BELLEVUE COLLEGE

Fall 2012
English 235
Section ODS; Item # 1178

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Office Hours: By appointment @ Canvas/Skype. I am **more than happy** to speak with you at any time; please just make an appointment via Canvas e-mail.

Course Information

Course Outcomes

After completing English 235, students should be able to:

- Understand the purpose and process of communication in business and industry
- Recognize and be able to analyze effective and ineffective technical communication
- Understand and execute the written, visual, and verbal processes of technical communication
- Communicate technical information in a complete, accurate, and honest form
- Prepare various types of technical documents (memo, professional letter, resume, proposal, feasibility/recommendation report, instructions) that are appropriate and effective for various audiences
- Balance written and visual elements of communication in technical documents
- Use clear, focused, and grammatically correct language in technical documents
- Use effective strategies for collaborative work in group projects and preparation of documents
- Communicate technical information clearly and effectively in all class discussions, group work, course assignments, and any presentations (if assigned)
- Revise and edit to improve clarity, economy, and rhetorical effectiveness

How "Outcomes" will be met

Outcomes will be met by students:

- Reading/completing all assigned projects from the course textbook, *Technical Communication* **9th** edition. There will be quizzes on the reading assignments.
- Participating in all **group assignments:**
- There will be group projects every week. Individuals are responsible for fully participating in the group projects. Individuals who according to other group members' statements do not participate will receive no credit for the assignment(s).

- **Independently** completing and submitting Project A:
    - Employment search/job announcement copy – memo format
    - Resume
    - Cover/job application letter
    - Post-interview follow-up letter
- **Independently** completing and submitting Project B:
    - Designing a research strategy to solve a specific problem for a specific client (the specific problem will be detailed in the posted assignment)
    - Conducting secondary and possibly primary research vis-à-vis the above specific problem
    - Proposing a clearly reasoned, convincingly supported solution to the above client's problem
    - Paraphrasing, summarizing, quoting, and documenting information accurately and with integrity in an accepted format (note that work will be submitted to Turnitin)
    - Creating well-designed and visually effective **documents** for this project

Grading

Day 1 Memo (individual)	**10 points**
Project A (individual)	**200 points**
Project B (individual)	**600 points**
Group Case work (100 points/week x 5)	**500 points**
Quizzes (40 points/quiz x 5)	**200 points**
Participation (in 4 group discussions)	**200 points**
	Total = 1710 points

Points will be equated to a percentage. Eg. 1710 points = 100%

IMPORTANT NOTE: A student CANNOT pass ENGL 235:
- if s/he does not receive a passing grade on **Project B**
- if s/he does not participate in the group work (note that most employment situations involve collaboration on projects)

Final course grades are posted as letter grades and are as follows:

A	93 – 100%	A-	90 – 92%
B+	88 – 89%	B	83 – 87%	B-	80 – 82%
C+	78 – 79%	C	73 – 77%	C-	70 – 72%
D+	68 – 69%	D	60 – 67%
F	59% and lower

Books and Materials Required

- *Technical Communication* **9th** edition by Mike Markel (available for purchase or rent in the BC bookstore. E-book also available). **IMPORTANT: You MUST purchase the 9th edition of the course text (NOT the 8th or the 10th)**
- The Purdue Online Writing Lab. Available at: http://owl.english.purdue.edu/ (link posted at Canvas)

Classroom Learning Atmosphere

Instructor's Expectation

- Please note that ***NO LATE ASSIGNMENTS will be accepted***
- Students are expected to participate in all group case assignments (written and discussion) in a **fully informed manner**, having read the assigned text thoroughly.
- Students are expected to **check Canvas on a daily basis** for announcements/course updates.

Values Conflicts

Essential to a liberal arts education is an open-minded tolerance for ideas and modes of expression that might conflict with one's personal values. By being exposed to such ideas or expressions, students are not expected to endorse or adopt them but rather to understand that they are part of the free flow of information upon which higher education depends.

To this end, you may find that class requirements may include engaging certain materials, such as books, films, and art work, which may, in whole or in part, offend you. These materials are equivalent to required texts and are essential to the course content. If you decline to engage the required material by not reading, viewing, or performing material you consider offensive, you will still be required to meet class requirements in order to earn credit. This may require responding to the content of the material, and you may not be able to fully participate in required class discussions, exams, or assignments.

Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.
We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. http://bellevuecollege.edu/about/goals/inclusion.asp

Division Statements

The principle of academic honesty underlies all that we do and applies to all courses at Bellevue College . One kind of academic dishonesty is plagiarism, which may take many forms, including, but not limited to, using a paper written by someone else, using printed sources word-for-word without proper documentation, and paraphrasing or summarizing the ideas of others without acknowledging the source. Plagiarism can also occur when non-written ideas are taken without documentation--using someone else's design or performance idea, for example. In short, plagiarism is passing off someone else's ideas, words, or images as your own; it amounts to intellectual theft--whether or not it was your intention to steal. Bellevue College instructors have access to commercial plagiarism detection software, so please be advised that any work students submit may be tested for plagiarism.

Participating in academic dishonesty in any way, including writing a paper or taking a test for someone else, may result in severe penalties. Dishonestly produced papers automatically receive a grade of "F" without the possibility of make-up. The Dean of Student Services will also be notified of such conduct, and repetition of the behavior will result in progressively more serious disciplinary action (for example, an instructor may recommend that the student fail the course for a second offense or even that a student be expelled for a serious offense, such as stealing an exam).

Grades lowered for plagiarism or other forms of dishonesty may be appealed through the regular channels, and any further disciplinary action taken by the Dean may also be appealed through existing processes.

Student Code

"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." The Student Code, Policy 2050, in its entirety is located at:
http://bellevuecollege.edu/policies/2/2050_Student_Code.asp

Important Links

Bellevue College E-mail 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 *My*BC. To create your account, go to: https://bellevuecollege.edu/sam .

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.

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/

Final Exam Schedule

There are no final exams in this class, but please note the due date for the final project (see calendar).

Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.
- Enrollment Calendar - **http://bellevuecollege.edu/enrollment/calendar/deadlines/**. On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- College Calendar - **http://bellevuecollege.edu/enrollment/calendar/holidays/0910.asp**. This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.