Midland College
Syllabus
ENGL 2311
Technical and Business Writing
Semester and Year
SCH (3-0)
Instructor Name

COURSE DESCRIPTION
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Course assignments will include a minimum of 6000 words of writing. Prerequisite: ENGL 1301

LEARNING OUTCOMES
Upon successful completion of this course, students will:
1. Demonstrate intercultural competency by recognizing, analyzing, and accommodating diverse audiences.
2. Produce documents appropriate to audience, purpose, and genre.
3. Analyze the ethical responsibilities involved in technical communication, both personally and socially.
4. Conduct research in order to locate, evaluate, and incorporate pertinent information.
5. Develop verbal, visual, and multimedia materials in individual or collaborative projects, as appropriate.
6. Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.
7. Design and test documents for easy reading and navigation.
8. Demonstrate the ability to use technology by navigating the internet effectively, using e-mail for clear communication, and submitting course work electronically as required.
9. Demonstrate personal responsibility by citing all sources properly, writing without plagiarism, and doing independent work.

Core Objectives
This course fulfills three hours of the Communications requirement in the Midland College Core Curriculum. The Core Curriculum is a set of courses that provide students with a foundation of knowledge, skills, and educational experiences that are
essential for all learning. The URL for the Core Curriculum is http://catalog.midland.edu/preview_program.php?catoid=6&poid=738

Course in the Communication Component area of the Core Curriculum explore writing as both a process and a product, using underlying rhetorical strategies to inform and persuade an identified audience. As part of the core, this course addresses the following four objectives:

**Critical Thinking:** The course involves creative thinking, innovation, inquiry, evaluation, and synthesis of information. Mastery of these skills is accomplished through the following: class discussions; writing group discussions and peer reviews; exploration of invention strategies to draft documents; revision and usability testing of documents; and reflecting on the writing process and final product.

**Communication:** The course includes effective written, oral, and visual communication. Students are required to participate in all of the following: class discussions; informal class presentations; creation of visual presentations; writing documents addressed to a variety of primary and secondary audiences and intended to accomplish a variety of purposes.

**Teamwork:** Students will learn to consider different points of view and to work effectively with others to support a shared purpose or goal. They will accomplish this by participating in a writing group throughout the semester for discussion of concepts taught in class; participating in the writing group to collaboratively draft, design, and produce technical and workplace documents; conducting peer reviews of assignments in their writing group before submitting them for grading; completing in-class group projects; and delivering informal group presentations to the class.

**Personal Responsibility:** Students will demonstrate the ability to connect choices, actions, and consequences to ethical decision-making. They will accomplish this by submitting original work and using appropriate documentation and attribution when using another’s words or ideas.

**REQUIRED TEXTS AND MATERIALS** (Text may vary)

[Adobe Reader](https://www.adobe.com/products/acrobat.html) (Links to an external site)
ACADEMIC DISHONESTY

Plagiarism is defined as the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work offered for credit. A student commits plagiarism if he/she:

1. fails to acknowledge the sources of any information in a paper which is not either common knowledge or personal knowledge. A student can acknowledge a source through in-text citations, attribution lines, footnotes, or other forms of documentation approved by the instructor. (Common knowledge is the basic information within a field or discipline, as well as most historical dates and facts, and many ordinary observations.)

2. fails to acknowledge direct quotation either by using quotation marks or (for longer passages) indentation. Without the quotation marks or indentation, passages copied directly from a source might be considered plagiarized even if it is followed by an in-text citation or a footnote. The citation or footnote acknowledges that there is a source, but it does not indicate that the writer has borrowed someone else’s exact words. If a writer uses the language of a source, word-for-word, he/she must use quotation marks or block indentation.

3. merely paraphrases the original words of the source. Some students think they can avoid a charge of plagiarism by changing a few words in each sentence they copy or by rearranging the shape of phrases or the order of sentences in a paragraph. This is not true. When taking notes students must be careful to put ideas in their own words or to use direct quotations when relying on phrases directly borrowed from a source.

4. borrows the ideas, examples, or structure of the source without acknowledging it. A student can be guilty of plagiarism if he/she systematically borrows the ideas and organization of a source even if the language of the piece is on a major news event by using exactly the same ideas in the same order as they appear in an article in any popular news magazine.

5. takes, buys, or receives a paper written by someone else and presents it as the student’s own.

6. uses one paper for two different courses, or re-uses a paper previously submitted for credit, without the prior approval of the instructor or instructors.

Plagiarism will result in a failing grade on that assignment. A second plagiarized paper may result in an F for the course.

COURSE POLICIES

Policy may vary on such policies as attendance, submission of papers and deadlines, format or papers, use of Canvas, participation, email correspondence, portfolios, and course schedule.
GRADING STANDARDS

Departmental guidelines for grading standards

The A paper: Perhaps the principal characteristic of the A paper is its rich content. The information delivered is such that one feels significantly taught by the writer. The A paper is also marked by stylistic finesse: the title and opening paragraph are engaging; the transitions are artful; the phrasing is tight, fresh, and highly concrete; the sentence structure is varied; the tone enhances the purposes of the paper. Finally, the A paper, because of its careful organization and development, imparts a feeling of wholeness and unusual clarity.

The B paper: It is significantly more than competent. Besides being almost free of mechanical errors, the B paper delivers information that is substantial in both quantity and interest value. Its specific points are logically ordered, well developed, and unified around a clear organizing principle that is apparent early in the paper. The opening paragraph draws the reader in; the closing paragraph is both conclusive and thematically related to the opening. The transitions between the paragraphs are, for the most part, smooth, the sentence structures pleasing and varied. The diction of the B paper is concise and precise.

The C paper: The C paper is generally competent—it meets the assignment, has few mechanical errors, and is reasonably well-organized and developed. The actual information it delivers, however, seems commonplace. One reason for that impression is that the ideas are typically cast in the form of vague generalities that prompt the confused reader to ask: “In every case?” “Exactly how large?” “Why?” And “How?” Stylistically, the C paper has other shortcomings as well: the opening paragraph does little to draw the reader in; the final paragraph offers only a perfunctory wrapping up; the transitions between the paragraphs are often bumpy; the sentences, besides being choppy, tend to follow a predictable (hence monotonous) subject-verb-object/loose sentence format; and the diction is occasionally marred by unconscious repetitions, redundancy, and imprecision. The C paper gets the basic job done, but it lacks both imagination and intellectual rigor and does not invite a rereading.

The D paper: Its treatment and development of the subject are only rudimentary. While organization is present, it is neither clear nor effective. Sentences are frequently awkward, ambiguous, and marred by serious mechanical errors. Evidence of careful proofreading is scanty, if nonexistent. The whole piece, in fact, often gives the impression of having been conceived and written in haste.

The F paper: Its treatment of the subject is superficial; its focus lacks discernible organization; its prose is garbled or stylistically primitive. Mechanical errors are frequent. In short, the ideas, organization, and style fall far below what is acceptable college writing.
EVALUATION OF STUDENTS

(will vary)

DROP / WITHDRAWAL

The student is responsible for initiating a drop or withdrawal, not the instructor.

Withdrawal from course: The instructor is not able to withdraw a student from the course after the census date. A student wishing to withdraw must fill out the withdrawal form (Links to an external site) online.

2018-2019 WITHDRAWAL DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Fall First 8-Week Session</td>
<td>October 5</td>
</tr>
<tr>
<td>Fall Second 8-Week Session</td>
<td>November 30</td>
</tr>
<tr>
<td>December Mini-Semester</td>
<td>December 28</td>
</tr>
<tr>
<td>Spring</td>
<td>April 12</td>
</tr>
<tr>
<td>Spring First 8-Week Session</td>
<td>February 22</td>
</tr>
<tr>
<td>Spring Second 8-Week Session</td>
<td>April 26</td>
</tr>
<tr>
<td>May Mini-Semester</td>
<td>May 23</td>
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<tr>
<td>Summer I</td>
<td>June 27</td>
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<tr>
<td>Summer II</td>
<td>August 6</td>
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ACADEMIC RESEARCH

For Research information, tutorials, library information, web links and more, access the Distance Learning Webpage for the Midland College Fasken Learning Resource Center (Links to an external site).

Academic Database Access

EBSCO (Links to an external site)

User name: mc72cc
Password: mc#chaps1mc

For the Gale Database use this username/password combination:

User name: txshracd2528
Password: chaps

TECHNICAL SUPPORT
If you experience technical difficulties with Canvas, click the Help link at the bottom of the Canvas login page (Links to an external site), or in the top-right green toolbar from any page within Canvas, select Report a Problem, provide details, and submit the ticket. Your request will automatically be sent to the Midland College information technology support center. Check your email for support updates.

FREE ACCESS TO MICROSOFT 365

All Midland College students have a free Microsoft Office 365 account via the Midland College website https://www.midland.edu/audiences/current-students/office365.php. Students should go to that website for instructions for accessing their account to create Word, Excel, and other Microsoft documents.

INSTITUTIONAL ACCESSIBILITY STATEMENT

ADA Statement-- The Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination by any program or activity provided by an institution or entity receiving federal financial assistance. It is this Section 504 mandate that has promoted the development of disability support service programs in colleges and universities across the country. Subpart E of Section 504 deals specifically with this mandate for institutions of higher education. While it does not require that special educational programming be developed for students with disabilities, it does require that an institution (public or private) be prepared to make appropriate academic adjustments and reasonable accommodations in order to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students.

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

Phone, Midland College Special Needs Counselor: 432-685-5598
Midland College Disability Services (Links to an external site)
Microsoft Accessibility (Links to an external site)
Canvas Accessibility (Links to an external site)
Turnitin Accessibility (Links to an external site)
Adobe Reader accessibility (Links to an external site)
Google Reader accessibility (Links to an external site)
ACADEMIC SUPPORT SERVICES

[Academics and Student Services](Links to an external site)

Phone, Midland College Testing Center: 432-685-4735

Phone, LanguageHub, Midland College On-Campus Writing Center: 432-685-4811, 182 TC
Language Hub Online (available to all students in Canvas)

STUDENT RIGHTS AND RESPONSIBILITIES AND DUE PROCESS
[Midland College Student Rights and Responsibilities](Links to an external site)

PRIVACY POLICIES
The below privacy policies apply to this course, as they are applicable to your conduct on this online platform.

[Midland College Website Privacy Policy](Links to an external site)
[Canvas Privacy Policy](Links to an external site)
[YouTube Privacy Policy](Links to an external site)
[Canvas Student Guide](Links to an external site)
[Turnitin Privacy Policy](Links to an external site)

Instructor Information:
Instructor Name:
Email:
Office Location:
Office Phone:
Office Hours:
English Department Chair: Dr. Pamela Howell
Fine Arts and Communications Division Dean: Dr. William Feeler
Secretary: Ms. Lula Lee
Division Office: 141 AFA
Phone: 432/685-4624
Division Office hours: 8-5, M-F
NON-DISCRIMINATION STATEMENT

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Tana Baker  
Title IX Coordinator/Compliance Officer  
3600 N. Garfield, SSC 242  
Midland, Texas 79705  
(432) 685-4781  
tbaker@midland.edu

Or

Natasha Morgan  
Human Resources/Payroll Director  
3600 N. Garfield, PAD 104  
Midland, Texas 79705  
(432) 685-4534  
wmorgan@midland.edu

For more information on notice of non-discrimination, visit the Office of Civil Rights website for the address and phone number of the office that serves your area, or call 1-800-421-3481.

UPDATED AUGUST 2018