Class space: eCollege
E-mail: Thomas.Hays@tamuc.edu
Office phone: 731-727-7378
Office: Virtual
Office hours: Sunday through Thursday 6p to 8pm

Course Information

Materials – Textbooks, Readings, Supplementary Readings:

Textbooks Required:

Readings available in eCollege course shell. There is no textbook for this course.

Course Description:
Technical Communication. Three semester hours. (1, 2) Techniques of objective reporting on scientific and technical material; principles of technical exposition; study of language uses; writing samples and principles of various technical reports, including abstracts, proposals, and manuals. Prerequisite: Eng 1302.

Student Learning Outcomes:

1. Learners will demonstrate that they have engaged in a writing process that incorporates revision in response to instructor and peer response feedback over the course of the semester. This outcome will be assessed by evaluation of the changes in drafts posted for selected writing assignments throughout the semester.

2. Learners will demonstrate that they have learned to identify, evaluate, and use a variety of professional materials online as models and resources for creating their course assignments. The sources they are expected to identify and evaluate are: relevant professional organization sites, relevant professional conference sites, relevant professional blogs, and relevant professional journals or periodicals. This outcome will be assessed by evaluation of the ethics post, job materials, and final project.

3. Learners will demonstrate that they can work in groups toward the goal of completing an extensive project. This outcome will be assessed by evaluation of the final project and Friday memos required through the process of working on the group project.

4. Learners will demonstrate an understanding of how to plan and schedule an extensive project over the course of a semester. This outcome will be assessed by evaluation of the final project and Friday memos required throughout process of working on the group project.

5. Learners will demonstrate they can create a polished piece of writing a reader can easily follow and understand. This outcome will be assessed by evaluation of the process piece.

Course Requirements

Instructional / Methods / Activities Assessments

Attendance Policy: This is an online course, so face-to-face attendance is not required. The course is *not* self-paced, and students are expected to participate in the course every week. There is work due almost every week.

Course Calendar

This schedule may be adjusted to accommodate for student learning needs.

Week (date of beginning of week)	To Do:
W1 August 25th	Getting to know you- post in discussion board by Watch welcome video on front page of course shell. Read syllabus and all materials posted in eCollege course shell. Take syllabus quiz by.
W2 September 1st	Writing for my career- post to discussion board. 3-5 paragraphs. Due Tuesday, at 10:00 AM. Respond to at least 3 other posts by Friday at 5:00 PM.
W3 September 8th	Begin process writing unit: Peer Review Process Piece. Have draft to me (in dropbox) to distribute to your peer by Thursday, at 10:00 AM. Feedback to peer due in dropbox Monday, at 10:00 AM. I will distribute to your peer.
W4 September, 15th	Process Piece Due Thursday at 10:00 AM.
W5 September, 22nd	Process application and reflection due Thursday at 10:00 AM.
W6 September 29th	Ethics post due Thursday at 10:00 AM.
W7 October 6th	Begin job application unit: Find a job ad. Post the ad in the discussion board. Write about why this ad appeals to you. Due Tuesday at 10:00 AM
W8 October 13th	Peer review application materials. Draft due to the dropbox Monday at 10:00 AM. I will send you a peer's draft to review by

	5PM. Feedback due to me to the dropbox (I will distribute to your peer) by Friday at 10AM. I will send you your peer's feedback by 5PM.
W9 October 20th	Use this week to revise your application materials.
W10 October 27th	Application materials due Monday, at 10:00 AM. I will send you a peer's application materials Monday, 3/25 by 5PM to complete the recommendation letter. Recommendation letter due Friday, at 10:00 AM.
W11 November 3rd	Begin collaborative project unit Work with group on deciding roles, assigning tasks, dividing up work, etc. Weekly memo due Friday at 10AM
W12 November 10th	Work with group on collaborative project Weekly memo due Friday at 10AM **I will be attending Bouchercon, the International Mystery Convention in Los Angeles during this week. While I will still be online, my interaction with be limited.**
W13 November 17th (Thanksgiving Week)	Work with group on collaborative project. Weekly memo due Friday at 10AM.
W14 November 24th	Send drafts of final projects to Professor Hays in dropbox by 10:00 AM on Thursday, April 24. Professor Hays will send feedback before no later than Friday, April 25 at midnight.
W15 December 1st	Finalize collaborative project- Due Monday at 10:00 AM.

Please note: we review and discuss student work often in this group. Treat each assignment as though it is a public text. Do not share information in your essays you do not want shared with all the students in the class. This is very important.

Grade weights:

Assignment Name	**Percentage of Grade**

Participation, including but not limited to: intro to class, syllabus quiz, ethics post, posting on discussion board when required, etc.	10%
writing for my career post	5%
Process Piece: 1.Process description (10%) 2.Process application and reflection (5%)	15%
Job Materials: 1.Ad (5%) 2.application materials (10%) including resume, cover letter, and other appropriate materials 3.recommendation (10%)	25%
Collaborative Project	35%
Peer Reviews throughout semester: Process piece (3%)), job materials (4%), ~~collaborative project (3%)~~ **Please note**: since collaborative project peer review was cancelled, you will earn your 3% by submitting draft of final project to Professor Hays on time, by 10:00 AM on Thursday, April 24.	10%

Grading Scale:

90-100	A
89-80	B
79-70	C
69-60	D
59 and below	F

Technology Requirements

You will need access to the Internet and eCollege.

All assignments must be typed and submitted through eCollege in the designated space.

Communication and Support

The very best way to contact me is to send me an e-mail at
Thomas.Hays@tamuc.edu

Since I am located in Tennessee, face-to-face meetings are generally an impossibility. However I am available through the virtual office, by email, and by phone

Since this is an online class, I am also happy to meet you via Skype. Contact me to arrange a time.

I check my e-mail and the eCollege space regularly Monday through Friday. Ordinarily, I take the weekends off. If you would like to have an online discussion with me and cannot arrange a time during the week, we can arrange to talk during the weekend.

Course Policies and Procedures

Academic Dishonesty/ Plagiarism:

Professors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. (Texas A&M University- Commerce Code of Student Conduct 5.b [1,2,3]).

Plagiarism is not simply the use of another source's words without giving credit to that source. In fact, this issue is far more complicated. For example:

1. If you write an entire paragraph based on information from a source and only cite that source at the end of the paragraph, this practice can be considered a form of plagiarism.
2. If you use an author's idea without crediting the author, this practice can be considered a form of plagiarism.
3. If you turn in an essay you have used in another course, you can be accused of plagiarism. Yes, you can plagiarize yourself!
4. If you buy a paper from an online "paper mill," this is definitely plagiarism.
5. If someone writes your paper for you, this is definitely plagiarism.
6. If you "lift" sentences, phrases, or paragraphs from a source (online, a book, a peer's paper, etc.) without giving credit to the source, that is definitely plagiarism.

Grievance Procedure:

If you have concerns about the class or about me as an instructor, please speak to me about those concerns. If you are not satisfied with the outcome of our conversation, the next person in the chain of command is the Department Head of Literature and Languages, Professor Hunter Hayes.

Classroom Etiquette

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Student's Guide Handbook, Policies, and Procedures, Conduct.)

While online communication lends itself to a feeling of anonymity, you are not anonymous here. I am your professor, your classmates are your colleagues, and you should communicate here as you would in a face-to-face classroom or in a professional setting.

Here are some strategies for respectful, effective, and scholarly online communication:

- I operate under the assumption that everyone in the class is here to learn and will do their best work. You should operate under that assumption, too.
- DON'T TYPE IN ALL CAPITAL LETTERS BECAUSE THIS IS HOW WE INDICATE SCREAMING IN ONLINE SPACES. No one wants to be screamed at—face-to-face or online.
- If someone says something to make you angry, step away from the computer for a few minutes and do not respond until you've calmed down.
- If you leave a snarky comment, delete it, or I will. Snark is not appropriate in an academic setting.
- For examples of how NOT to communicate in our classroom space, see any CNN.com story comments section or the comments on youtube videos. We will not be operating like that.

Please don't make me drop your participation grade for bad online behavior. I want this space to be one in which we are free to try out new ideas, think critically, and learn. Snark, hostility, and sarcasm destroy environments where those positive things can happen.

Other course policies:

1. I do not accept late work. If you anticipate running out of time, request an extension; I always try to say yes to extension requests.

2. You must turn in all assignments in order to pass the course.

3. Disappearing from the class for long periods of time without explanation will result in a failing grade. You have work to do each and every week except during Spring Break.

4. If you're having trouble keeping up, please communicate with me about that. Do not allow yourself to get behind and give up.

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library 132

Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu
Student Disability Resources & Services

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook).*