# English 381: Technical Communication

## Online Semester / Year

## Faculty Name

***Please read this syllabus carefully. It is our contract to be followed for this class.***

## Office:

### Office Hours

### Telephone

### E-Mail

Course Description and Objectives

## Pre-Requisites:

Required Text

* Text 1
* Text 2

Required Materials and Resources

### Regular Internet access

***(at least 3 days/week) to WIU email, WebVista (WesternOnline), and Microsoft Word***

### Recommended:

* A good dictionary and thesaurus
* A disk, thumb/flash/USB drive, or other way to save your material from computer crashes
* A style manual such as the *Pocket Style Manual*

Assignment Breakdown

* Assignment 1
* Assignment 2
* Assignment 3
* Assignment 4

### Note on Assignments:

Grading

### Grading Scale

Work for this course will be graded as follows, in accordance with university grading policy.

### +/- Grading Criteria

* **A (***Insert Your Numbers***) / A- (***Insert Your Numbers***)-Range**: Your employer or client would be very happy with this work. The document is well-written, complete, audience-specific, well-organized, consistent, and meets style specifications. Examples and citations are appropriate, helpful, and well-developed. The work contains only a couple of minor grammatical, mechanical, spelling, or other proofing errors.
* **B+ (***Insert Your Numbers)* **/ B-** (*Insert Your Numbers* )/ **B Range** (*Insert Your Numbers)*: Your employer or client would be satisfied with this work. While you have not exceeded expectations, you have met your audience’s needs and any specifications. The document may contain errors or flaws that could be corrected without much trouble. Overall, well-written with strong organization and development.
* **C+** (*Insert Your Numbers),* **C** (*Insert Your Numbers)*, **C- Range** This document contains a major problem or several minor ones; the employer or client would not be pleased with this work and might be reluctant to use it. Errors may be distracting or confusing to the reader, important required specifications may not have been met, or major questions or issues were not addressed well or appropriately. The amount of effort that will be required to bring the document to satisfaction is more than the client/employer really wanted to invest, and may cause some delays
* **D+** (*Insert Your Numbers*), **D** (*Insert Your Numbers*), **D-** (*Insert Your Numbers*) An employer or client would not find this work acceptable because of serious problems. The reader must work too hard to understand the document, whether because of grammar and proofing flaws or missing/incomplete/inaccurate information. And/or, the document fails to meet the requirements of the assignment. The work would probably be re-assigned to another employee or company, and your status in your current position would likely be in question.
* **F** (*Insert Your Numbers*) The work you produced shows complete disregard for or misunderstanding of the assignment. Your employer would probably suggest you begin looking elsewhere for a job. A client would write a letter of complaint, at the very least, and would not be contacting you in the future.

### Incompletes

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### Guidelines for Writing

* Guide 1
* Guide 2

Poor presentation in a document damages your credibility with your audience. Because clarity is vital to the effectiveness of your writing, a poorly written or designed document is a poor document, however engaging the idea. For help in any stage of the writing process, visit a Writing Center (Macomb or Quad Cities locations) or arrange a meeting with me.Course Policies

### Late, Missed, or Make-up Work

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### Discussion Posts

I will post discussion prompts based on the course readings for you to respond to. (See “Discussion” tab on the menu on the left side of our WesternOnline site.) You are responsible for responding on time to 12 of the 14 prompts, which means you can skip two. Responses should be approximately 250 words, though they may be longer. Deadlines to respond will be posted on our WesternOnline calendar and within the prompt. Respond by the deadline to receive credit. Missing responses beyond the two allowed will result in a loss of 2 points per missed response (e.g., miss three total responses, lose 2 of 24 pts; miss four total responses, lose 4 of 24 pts).

### Peer Teams

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### Online Presence (“Netiquette”)

You are expected to check email, announcements, and discussion posts on WesternOnline regularly (at least three times a week). You are expected to participate in the discussion board, read your peers’ posts, and provide feedback on documents through the online system. All deadlines need to be met for assignments, feedback, and posts. Familiarize yourself with all features of WesternOnline relevant to our course; contact me immediately if you are having trouble.

### Professionalism and Respect

Maintain a professional and courteous online presence in all your communications with me and with your classmates.

### Academic Integrity

**Responsible academic conduct is required in this and all other Western Illinois University courses. Plagiarism and cheating are serious infractions subject to University policy on academic integrity. Scholastic dishonesty in *any* portion of the work for this course shall be grounds for awarding a grade of F for the assignment *or* an F for the entire course, and further disciplinary action may be taken.**

**It is crucial that you turn in your own work and that you document the sources for ideas that are not your own. If you are using material or ideas from another source, including the internet and any graphics, and have questions about how to properly document the material, you should consult a style manual for guidelines. If you remain unsure or if you have any questions about what constitutes plagiarism, please contact me before the assignment is due.**

**Please note that turning in work for this class that was prepared for another class or by another individual will be considered cheating. The policy on plagiarism and cheating applies to all drafts, as well as final products, turned in for this course.**

**For the university’s policy on academic integrity, including plagiarism and cheating, refer to http://www.wiu.edu/policies/acintegrity.php**

## *Americans with Disabilities Act (ADA) Policy Statement*

“In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor’s attention, as he/she is not legally permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuations (i.e. fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Contact Disability Support Services at 298-2512 for additional services.”

**WIU Student Rights and Responsibilities**

For more information on WIU policies on academic dishonesty, grade appeals, etc., go to [Academic Integrity Policy http://www.wiu.edu/provost/student/](http://www.wiu.edu/provost/student/)

## Course Schedule Fall 2011

**(Subject to revision)**

***Please note that deadlines are usually Monday or Friday, but there are three Wednesdays when you have something due (9/15, 10/20, and 12/15). These are deadlines; please review assignments in advance so you may plan your time accordingly***

### Week One

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date

### Week Two

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date

### Week Three

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date

### Week Four

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date

### Week Five

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date

### Week Six

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date

### Week Seven

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date

### Week Eight

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date

### Week Nine

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date

### Week Ten

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date

### Week Eleven

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date

### Week 12

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date

### Week 13

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date

### Week 14

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date

### Week 15

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date

### Week 16

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* Readings
  + *Paradigms of Paradox* p 33-66
* Assignments and Due Date