%</td>
</tr>
<tr>
<td>Report 2: Project Proposal</td>
<td>15%</td>
</tr>
<tr>
<td>Report 3: Project Data Report</td>
<td>20%</td>
</tr>
<tr>
<td>Report 4: Final Project Report</td>
<td>25%</td>
</tr>
<tr>
<td>Discussions, Participation, &amp; Attendance</td>
<td>15%</td>
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<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

Grades on reports and discussion board are calculated using a 100-point scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-99</td>
</tr>
<tr>
<td>A</td>
<td>98-93</td>
</tr>
<tr>
<td>A-</td>
<td>92-90</td>
</tr>
<tr>
<td>B+</td>
<td>90-87</td>
</tr>
<tr>
<td>B</td>
<td>89-86</td>
</tr>
<tr>
<td>B-</td>
<td>86-83</td>
</tr>
<tr>
<td>C+</td>
<td>82-79</td>
</tr>
<tr>
<td>C</td>
<td>79-76</td>
</tr>
<tr>
<td>C-</td>
<td>76-73</td>
</tr>
<tr>
<td>D+</td>
<td>72-69</td>
</tr>
<tr>
<td>D</td>
<td>69-66</td>
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<tr>
<td>D-</td>
<td>66-63</td>
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<tr>
<td>F</td>
<td>62-59</td>
</tr>
</tbody>
</table>

All reports should be edited and presented in the format assigned for each document. Single spacing between lines and double spacing between paragraphs is the norm in technical writing.

You will be submitting your assignments and reports through the "Assignment Drop Box" on the course site. Please submit your assignments in Word doc form, and not in PDF format, as I cannot insert comments and grades on these documents.

⇒ Please note: I will try to return your graded reports as quickly as possible, but it usually takes me a week to grade a set of reports. Speak with me during my office hours or email me directly if you have questions about grades in the class.

Due Dates:

All assignments are due on the dates listed in the course calendar and the Assignment Drop Box:

- Assignments and reports are due by midnight on the due date. If you submit after midnight to the Assignment Drop Box, it will list you as "Late" but will still allow you to submit your work.
- If you encounter problems attaching any of your assignments to the Assignment Drop Box, you may email them to me as an attachment to the course email or my campus address: sydney.dietrich@bellevuecollege.edu.
There are some exceptions to the due dates:

- You may take an “extra day” to complete Research Reports 1-4 by arranging it with me on or before the due dates.

  Late reports must be turned in by midnight no more than one day after the original due date.

  The grade on any assignment turned in more than one day late will be reduced for each additional day it is late.

Assignments turned in late because of illness must be cleared with me before submission.

Revisions:

You may revise Report 2, the Project Proposal, for a better grade. The revised grade will be the original grade averaged with the revision grade. Proposal revisions should be submitted by the tenth week of the quarter. Revisions must show substantial work and improvement to earn a higher grade.

» You may be asked to resubmit one or more of your research reports if they use more than 5% of the contents found in any sample student report, or if they do not follow the design or content requirements of the assignment.

Attendance

Attendance is required in this course, both online and in class. I grade only those assignments from students who attend class regularly both on campus and online. English 235 is fairly demanding in the time it requires of you for reading, research, and writing; the bulk of your work will be done from midterm to the end of the quarter.

Some students in the past have reported that it is difficult to complete the course when taking other time-intensive classes, so plan your schedule accordingly. If you organize your time early in the quarter and don’t delay the start of your research, you should do fine in the class.

Regular attendance in the classroom meetings of this English 235 Hybrid class is important because:

1) The schedule may change to accommodate problems or questions raised in class.
2) I make announcements in class about adjustments to the schedule or to assignments
3) The work we do during class meetings cannot be made up.

If you are absent for medical reasons or emergencies, please let me know via email as soon as you can. If you know you will have to miss class(es) in the future, let me know so that I can make a note of it for the date(s) in question.

Students who come to class unprepared for class discussions, group work, or who disrupt the class in any way will be marked absent. Types of disruptive behaviors include using your laptop or tablet, talking on your cell phone, texting, tweeting, talking to others, doing work for another class during class time, sleeping, disengaging from class or group discussions, arriving late or leaving class early, making hostile or inappropriate remarks to other students or to the instructor.

Please keep all electronic devices turned off during class time. Use of laptops Ipads, Ipods, cell phones, Blackberrys, e-book readers, or other electronics during class time is disruptive and disrespectful to the other students in class and to me. While we all love and depend on our electronic gadgets outside of class, use of them in class defeats our purpose of engaged reading, writing, and discussion among students in the class. Breaking this policy will take credit away from your participation grade and you will be asked to leave the class. If disruptive behavior continues, you will be reported to the Associate Dean of Students.

If there are existing situations (security, disability accommodations) that exempt you from this rule, please discuss them with me.
A student who misses 20% of the class meetings (5 or more unexcused absences) will fail the course.

Please note: you can fail this course if you....... 

1. Do not submit all assigned reports, or
2. Have 5 or more unexcused class absences

⇒⇒ In both situations, you may avoid receiving an "F" for the course by withdrawing on or before Friday, May 18 (in person, by 4:00 p.m.), or by Sun., May 20 (online by noon). These are the last dates by which you may receive a “W” for the course.

Unexcused absences affect your participation grade in the following way:

- 0-1 absences = A
- 2 absences = B
- 3 absences = C
- 4 absences = D
- 5 absences = F

The following is an excerpt from the “Attendance” section in the Arts & Humanities Division Student Procedures and Expectations. My course attendance policy reflects the attendance requirements of the Arts & Humanities Division. You may access the complete policy on the BC Arts & Humanities Division web site.

“In order for students to be eligible for a grade in a course, they must not miss more than [5] classes, or 20% of the total class time scheduled, for any reason. When absences go beyond ten, instructors may a) give a grade of "F" for the course, or b) lower the final grade as much as they see fit. This does not imply that you may be absent fewer than [5] times or 20% without seeing an effect on your grade; indeed, we wish to emphasize that any absence undermines your progress and will result in your having to work harder to catch up. [Five] absences or 20% is merely the figure beyond which you cannot go without risking your eligibility for a course grade. In cases of legitimate hardship, students may also request that instructors grant a “HW” (hardship withdrawal), which is a non-credit grade.

In summary, when you are absent from a class more than [5] times or 20% in any given quarter, you may receive a failing grade. Whatever written policy an instructor has in the syllabus will be upheld by the Arts and Humanities Division in any grievance process.”

➢ Use of the English 235 online course site is an essential aspect of your course attendance: Two hours a week are spent in class, but you should expect to spend a minimum of 3 hours a week on the online course site.

Saving and Submitting Your Work

Be sure to save your English 235 work from your hard drive to some other medium as backup. Keep your rough drafts until your report is returned to you after grading. All graded reports should be saved until the end of the quarter as proof of work completed. This will protect you from having to rewrite a report that fails to attach to the course site or email, or is destroyed or lost.

As verification of your work, save your research notes and sources for the Final Project Report in duplicate as your work progresses. Don’t risk loss of your project from a computer crash or loss of a USB drive.

Your submission of assignments is verified in the Assignment Drop Box on the course site, but you are responsible for verifying that I have received your assignments when you attach them to email. It’s a good idea to use the “read receipt” function in your email program each time you send me an assignment. Simply request that a confirmation be sent to you when I read your email. This is an automatic confirmation of receipt of your email that helps me if I fail to respond to your email. When in doubt, please check with me to verify that I have received your assignments.
Plagiarism

Please Note: I will be submitting your research reports for English 235 to Turnitin.com for evaluation of originality.

One of the most blatant forms of plagiarism in this class is the re-using of reports (or parts of reports) from former students in my classes or other English 235 classes. It is 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. Submission of plagiarized research reports as your own work will result in failure of the class.

Improper use of the Sample Student Reports is also considered plagiarism. You may use the same headings and subheadings as these reports because they are required design elements of the assignments. You may not, however, use any sentences, paragraphs, other wording, or graphics (tables, graphs, photos) from the sample 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 disrupting the classroom learning environment:

“Cheating, stealing and plagiarizing (using the ideas or words of another as one’s own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services.”

Important Links:

Bellevue College E-mail, Bbd/Vista, and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: https://bellevuecollege.edu/sam

You may login to our online course site at: http://vista.bellevuecollege.edu/webct/entryPageIns.dowebct

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the Computing Services website.

The Writing Lab

The Bellevue College Writing Lab gives students a free place to go for revision of any writing project, including class assignments, college applications, resumes, and personal projects. During 25-minute sessions, tutors in the Writing Lab help students individually by identifying weaknesses in a student’s writing and explaining how to overcome them. However, students meet with a tutor on duty; we will not make appointments for students to work with specific tutors. Also, students may only have one
**tutoring session per day.** Students who want to work on their own may take any of the Writing Lab’s free reference handouts or may use English handbooks in the Writing Lab.

http://bellevuecollege.edu/writinglab/LAB.htm

**Disability Resource Center (DRC)**

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

The DRC office is located in B 132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc

**Public Safety**

The Bellevue College (BC) Public Safety Department’s well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency. Public Safety is located in K100 and on the web at:

http://bellevuecollege.edu/publicsafety/