

ENGL 2311: Tech Writing

Instructor: Dr. Marcos J. Del Hierro

Email: mdelhierro@tamusa.edu

Office Location: Classroom Hall, 314C

Office Hours: Tuesdays and Thursdays, 1:30-2:30 PM

Course Description

Intensive study and practice of technical and professional genres such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Students will also practice individual and collaborative processes involved 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

- Gerson, Sharon J., and Steven M. Gerson. *Technical Communication: Process and Product*. Ninth Edition, Pearson, 2018.

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)

- **In-Class Assignments:** These assignments will be work done primarily in class and will be related to larger assignments. Most of this work will be related to the writing process. (Fifty percent of the total grade.)
- **Assignments:** These assignments will come from activities in our textbook. (Fifty percent of the total grade.)

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.

Course Calendar

January 20

- Lesson Plan: Professor and student introductions; read the syllabus
- Read: Chapter 1

January 22

- Lesson Plan: Discuss Chapter 1 and work on assignments
- Read: Chapter 2
- Due: Case Study (page 16)

January 27

- Lesson Plan: Discuss Chapter 2 and work on assignments

January 29

- Lesson Plan: Discuss Chapter 2 and work on assignments
- Read: Chapter 3
- Due: Case Study (page 32)

February 3

- Lesson Plan: Discuss Chapter 3 and work on assignments

February 5

- Lesson Plan: Discuss Chapter 3 and work on assignments
- Read: Chapter 4
- Due: Case Study Assignment 2 (page 51)

February 10

- Lesson Plan: Discuss Chapter 4 and work on assignments

February 12

- Lesson Plan: Discuss Chapter 4 and work on assignments
- Read: Chapter 5
- Due: Case Study (page 79)

February 17

- Lesson Plan: Discuss Chapter 5 and work on assignments

February 19

- Lesson Plan: Discuss Chapter 5 and work on assignments
- Read: Chapter 6
- Due: Individual and Team Projects (pages 116-117)

February 24

- Lesson Plan: Discuss Chapter 6 and work on assignments

February 26

- Lesson Plan: Discuss Chapter 6 and work on assignments
- Read: Chapter 7
- Due: Case Study (page 133)

March 3 NO CLASS

March 5 NO CLASS

March 10

SPRING BREAK

March 12

SPRING BREAK

March 17

- Lesson Plan: Discuss Chapter 7 and work on assignments

March 19

- Lesson Plan: Discuss Chapter 7 and work on assignments
- Read: Chapter 8
- Due: Case Study 1 and 2 (page 155)

March 24

- Lesson Plan: Discuss Chapter 8 and work on assignments

March 26

- Lesson Plan: Discuss Chapter 8 and work on assignments
- Read: Chapter 10
- Due: Individual and Team Projects 1-4 (page 181)

March 31

- Lesson Plan: Discuss Chapter 10 and work on assignments

April 2

- Lesson Plan: Discuss Chapter 10 and work on assignments

April 7

- Lesson Plan: Discuss Chapter 10 and work on assignments
- Read: Chapter 13
- Due: Individual and Team Projects 1-5 (page 261)

April 9

- Lesson Plan: Discuss Chapter 13 and work on assignments

April 14

- Lesson Plan: Discuss Chapter 13 and work on assignments
- Read: Chapter 15
- Due: Individual and Team Projects 1 (page 331)

April 16

- Lesson Plan: Discuss Chapter 15 and work on assignments

April 21

- Lesson Plan: Discuss Chapter 15 and work on assignments
- Read: Chapter 19
- Due: Individual and Team Projects 1 (page 378)

April 23

- Lesson Plan: Discuss Chapter 19 and work on assignments

April 28

- Lesson Plan: Discuss Chapter 19 and work on assignments

April 30 LAST DAY OF CLASS

- Lesson Plan: Presentations of Proposals
- Due: Individual and Team Projects 1 or 2 (page 500-501)

May 6-12 Finals

Appendix A: Letter of Recommendation Policy

Instructor: Dr. Marcos J. Del Hierro

Email: mdelhierro@tamusa.edu

Office Location: Classroom Hall, 314C

Letter of Recommendation Policy:

- I will only write a submit a letter when you provide where to send it. I do not write letters you may hold onto and use repeatedly.
- Requests must be **at least two weeks** before the submission deadline. I deny all requests with less than two weeks' notice.
- I require three reminders to make sure I submit your letter:
 - Seven days before the deadline;
 - Three days before the deadline; and
 - The day of the deadline.
- I do not require, but I encourage you to write me a thank you letter I may keep for my records.

Tips for Receiving a Strong Letter:

- All materials related to your submission:
 - Information about the thing you're applying to;
 - A copy of your CV/resume;
 - Drafts of your application materials; and
 - Anything else related to your submission that could help me.
- Schedule an office hours appointment with me to discuss your submission.
- Make an appointment with a writing tutor to review your submission before meeting with me.
- If you do not know where to send the letter, call or email the person or organization you are submitting to and ask.

Appendix B: 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.

Appendix C: 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 dsupport@tamus.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@tamus.edu | <http://www.tamus.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@tamus.edu or visit <http://www.tamus.edu/mays/general-store/>