



ENGL 2311.088, Technical and Business Writing (Online)

Course Syllabus: Fall 2021

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

Instructor: Linda Stanley

Office: Humanities Bldg.

Phone: 903-434-8227

Email: lstanley@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	NA	11:00 am – 12:00 pm	NA	11:00 am – 12:00 pm	NA	TR 11:00 am – 12:00 pm

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 3 credit hours. Three hours of online participation/lesson completion each week. This course is an intensive study of and practice in professional settings. Focus is on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, email messages, letters, and descriptions of products and services. Students will practice individual and collaborative processes involved in the creation of ethical and efficient documents.

Prerequisite(s): none

Student Learning Outcomes: Upon successful completion of this course, students will:

1. Recognize, analyze, and accommodate diverse audiences.
2. Produce documents appropriate to audience, purpose, and genre.
3. Analyze the ethical responsibilities involved in technical communication.
4. Locate, evaluate, and incorporate pertinent information.
5. Develop verbal, visual, and multimedia materials as necessary, in individual and/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

Evaluation/Grading Policy: Students will earn their grades as follows:

Assignments	30% of final grade
Discussions	30% of final grade
Quizzes	20% of final grade
Course Level Assessment Multimedia Project	5% of final grade
Course Level Assessment Formal Report	15% of final grade

Required Instructional Materials: Thill and Bovée. *Excellence in Business Communication*. 12th ed.

Publisher: Pearson

ISBN Number: 9780134319056

Optional Instructional Materials: none

Minimum Technology Requirements: Students should have reliable access to the Internet and word processing software such as Microsoft Office.

Required Computer Literacy Skills: Students should be comfortable with creating word processed documents and submitting them in an online environment.

Course Structure and Overview: Each lesson in this course builds upon previous lessons. Consequently, a student's successful completion of the course depends on attentive reading and viewing of all preparatory lesson materials before attempting lesson assignments and quizzes. Because concepts presented in the course are cumulative, it is important that students not skip materials or lessons. If a student is unable to submit work for a lesson, s/he should still read/view the materials in that lesson to prepare for future lessons.

Communications: Students' first line of communications to me should be via my official NTCC email. I will respond to emails sent Monday through noon Friday within 24 hours. I will respond to emails sent after noon on Friday through Sunday on Monday. My phone contact goes through the office of Humanities and should be used only in the event you cannot reach me by email.

Institutional/Course Policy: All materials and quizzes will be submitted online through Blackboard. Each lesson folder contains the links necessary for all submissions of Assignments, Discussions, and Quizzes related to that lesson. ONLY IF a problem arises with Blackboard, I will coordinate an alternative method of submission. Students should NOT email submissions without prior authorization. Quizzes will be available at the beginning of the week for which they are assigned and will close at the end of the day on the following Sunday unless otherwise noted. All material covered in class, in assigned readings, or in any supplemental material I assign may appear on these quizzes. Students MAY NOT make up any missed quizzes unless they have a documented emergency. In the event of an emergency, students should contact me as soon as possible regarding missed work.

Work other than quizzes submitted late will be penalized 10 points for each day late. This penalty will apply in addition to any deductions for errors in the work. For example, if an assignment would have earned a 90 if submitted on time but is submitted 2 days late, it would receive a 70; 90 for a competency score minus a 20-point deduction for late submission. Once a score of "0" has been entered in the gradebook for any work, that work is no longer eligible for submission without prior arrangements with

me. ***The Formal Report and Multimedia Project in the Course Level Assessment MAY NOT be submitted late!***

Student Responsibilities/Expectations: Students are expected to log into the course Blackboard section at least twice a week and they should check their NTCC email daily. Any schedule changes or other modifications to the course will be posted to an announcement within Blackboard and sent as a class-wide email to students' OFFICIAL NTCC EMAIL. Students are responsible for reading any such notices. Failure to log into the course or NTCC email does not excuse this responsibility. Students are also expected to keep track of their grades and contact me in a timely manner should they have grade-related questions. I WILL NOT revisit grades that are more than 10 days old!

Course Withdrawal - It is the student's responsibility to drop a course or withdraw from the college. Failure to do so will result in the student receiving a performance grade, usually a grade of "F". The final date to withdraw with a grade of "W" for Fall 2020 is November 17.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's

educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered “eligible students.” In essence, a parent has no legal right to obtain information concerning the child’s college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student’s name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

Week of:

1/18 W: Introductory Discussion original post F: Introductory Discussion peer responses; Introductory Assignment; Syllabus Acknowledgement Agreement quiz	3/22 W: Discussion 8 original post F: Discussion 8 peer responses; Assignment 8; Quiz 8
1/25 W: Discussion 1 original post F: Discussion 1 peer responses; Assignment 1; Quiz 1	3/29 W: Discussion 9 original post F: Discussion 9 peer responses; Assignment 9; Quiz 9
2/1 W: Discussion 2 original post F: Discussion 2 peer responses; Assignment 2; Quiz 2	4/5 W: Discussion 10 original post F: Discussion 10 peer responses; Assignment 10; Quiz 10
2/8 3/22: Discussion 3 original post F: Discussion 3 peer responses; Assignment 3; Quiz 3	4/12 W: Discussion 11 original post F: Discussion 11 peer responses; Assignment 11; Quiz 11
2/15 W: Discussion 4 original post F: Discussion 4 peer responses; Assignment 4; Quiz 4	4/19 W: Discussion 12 original post F: Discussion 12 peer responses; Assignment 12; Quiz 12
2/22 W: Discussion 5 original post F: Discussion 5 peer responses; Assignment 5; Quiz 5	4/26 Prep Week for CLA
3/1 W: Discussion 6 original post F: Discussion 6 peer responses; Assignment 6; Quiz 6	5/3 W: CLA PowerPoint Presentation
3/8 W: Discussion 7 original post F: Discussion 7 peer responses; Assignment 7; Quiz 7	5/10 M: CLA Formal Report
3/15 SPRING BREAK	