Virtual Campus
School of Humanities and Leadership

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 NUMBER & NAME:
ENGL 3320.VC01 – Foundations of Technical Communication

TERM:
Fall I VC 2025

INSTRUCTOR:
Professor Ashley Hardage Edlin

CONTACT INFORMATION:
Office phone: (806) 291-1103 (I do not check voicemail outside of office hours)

WBU Email: edlina@wbu.edu (e-mail is the best way to reach me)

Skype: ashleydhedlin (I will be available via Skype for virtual office hours and by appointment)

OFFICE HOURS, BUILDING & LOCATION:
Monday/Wednesday: 8:50 a.m. to 10:00 a.m. and 10:50 a.m. to 12:00 p.m. |
Tuesday/Thursday: 9:15 a.m. to 10:45 a.m. | Friday: 8:00 a.m. to 12:00 p.m.

COURSE MEETING TIME & LOCATION:
WBU's Virtual Campus: WBU Blackboard

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 RESOURCE MATERIAL:
This course uses Pioneer Academic 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 Pioneer Academic Access and opting out during the first week of class.

- 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.
- Access to Blackboard and WBU e-mail along with access to a computer with internet are also required for successful completion of the course.

COURSE OUTCOMES AND 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. **(NOTE) 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 regularly 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.

STATEMENT ON ACADEMIC INTEGRITY:

As stated in Wayland Baptist Statement on Academic Integrity, students are expected to conduct themselves in accordance with the highest standards of academic honesty and personal integrity. Students are subject to penalty for all forms of academic dishonesty, including but not limited to illicit possession of examinations or examination materials, sharing of log-ins that allow unauthorized online course assistance, using generative

artificial intelligence (GAI) tools without authorization from course instructor, or presenting the work of another or a GAI creation as one's own work (plagiarism, forgery, falsification of records, etc.)

For this course, GAI tools are permitted in specific contexts and with proper citations. Students are allowed to use, reference, or incorporate generative AI tools into specific assignments for this course. When used, students must properly cite the generative AI tool in their submitted work. While there is no true substitute for direct help and instruction for your instructor, students may be allowed to use generative AI tools to provide further explanations of course content, readings, and other assignments. Any use of generative AI tools to help further explain or translate content must be properly referenced and cited. Specific parameters for generative AI usage are provided per assignment by the instructor. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

The university reserves the right, through proper procedures, to place any student on probation or suspension who violates academic integrity and regulations by providing misleading or incomplete information to the university, by falsification of university records, by plagiarizing, by exhibiting improper classroom demeanor, by sharing log-in information in an unauthorized manner, or by engaging in any other form of academic dishonesty.

The faculty member assigned to the course is responsible for disciplinary action for academic misconduct. The faculty member is charged with assessing the gravity of any case of academic dishonesty and with giving sanctions to any student involved.

The official written reprimand to the student from the faculty member will include one or more of the following penalties as applicable in the individual instance or case of academic dishonesty:

- requirement to redo work in question
- requirement to submit additional work
- lowering of grade on work in question
- assigning the grade of "F" to work in question
- assigning the grade of "F" for course

In extreme instances such as group cheating, sharing personal log-in information, or unauthorized use of GAI to complete the majority of a course, the faculty member assigned to the course may also recommend expulsion of involved students. This option would occur only after the vice president of academic affairs' review and approval.

The student's first instance of academic dishonesty will result in an official reprimand from the faculty member detailing the faculty member's sanction. A second case of academic dishonesty will result in automatic suspension from the university. In this case, the student may reapply after a one- year suspension is served. Subsequent offenses, or the decision of the vice president of academic affairs, may result in permanent expulsion from the

university.

Any student who has been penalized for violations of academic integrity--academic dishonesty, improper classroom demeanor, or providing false or misleading information--has the right to appeal the judgment or the penalty assessed. The appeals procedure will be the same as that specified for Student Grade Appeals, (policy 8.2.1).

The vice president of academic affairs is responsible for monitoring cases of academic dishonesty. In the event of a second offense, the vice president of academic affairs will notify the student, appropriate school dean, external campus executive director/dean, and the university registrar, financial aid, business office, and graduate studies (if applicable). The student's official record will note "WF" for each class from which the individual is withdrawn due to the second reported instance of academic dishonesty if no final grade has previously been submitted for the course, and the transcript will state "Academic Suspension" for that term or session. Any applicable refund will be processed according to university policy.

(NOTE) Students who cheat, plagiarize, or recycle work in this class will receive a zero for the assignment and will be subject to university policies regarding violations of academic integrity.

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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and should be contacted concerning accommodation requests at (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

DUE DATES AND LATE PENALTIES:

(NOTE) 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 things in life, are not negotiable. **(NOTE) Any late assignment will receive a 10-point deduction per day late, up to five days. Any assignment submitted more than five days late will receive a 50-point deduction.**

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 assignments posted each week, and you 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 discussion board. 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 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.

In an effort to accommodate the schedules and preferences of online students, all major assignments are due on Sundays. However, although the HW assignments and major assignments are due on Sunday, this does not mean you should wait until the end of the week to think about them, particularly if you need help from me. I am happy to answer questions about assignments; however, please note that while I typically answer email within 24 hours M-F, I am not always as tied to a computer on the weekends. This means if you need help with an assignment, you'll need to get in touch with me by Thursday or Friday. I also strongly recommend you use Multidisciplinary Tutorial Services (formerly the Writing Center). There's a link available in our Blackboard course. Be aware, too, that using the Multidisciplinary Tutorial Services resources likewise requires that you plan ahead for your assignments and your assignment questions. A successful student likely does not wait until Sunday night to begin the week's work.

If ever you have a major life event that will affect your participation in the course, it's imperative that you communicate with me as soon as possible. I try to work with students as best as I can, but I can be more flexible and gracious if you tell me in advance rather than after the fact. In an online course, communication is *key*. As I mention above, I cannot help you if I do not know you're struggling. That said, like most of my students, I realize you probably work full time, have a family, and juggle other courses and commitments. However, this is a 3000-level course, which means it ought to challenge you more than your previous courses. ENGL3320 is also a writing-intensive course, so be prepared to write weekly. If life's current restraints mean you cannot fully concentrate on the course's requirements, then you might consider taking the course at another point in your studies.

COURSE REQUIREMENTS and GRADING CRITERIA:

More specific descriptions of the course requirements will be made available in course modules on the WBU Blackboard site: WBU Blackboard. However, the assignments and weights are posted below.

Discussion Board Posts and Responses (15%):

Students will complete discussion posts and responses every week throughout the term.

Homework and Activities (15%):

Students will complete (almost) weekly homework assignments and activities based on the readings.

Major Assignments (60%):

Students will design and create technical documents in a variety of genres over the course of the term. All documents must be submitted electronically to Blackboard. See Blackboard for additional assignment and grading information.

Unit 1: Communicating with Employers (20%):

Students will create an AI-assisted resume and cover letter for their intended career field, after completing preliminary industry research on that field.

Unit 2: Documenting Instructions or Procedures (20%):

Students will create a set of instructions or procedures on a chosen topic. In addition, students will conduct a simple usability test on their instructions/procedures and will submit the results of their usability test to the professor as a memo.

Unit 3: Proposals (20%):

Students will conduct research and write a formal proposal to decision makers from either their job, local, state, or federal government, or WBU administration. Before the proposal is submitted, students will write a progress report memo to the professor.

Final Exam (10%):

The final exam will be written as a memo and will ask students to synthesize and include information/material from the entire term.

Grade Appeal Statement: "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 term. The schedule and assignments that appear below are subject to change before the term begins. Even after the beginning of the term, this schedule will be subject to change with advance notification, of course.

Weekly Topic	Reading	Discussion Topic	Assignment(s)
Week 1 (8/11-8/17): Introduction to Technical Communication	Chs. 1, 2, & 3	Introductions Company and Goal	Discussion Boards Homework/Activities

Weekly Topic	Reading	Discussion Topic	Assignment(s)
Week 2 (8/18-8/24): Communicating with Employers	Chs. 20, 21, & 22	Industry Research Peer Review	Discussion Boards Homework/Activities **Unit 1 documents due 8/24**
Week 3 (8/25-8/31): Instructions and Procedures	Chs. 10, 14, & 27	Instruction Topic Instruction Target Users	Discussion Boards Homework/Activities
Week 4 (9/1-9/7): Document Design and Usability Testing	Chs. 12, 13, & 16	Usability Testing Peer Review	Discussion Boards Homework/Activities **Unit 2 documents due 9/7**
Week 5 (9/8-9/14): Conducting Research	Chs. 4, 5, & 23	Research Experience Proposal Topic	Discussion Boards Homework/Activities
Week 6 (9/15-9/21): Preparing a Formal Proposal	Chs. 6, 7, & 26	Organizing and Drafting Proposal Progress Report	Discussion Board Homework/Activities
Week 7 (9/22-9/28): Submitting a Formal Proposal	Chs. 9 & 15	Peer Review	Discussion Board **Unit 3 documents due 9/28**
Week 8 (9/29-10/4): Final Exam	N/A	Course Reflection	**Final exam due 10/4**

ALL ASSIGNMENTS MUST BE SUBMITTED TO BLACKBOARD TO RECEIVE CREDIT.