

ENGL 2311: Tech Writing

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Office Hours:

* Thursdays: 2-5 pm

Course Description

ENGL 2311

Credits: 3 (3-0-0)

Intensive study and practice of technical and professional genres such as proposals, reports, instructions, policies and procedures, e-mail messages, letter, and descriptions of products and services. Students will also practice individual and collaborative processes involve in the creation of ethical and efficient documents.

Student Learning Outcomes

This course will enhance your abilities to:

- ↳ Use rhetorical knowledge to accomplish a range of technical writing tasks;
- ↳ Write in a variety of technical writing genres, using the conventions of written, spoken and visual composition;
- ↳ Consider ethical and critical concerns for technical writers; and
- ↳ Understand the role of shifting technologies, including social media, in technical writing.

Required Texts

- ↳ Gross, Allison, et al. *Technical Writing*. Open Oregon Educational Resources, 2017. [openoregon.pressbooks.pub](https://openoregon.pressbooks.pub/technicalwriting/), <https://openoregon.pressbooks.pub/technicalwriting/>.
- ↳ All other readings are available on our Blackboard site.

Grade Distribution

Grades will be calculated using the following scale:

- 📄 90-100= A
- 📄 80-89= B
- 📄 70-79= C
- 📄 60-69= D
- 📄 59-0= F

Assignments (Additional guidelines to follow)

- ▶ Semester Plan (10% of total grade): To begin the semester, you will create a plan to meet your goals for the semester.
- ▶ Daily Writing (20% of total grade): Effective writing requires consistent practice. You will be required to write daily.
- ▶ Professional Communication Project (14% of total grade): You will practice composing in basic professional communication genres.
- ▶ Proposal Project (14% of total grade): You will collaborate with others to create a proposal.
- ▶ Progress Report (14% of total grade): You will create a progress report that details issues such as work completed, work left to be done, and unexpected problems.
- ▶ Tech Report (14% of total grade): You will create a report that explains a process and/or provides guidelines for an audience.
- ▶ Professional Dossier (14% of total grade): You will create basic professional documents for audiences such as prospective employers and selection committees.

Expectations for Class Meetings

Readings: Please keep up with the readings and focus on engaging with them. Ask questions, make comments, and note things you might want to discuss.

Attendance and Late Policy: I will take attendance and provide deadlines to keep you on track to finish the course. If you are having trouble attending class and/or meeting deadlines, please talk to me.

University and System Policies

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which includes class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any

student receiving Federal financial aid who does not attend the first week of class will have his/her aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of his/her federal aid.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Student Misconduct: Appropriate conduct is essential to the effective functioning of the University. University policy defines unacceptable conduct, both academic and non-academic misconduct, and penalties for such behavior in The Student Handbook and The Student Code of Conduct.

Academic Misconduct Policy: Students at Texas A&M University-San Antonio are expected to adhere to the highest standards of academic honesty and integrity. Academic misconduct for which a student is subject to penalty includes cheating, plagiarism, fabrication, multiple submissions, misrepresentation of academic records, facilitating academic dishonesty, unfair advantage, violating known safety requirements and ethical misconduct. This includes holding other students to the same standards and reporting any incidents of alleged violation of the honesty policy to the instructor involved or, if necessary, to the appropriate academic department head. All students are responsible for being familiar with the Academic Misconduct Policy, which may be found in the Texas A&M University-San Antonio Student Handbook.

University policy prescribes serious consequences for acts of academic misconduct including, but not limited to, a grade of 'F' on the particular paper or assignment or a failing grade in the course. Also, a referral may be issued to the Office of Student Rights and Responsibilities where the sanctions can vary up to possible expulsion from the University. Considering the potential consequences of academic misconduct, it is obviously in students' best interests to avoid even the appearance of such behavior. If you are ever unclear whether a specific act might constitute academic misconduct, please contact your instructor for an assessment of the situation.

Campus Resources

Jaguar Writing Center: The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments.

The Writing Center is currently holding all appointments digitally. Students can schedule appointments with the Writing Center in JagWire under the student services tab. Students wanting to work in realtime with a tutor can schedule an "Online Appointment." Students wishing to receive asynchronous, written feedback from a tutor can schedule an "eTutoring" appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at www.tamusa.edu/Writing-Center. The Writing Center can also be reached by emailing writingcenter@tamusa.edu.

Counseling Resources: As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you or someone you know is experiencing life stressors, emotional difficulties, or mental health concerns at Texas A&M University – San Antonio, please contact the Office of Student Counseling & Wellness Services (SC&WS) located in Modular C, Room 166 (Rear entrance) or call 210-784-1331 between the hours of 8:00AM and 5:00PM. All mental health services provided by SC&WS are free, confidential (as the law allows), and are not part of a student's academic or university record.

SC&WS provides brief individual, couples, and group therapy, crisis intervention, consultation, case management, and prevention services. For more information, please visit www.tamusa.edu/studentcounseling

In order to reduce the spread of COVID-19, the Student Counseling & Wellness Services (SC&WS) office will primarily offer services via phone and/or Webex. Any students interested in scheduling an appointment should call (210) 784-1331 Monday through Friday, 8:00AM – 5:00PM. After hours, please contact UPD at 911 or text "HOME" to 741-741 24/7/365 to connect with a trained crisis counselor. The National Suicide Prevention hotline also offers a 24/7/365 hotline at 1-800-273-8255.

Disability Services: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disability. If you believe you have a disability that may require accommodations, please contact Disability Support Services (DSS) for the coordination of services. DSS is located at the Main Campus on the 2nd floor of the Central Academic Building in room 210. The phone number for DSS is (210) 784-1335 and email is dssupport@tamusa.edu.

Mays Center of Experiential Learning and Community Engagement: The Mays Center for Experiential Learning and Community Engagement (Mays Center) provides enhanced learning opportunities and access to resources and relationships in order to develop students into

career-ready and community-minded graduates. Programs and services provided by the Mays Center include: Career Services, Career Clothes Closet, Civic Engagement, Community Service, Experience Transcript, Externships, the General's Store, Internships and more. Science and Technology Building, Suite 111 | (210) 784-1356
| mays@tamusa.edu | <http://www.tamusa.edu/mays>

General's Store: General's Store is an on-campus food pantry to serve members of the campus community who need food assistance. Located in Patriot's Casa room 110, this service is available Wednesdays (2-6 p.m.), and by appointment. For more information email foodpantry@tamusa.edu or visit <http://www.tamusa.edu/mays/generals-store/>

Dates	Week	Content
1/19-1/25	1	Introductions
Planning for Success		
1/26-2/1	2	Submit your Semester Plan by 2/1
Professional Communication		
2/2-2/8	3	Before the start of the week, please read: Introduction, Chapters 1 and 2
2/9-2/15	4	Submit your Professional Communication Dossier by 2/15
Proposals		
2/16-2/22	5	Before the start of the week, please read: Chapters 3, 4, and 5.
2/23-3/1	6	Submit your Proposal by 3/1
Progress Reports		
3/2-3/8	7	Before the start of the week, please read: Chapters 6 and 7.
3/9-3/15	8	Spring Break
3/16-3/22	9	Submit your Progress Report by 3/22.
Technical Reports		
3/23-3/29	10	Before the start of the week, please read: Chapters 8, 9, and 10.
3/30-4/5	11	Submit your Technical Report by 4/5.
4/6-4/12	12	4/9-4/12: 2025 Conference on College Composition and Communication (No Class)
Professional Dossier		
4/13-4/19	13	Before the start of the week, please read chapters 11 and 12. 4/18: Study Day (No Class)
4/20-4/26	14	Submit your Professional Dossier by 4/26.
4/27-5-3	15	Before the start of the week, please read chapters 13 and 14.
5/4-5/10	16	5/5: Last Day of Classes 5/6: Study Day 5/7-5/13: Finals
5/11-5/17	16	5/16: <i>Grades due by noon.</i>