**WAYLAND BAPTIST UNIVERSITY**

**WBUOnline Virtual Campus**

**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 VC01 - Foundations of Technical Communication**

**Term and Year: Spring 22 2 8weeks**

**Full Name of Instructor: Dr. Jeff Tate**

**Office Phone and WBU Email Address: Jeffrey.tate@wayland.wbu.edu**

**Office Hours, Building, and Location:** Online, various times and by appointment

**Class Meeting Time and Location**: WBU’s Virtual Campus: <http://wbu.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**: Wayland Baptist University has partnered with VitalSource to bring 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 textbook will be available to you beginning on the first day of class. The bookstore will send additional information about Inclusive Access and opting out during the first week of class. If you choose NOT to use this version, you MUST opt-out or you will be charged and refunds are not available. The price of the textbook will be billed to your student account. To check the price of the textbook please locate your required course material at [The WBU Bookstore.](https://bookstore.wbu.edu./)

* Anderson, Paul (2017). *Technical Communication: A Reader-Centered Approach.* 9th Edition. Boston, MA: Cengage Learning. ISBN-10: 1-305-66788-3; ISBN-13:978-1-305-6678-4.

**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 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.

**Statement on Plagiarism and Academic Dishonesty**: Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**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.”

**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.**

* ***Discussion Board/Homework (20%).* Students will receive a grade throughout the term based on discussion board posts and homework assignments.**
* ***Major Assignments (70%).* 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 or procedures (20%)**
  + **Unit 3: Formal Proposal (30%)**
* ***Final Exam (10%).* The final exam will include material from the entire semester.**

**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 Vice President of Academic Affairs 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.

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| **Weekly Topic** | **Reading** | **Discussion Topic** | **Assignment(s)** |
| Week 1--Introduction to Technical Communication | Chs. 1, 2, & 3 | Introductions  Industry Research | Discussion Boards  HW: Research Memo |
| Week 2-- Communicating with Employers | Chs. 20, 21, & 22 | Position for Application | Discussion Board  Unit 1 documents due-3/27 |
| Week 3--Instructions and Procedures | Chs. 10, 14, & 27 | Instruction Topic  Instruction Target Users | Discussion Boards |
| Week 4-- Document Design and Usability Testing | Chs. 12, 13, & 16 | Usability Testing: Memo | Discussion Board  Unit 2 documents due-4/10 |
| Week 5-- Conducting Research | Chs. 4, 5, & 23 | Research Experience Proposal Topic | Discussion Boards |
| Week 6-- Preparing a Formal Proposal | Chs. 6, 7, & 26 | Logistics Worksheet | Discussion Board  HW: Proposal Progress Report |
| Week 7-- Submitting a Formal Proposal | Chs. 9 & 15 |  | Unit 3 documents due-5/1 |
| Week 8-- Final Exam | N/A | Course Reflection | Final exam due-5/7 |

**ALL ASSIGNMENTS MUST BE SUBMITTED TO BLACKBOARD TO RECEIVE CREDIT**