

English 3300: Scientific and Technical Writing

Spring 2016

Course Objectives

Welcome to English 3300. This advanced writing course is designed to meet the needs of students who are preparing for careers in engineering, scientific, technical, business and writing professions. This course emphasizes rhetorical concepts such as purpose, audience, style, and situation as well as strategies for planning, organizing, designing, and editing technical and professional communication. The assignments in English 3300 include analyzing and producing a variety of technical and professional genres, including professional correspondence, reports, technical definitions and descriptions, and instructions. These assignments are designed to help you develop strategies for communicating technical information to a variety of audiences, including managers and users, both technical and non-technical.

Course Materials

Texts:

Practical Strategies for Technical Communication, Mike Markel
Team Writing, Joanna Wolfe
Course readings posted on Canvas

In Class Daily:

A notebook, binder, and/or folder for notes and handouts
Lined paper (loose leaf or perforated)
A flash drive or some way of storing or transferring your work
A two-pocket folder for turning in major assignments

Major Assignments

Your final course grade will be based on the following major assignments. Each is worth 20% of your final grade. Due dates presented on the syllabus are tentative. A course calendar will be provided for each unit with definite deadlines. Specific guidelines for each major assignment will be distributed as well.

You must complete all four major assignments and the final evaluative report in order to pass the course.

Unit I: Professional Development Project (2/8)

Unit II: Collaborative Report (3/4)

Unit III: Instructions and Usability Report (4/4)

Unit IV: Process Presentations (4/27, 29, final exam period)

A final evaluative report will be due during the final exam period, and you are required to be present for this period, whether or not you are presenting. Daily work/participation is also worth 20% of your final grade.

Instructor
Sara Kelm

Office
Draper 246.18
(Carroll Science 4th flr)

Office Hours
MWF 10-11a
TR 9:30-11:30a
& by appointment

Email
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Course Information
English (ENG) 3300.E2
MWF 9:05-9:55a
Carroll Science G09

Final Exam
Monday, May 9
9-11a

*All course policies, guidelines,
and regulations are subject to
change at the instructor's
discretion.*

Minor Assignments

Daily Work: This will take the form of reading response memos, in-class activities and short writing assignments, and reading quizzes. Daily work, along with participation, is 20% of your final grade. If you miss a class period, you will not be able to make up any daily work unless you have checked with me in advance. Assignments uploaded to Canvas without your presence in class will receive half credit.

Reading Response Memos: Often when you have reading, you will upload a one-page, single-spaced, memo-style reading response (300-500 words) to Canvas. In this response, you may propose a question related to the reading, make connections to other concepts we are discussing in class, and/or apply the concepts to a professional situation. These responses will be used for our class discussions, so it may be wise to have a copy on hand.

Quizzes: Any day that you have reading, you may have a quiz. The possibility of a quiz will be announced in advance. On the quiz, you may reference any handwritten notes you have taken.

Class Participation: Your participation is necessary for the success of class discussions and group work, which is why it is a significant component of your grade. Your participation is crucial to the learning of you and your classmates, particularly during the group project unit. Repeated absences will lower your participation grade (refer to absence policy at the end of the syllabus). Simply being physically present is not enough; you must engage with the material and other class members. As in the workplace, civility is expected at all times. Lastly, if you struggle to understand the purpose of an assignment or activity, please talk to me during office hours. If you are having trouble with a reading or writing assignment, I encourage you to seek help from me; don't let yourself fall behind.

The grading in this course will be based on the following grade scale:

A (100-93)	A- (90-92)	
B+ (89-87)	B (86-83)	B- (82-80)
C+ (79-77)	C (76-70)	C- (76-70)
D (69-60)	F (59 and below)	

You are always welcome to talk to me about a grade received on an assignment. However, **you must wait 24 hours before coming to talk to me.**

Classroom Policies

- **Office Hours:** While I expect to be on campus during my office hours each week, I occasionally use that time to run errands around campus. Thus, it would be wise to send an email and let me know if you are planning to stop by during my office hours. That way, I can be sure to be available. If we have set up a meeting or conference and you do not attend, I reserve the right to award you an unexcused absence.
- **Technology:** Some class sessions will be broken into lecture and work times. During lecture, no electronic devices should be seen or heard. During work time, any student who does work unrelated to our class may be counted absent without warning and lose participation points. The same goes for any student who uses their cell phone during class. Make sure if you use the classroom computers, you have your in-progress work easily accessible (through a flash drive or online storage system, i.e. Box or GoogleDrive). Please log off the computers at the end of class. For hardcopy assignments and projects, print them well before class to prevent last-minute scrambling—do not count on the printer in the classroom. Expect electronics to break when you need them most. So, back up your work regularly on GoogleDrive, Box, or a flash drive.
- **Sustenance:** No food or drinks are allowed near the computers. I will make exceptions for water and coffee/tea, but only if the liquid is in a spill-proof container and consumed far away from the computers.

- **Readings:** Whenever there are assigned readings, you must bring a copy of the reading to class. The copy may be electronic, but if I have any doubt that you are looking at something other than the reading, you may lose credit for participation without warning. Do not expect to print out any readings during class.
- **E-mail:** The majority of my communication will come through e-mail or Canvas announcements. I expect you to **check your Baylor e-mail daily**, and you can expect me to do the same. E-mails should be professional and polite, with a subject, a greeting and a closing. I reserve the right to not respond to e-mails that do not follow this professional format. Remember, we are practicing professional writing, and e-mail is professional correspondence. I do not use the Canvas inbox; please use the Baylor e-mail to contact me.
- **Canvas:** All materials (PowerPoints, hand-outs, etc.) for this course will be uploaded to Canvas. **You are responsible for checking your Baylor e-mail and/or Canvas for information, updates, and class materials**, particularly if you have missed a class period. Make sure you have the appropriate Canvas notification settings. As indicated on the unit schedule, most assignments must be uploaded to Canvas before the start of class. Make sure you upload these assignments as a Word document (.doc or .docx).
- **Late Work:** All work will be due at the beginning of class, sometimes as a hard copy and more often uploaded to Canvas. **I do not take any late work, except for major assignments.** Late major assignments will lose one half of a letter grade for each day that they are late. The assignment is not turned in until all documents (both electronic and paper) are handed in. If the assignment is turned in after class on the day it is due, the highest it may receive is a 90%. Each day after that, it will lose half a letter grade (for example, if a paper is due Monday but is not turned in until Thursday, the highest grade the paper may earn is a C+ [78%]). In extenuating circumstances, the student should make arrangements with me as soon as those circumstances are known.
- **Writing Center:** I strongly recommend visiting the Writing Center (Carroll Science, Room G-06). This service is provided free of charge by Baylor University and is available to all students. While Writing Center tutors cannot proofread or edit your papers for you, they can help with outlining, thesis development, sentence structure, organization, clarity, MLA citation, and other writing skills.
- **Honor Code:** I take plagiarism very seriously. All students should be aware of Baylor University's Honor Code (located at <http://www.baylor.edu/honorcode>) and should take special care to avoid engaging in conduct that violates the code. Incidents of plagiarism are grounds for immediate course failure. Examples of such behavior are claiming all or part of another writer's work, Copying/pasting large segments of writing from other sources (especially without proper citation), turning in work that was done in a previous or contemporaneous class (including high school and current Baylor courses), etc.
- **Turnitin:** All essays must be uploaded to Canvas. With the goal of deterring behavior that violates Baylor's honor code, this course will use Turnitin.com in conjunction with Canvas to check the originality of each major assignment students turn in. Instructions on how to use Turnitin.com will be given in class. Students agree that by taking this course, all required papers, exams, class projects, or other assignments submitted for credit may be submitted to turnitin.com or similar third parties to review and evaluate for originality and intellectual integrity. A description of the services, terms and conditions of use, and privacy policy of turnitin.com is available on its web site: <http://www.turnitin.com>. Students understand all work submitted to turnitin.com will be added to its database of papers. Students further understand that if the results of such a review support an allegation of academic dishonesty, the course work in question as well as any supporting materials may be submitted to the Honor Council for investigation and further action.

A Note on Teacher Comments: When a paper is returned to you, it will contain multiple comments and/or corrections all throughout your writing. Although it is tempting to look only at your grade, you will be expected to take my comments into account for future assignments. This includes both overall comments and line comments. Make sure you know how to find both on Canvas.

Do not be discouraged by the number of comments on your work. Even experienced writers have editors.

Attendance Policy

- The College of Arts and Sciences Department policy for attendance states that students must attend **75%** of class meetings to receive credit for the course. This is approximately **twelve** absences, and includes both excused and unexcused absences. Attendance will not be posted on Canvas; you are responsible for keeping track of your absences and tardies. You may contact me and check my records if you are uncertain about the numbers of absences and tardies you have accumulated.
- **Excused absences:** Excused absences include those necessitated by university-sponsored activities, illness, family, or personal emergencies that require you to miss class or leave school. If you have an excused absence, you must bring a note from the proper authority stating the dates and reasons for your absence.
- **Unexcused absences:** Obviously, skipping class is an unexcused absence. Other ways of accumulating unexcused absences are the following: (1) sleeping in class, (2) working on assignments not related to ENG 3300 while in class or using an electronic device without permission, or (3) failing to attend the entire class meeting by arriving more than 15 minutes late or leaving class early.
- Do not be late. **Three tardies will equal one absence.** Additionally, if you are more than 15 minutes late, I will count you absent. If you leave early, I will count you absent. If we've already taken a quiz by the time you arrive, you cannot take the quiz. Your participation grade will also be affected by repeated tardies. Be present.
- **You are responsible for the material you miss because of an absence.** Check Canvas to review PowerPoints and assignments, and be prepared for the next class period's assignments.
- Again, I do not take late work. If you miss a quiz, you miss a quiz.

Revision

- You are encouraged to revise **one** of the first three major assignments. You can receive up to one letter grade higher than your original grade. Please note that by revision I mean rethinking, restructuring, and rewriting. Simply changing the sections that I've marked will not necessarily raise your grade.
- You must also write a cover letter to me that explains the changes you made and your rationale for doing so. Include the original graded draft with your revision (for unit III, in particular).
- Late penalties cannot be made-up in the revision. If you fail to turn in an assignment, you cannot re-submit it for the post-grade revision. *I reserve the right to require revisions in cases where work is unsatisfactory.*

Syllabus Contract

Please cut from syllabus, sign/date this section, and bring it to the next class meeting.

I, _____ (print name), have carefully read and understood the policies put forth in the syllabus for Sara Kelm's English 3300 class, taught Spring 2016. I understand that I will be held to these policies and that if I have any concerns about them, it is my responsibility to ask for clarification.

Signature: _____

Date: _____