

WAYLAND BAPTIST UNIVERSITY
WBU Online
School of Languages and Literature

Wayland Baptist University Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success and service to God and humankind.

Course Name: ENGL 3320.VC02 – Foundations of Technical Communication

Term and Year: Spring 1 2021

Full Name of Instructor: Dr. Laura Brandenburg

Office Phone and Email: Phone: 806-291-1109
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Office Hours, Building, and Location: Online, by appointment
Skype: Laura.Brandenburg

Class Meeting Time and Location: WBU's Virtual Campus: [Blackboard.com](https://blackboard.com)

Catalog Description: study and practice of developing formal and informal technical and business documents, such as reports, proposals, resumes, instructions, and professional correspondence; emphasis on technical and/or professional environment.

Prerequisite: Advanced Standing

Required Textbook and Resources:

- This course partners with Inclusive Access, which means MindTap access and an electronic copy of the textbook are billed for the course as part of your tuition and fees for a reduced price. The bookstore will send information about Inclusive Access and opting out during the first week of class. Whether you participate in Inclusive Access or not, the following textbook, with MindTap access, is required for the course:

Anderson, Paul. (2018). *Technical Communication: A Reader-Centered Approach*. 9th Edition. Boston, MA: Cengage Learning.

- Access to Blackboard and WBU email; access to computer with internet

Optional Materials: None

Course Outcome Competencies: Upon the conclusion of this course, students actively engaged in learning will be able to:

1. Analyze the audience, purpose, and context of any technical writing situation.
2. Communicate ethically, recognizing the challenges posed and the ramifications of neglecting to do so.
3. Use current technology and software to research, design, develop, and/or present information.
4. Compose and design effective and usable technical documents in various genres and edit documents for correctness, clarity, and audience appropriateness.

The more the student puts into the course, the higher his or her outcome competencies will be.

Attendance Requirements: As stated in the Wayland Catalog, students enrolled at one of the University's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy.

*** Because this is an online course and because we will not meet synchronously, your attendance for the course is largely dependent on your contribution to the discussion board's topics and other participation grades. In keeping with the on-site attendance policy, failure to provide a full response for at least 75% of the discussion topics will result in an F for the course. ***

Disability Statement: In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Academic Honesty: You are expected to submit original work in this class. This means the work you submit for this class cannot be from another course. Further, plagiarism in this course will not be tolerated. Plagiarism is constituted as stealing words or ideas from another source and passing them as your own. Since this class specifically focuses on research, you should be especially conscious of attributing your sources. Students who plagiarize or recycle work in this class will receive a zero for the assignment and will be subject to university policies regarding plagiarism. (See WBU Statement on Plagiarism and Academic Dishonesty in Blackboard.)

Due Dates and Late Penalties: Assignments are due by 11:59 p.m. (Central Time Zone) on the date posted. Be sure that your clock matches the clock in WBU's Blackboard. All assignments must be submitted to the Blackboard site to receive a grade. These deadlines, like most deadlines in life, are not negotiable. *Any late assignment will receive a 20-point deduction per day late. Late assignments are not accepted after 5 days of the assignment's due date.*

Expectations, Communication, & Other Information While the nature of an online course allows students to work at their own pace, you are expected to keep up with the course materials weekly. *Please note: this is not a self-paced course.* This means that you should keep up with the readings and discussions posted each week and are responsible for turning in any assignments by the posted due date. Students who get behind in the weekly requirements will likely not do well in the course. Remember, also, that your attendance for the course is measured by your participation in the weekly

discussions. Announcements and important information will be posted on the Blackboard site. Be sure to check the site often. Additional information may be sent to your WBU emails, so make sure you've set up a WBU email and are checking it often. Always feel free to email me or chat online anytime I'm signed on if you are concerned about the course or your progress. I am available to help you, provide resources, and give direction—but I cannot help you if I do not know you're struggling.

Students should contact me by using my wbu.edu email. I am also available on Skype (Laura.Brandenburg) throughout the day and by appointment. I have an office on the Plainview campus, as well, so Plainview campus students can set up an appointment to visit with me there. Please note that the phone number listed in this syllabus is my office number, which may be checked periodically throughout the week, but the best way to get in touch with me quickly is likely through email.

Course Requirements and Grading Criteria: More specific descriptions of the course requirements are available in course modules on the WBU Blackboard site: <http://wbu.blackboard.com>. However, the assignments and weights are posted below.

- **Participation (15%).** Students will receive a participation grade throughout the term based on discussion board posts and reading material.
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- **HWs and Quizzes (20%).** Students will have practice HW assignments and reading quizzes due weekly.
- **Major Assignments (65%).** Students will design and create technical documents in a variety of genres over the course of the semester. All documents must be submitted electronically to Blackboard. See Blackboard for additional assignment information.
 - Unit 1: Cover letter and resume (20%)
 - Unit 2: Instructions, procedures, or policy (20%)
 - Unit 3: Proposal (25%)

Policy 9.4.1: "Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation"

Tentative Schedule: The schedule below is a tentative outline for the semester. As such, it is subject to change, with notification of course.

Weekly Topic	Reading	Discussion Topic	Assignment
Week 1 – Introduction to Technical Communication	Chs. 1, 2, & 3	Jan 13: Introductions	Jan 17: - Quiz 1 - HW 1 (CS 3.1)
Week 2 – Communicating with employers	Chs. 20, 21, & 22	Jan 20: Position for Application	Jan 24: - Quiz 2 - HW 2 (CS 2.2)
Week 3 – Instructions/Procedures	Chs. 10, 14, and 27	Jan 27: Instructions/Procedures Topic	Jan 31: - Quiz 3 - Unit 1 Due
Week 4 – Document Design and Usability Testing	Chs. 12, 13, & 16	Feb 3: Usability Memo	Feb 7 - Quiz 4 - HW 3 (CS 10.1)
Week 5 – Conducting Research	Chs. 4, 5, & 23	Feb 10: Proposal Topic	Feb 14: - Quiz 5 - Unit 2 Due
Week 6 – Formal Proposals	Chs. 6, 7, & 26 PDFs (Chs. 1 & 2)	Feb 17: Logistics Worksheet	Feb 21: - Quiz 6 - HW 4 (CS 4.1)
Week 7 – Formal Proposals, Cont.	Chs. 9 & 15 PDFs (Chs. 8 & 9)	Feb 24: Progress Report	Feb 28: - Quiz 7 - Unit 3 Due
Week 8 – Reflection		March 3: Course Reflection	

****All Assignments MUST be submitted in Blackboard****