**ENGL 218G, Section M12: Technical and Scientific Communication**

**Instructor:** **Michelle Granger**

**Classroom:** **EN #125**

**Email:**  **Through Canvas or granger1@nmsu.edu**

**Office Hours:** **Tuesdays and Thursdays, 1:00-2:00, Milton Hall, cubicle G1, and by appointment**

**COURSE OVERVIEW**

**Prerequisite**

Successful completion of ENGL 111 with a grade of “C” or its equivalent is a prerequisite for enrolling in ENGL 218.

**Course Description**

Through reading and writing, and online discussions/workshop exercises, you will become familiar with effective writing for courses and careers in the sciences, engineering, and agriculture and develop strategies for understanding and presenting technical information for various purposes to various audiences. You will produce a variety of documents designed to help you hone research skills, develop a professional writing style, understand what constitutes effective document design, and recognize the importance of ethical considerations in technical and scientific communication.

**Required Texts**

* Johnson-Sheehan, Richard. (2018). Technical Communication Strategies for Today. (Third ed.) New York: Longman.
* Howard, Rebecca Moore. (2014). Writing Matters. (Special ed.). Boston: McGraw Hill.

**State of New Mexico Core Competencies (Area 1: Communications)**

* Analyze and evaluate oral and written communication in terms of situation, audience, purpose, aesthetics, and adverse points of view.
* Express a primary purpose in compelling statement and order supporting points logically and convincingly
* Use effective rhetorical strategies to persuade, inform and engage.
* Employ writing and/or speaking processes such as planning, collaborating, organizing, composing, revising and editing to create presentations using correct diction, syntax, grammar, and mechanics.
* Integrate research correctly and ethically from credible sources to support the primary purpose of communication
* Engage in reasoned civic discourse while recognizing the distinctions among opinions, facts and inferences.

**English 218 Course Objectives**

By the end of this course, students will be able to:

* Describe the difference between technical communication and other forms of writing
* Identify and describe documents used in technical communication, including memos, letters, e-mails, reports, proposals, and instruction manuals
* Demonstrate the ability to analyze a rhetorical situation and develop appropriate documents in response
* Identify and analyze target audiences
* Understand and use basic principles of document design
* Demonstrate familiarity with the computer-assisted writing process
* Demonstrate the ability to manage information effectively and use it appropriately
* Correctly use technical and scientific documentation styles
* Present information in a coherent, logical manner, both in spoken and written form

**Course Goals**

* To understand the genre and manipulate the structure of selected technical documents;
* To convey clearly, cogently and correctly through written media, the technical aspects of a practice to non-specialist audience;
* To recognize and use the rhetorical and stylistic elements necessary for the successful practice of scientific and technical communication;
* To work collaboratively and individually to research, to analyze, and to write about, public debates regarding the conduct of science and technology;
* To appreciate your obligations as prospective practitioners in your chosen field to laypersons affected by your work.

**COURSE POLICIES**

**Assignments and Grading***:*

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| --- | --- |
| **Component** | **Percentage of Final Grade** |
| Attendance | 10% |
| In Class Work and Participation | 15% |
| Homework and Other Assignments | 25% |
| Midterm Project | 20% |
| Final Project | 30% |

***Ethics and Plagiarism****:* Plagiarism and any other kind of academic dishonesty may result in a failing grade and may result in further disciplinary action by the university. Plagiarism is the act of presenting another person’s language or ideas (intellectual property) as your own. This includes copying from your peers. You may be guilty of plagiarism if you fail to properly quote and/or cite any borrowed material. Submitting your own previously written work to satisfy an assignment for this class or submitting the same assignment to me and another instructor without permission from both of us constitutes academic dishonesty. In addition, you are responsible for protecting your own work from being misrepresented. If you allow your work to be copied and submitted as someone else’s you are guilty of academic misconduct and may be reprimanded.

***Attendance Policy****:* Regular attendance is essential for success in a writing course such as this. This is a hands-on, workshop-oriented class, and much of the learning of the course takes place in class or on the basis of class lectures, discussions, and exercises. Therefore, attendance in this class is mandatory. The Department of English has established the following policy governing attendance:

* We do not make a distinction between "excused" or "unexcused" absences. Following university policy, the only exception is when students miss class for documented, university-sanctioned activities (e.g., ASNMSU president representing NMSU at a legislative session; student athletes competing in NMSU scheduled athletic events; students participating in educational field trips and conferences). In such cases, students must provide official documentation in advance and make arrangements for work missed or due. In all other cases, missing class counts as an absence.
* Attendance will be taken for each class period, beginning with the first class meeting. Attendance plays a role in your final grade; specifically, attendance and participation account for 10% of your final grade (it can move your final grade up or down a full letter grade).
* If you are absent—or anticipate being absent—from class at any time, notify your instructor as soon as possible to discuss what you will need to do. If you cannot contact your instructor immediately on your own, find someone who can do so for you.
* In cases of absences, you are responsible for getting notes and any other materials from other students in the class and continuing to follow the syllabus schedule.
* *If you are absent beyond three weeks of class (nine class periods in a three-day-a- week course or six classes in a two-day-a-week course), you cannot pass this course. You will have missed too much information and practice related to the learning objectives of the course.*

Attendance will be graded using the following scale:

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| **Class Meets 2 Days a Week** |
| 2 or fewer absences = A for 10% of final grade |
| 3 absences = B- for 10% of final grade |
| 4 absences = C- for 10% of final grade |
| 5 absences = D- for 10% of final grade |
| 6 absences = F for 10% of final grade |
| 7 absences = F for final class grade |

|  |  |  |
| --- | --- | --- |
| A 93-100% | B- 80-82% | D+ 67-69% |
| A- 90-92% | C+ 77-79% | D 63-66% |
| B+ 87-89% | C 73-76% | D- 60-62% |
| B 83-86% | C- 70-72% | F 0-59% |

***Withdrawal****:*If you decide not to complete this course, you are responsible for withdrawing from the course by the appropriate deadline (See course schedule for withdrawal dates).

***Incomplete Grades****:* I will only assign incomplete grades to students who are passing the course but encounter and illness or emergency; I reserve the right to decide on a case-by-case basis whether the situation is appropriate for issuing an incomplete. Documentation of the illness or emergency will be required.

**University Policies**

*Nondiscrimination*: According to the NMSU Office Institutional Equity website:

"New Mexico State University (NMSU) is dedicated to non-discrimination and equal opportunity in education and employment in compliance with state and federal laws which prohibit discrimination on the basis of race, color, national origin, ethnicity, gender, gender identity, sexual orientation, spousal affiliation, physical or mental disability, serious medical condition, or veteran status. NMSU's dedication to non-discrimination extends to recruitment, admissions, education, scholarships and other tuition assistance, social and recreational programs, hiring, promotion, training and other employee actions such as work assignments, compensation, benefits, transfers, layoffs, and terminations. Additionally, NMSU's mandated affirmative action plan is evidence of our dedication to excellence in everything we attempt to accomplish."

In the context of your English 111 class, this means that you should show respect not only to your instructor, but also to your peers as equals. We are all entitled to our own opinions and beliefs; however, any comments, jokes, or remarks that denigrate the worth of an individual's physical or mental ability, body size, religion, race, creed, ethnic background, sexual preference, or gender are inappropriate and will not be tolerated. You can visit <http://www.nmsu.edu/~eeo/> for more information.

*Students with Disabilities*:Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:

Trudy Luken, Director

Student Accessibility Services (SAS) - Corbett Center, Rm. 208

Phone: (575) 646-6840 E-mail: sas@nmsu.edu Website:  <http://sas.nmsu.edu/>

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on discrimination issues, Title IX, Campus SaVE Act, NMSU Policy Chapter 3.25, NMSU's complaint process, or to file a complaint contact:

Gerard Nevarez, Title IX Coordinator

Agustin Diaz, Title IX Deputy Coordinator

Office of Institutional Equity (OIE) - O'Loughlin House, 1130 University Avenue Phone: (575) 646-3635 E-mail: equity@nmsu.edu Website: <http://www.nmsu.edu/~eeo/>

**Expectations Policy**

One of the best things about college is the opportunity to meet and work with people from diverse places, cultures, language with diverse beliefs, and values. Our classroom is a space where we are free to share these ideas and welcome diversity. For effective learning, we must all respect each other and refrain from using offensive language or making jokes that discriminate against an individual’s gender, race, class, ethnicity, disability, religion, or sexual orientation. With that said, I also expect us to have a fun semester while we engage in academic conversation and learning.

You can expect me to do the following:

* Come prepared
* Provide you with constructive criticism
* Meet with you during office hours to offer additional assistance
* Explain assignments to you to ensure you understand assignment expectations and guidelines
* Notify you when any changes are made to the course calendar
* Treat each student with respect

I expect you to do the following:

* Come prepared
* Submit assignments on time
* Take this course seriously by turning in quality work
* Be in class on time each day
* Actively participate in the online discussion forums
* Treat me and each other with respect
* Participate in classroom discussion and ask any questions you may have

**Document Format**

In this course we will emphasize the importance of a professional appearance for all of your technical documents. All assignments must have a professional appearance in accordance with APA manuscript format, must be typed on a word processing program such as Microsoft Word, and must be proofread and spell checked. Use a standard 12 pt (Times New Roman or similar) font, double space, and follow conventional margins. I do not accept any handwritten assignments for credit.

Follow the appropriate conventions for each type of document. For example, a memo should contain a subject line and a report requires a title page. Consult the relevant sections of your text for specific guidelines.

**Addendum**

***Late Work***

Generally speaking, I do not accept late work. Missing class is not an excuse to miss turning in an assignment. Some assignments will be due on Canvas and others will be due on a hard copy in class. If it is due on Canvas it must be in by the due date. If it is due in class, you must make prior arrangements, with me, in order to turn it in and receive full credit. I know that life happens and sometimes things don’t go as planned; but it is your responsibility to manage your time and complete your assignments. That said, do keep me posted of any emergencies or extenuating circumstances that may affect your performance and I will do what I can (within reason) to accommodate your situation.

***Classroom Etiquette***

I expect us to respect each other’s differences and learn from them. We will not use language, either direct or inferred, that causes others to feel excluded or inferior. Remember just because you don’t think something is offensive does not mean someone else won’t. You do not determine how your message is perceived. Therefore, we will exercise the utmost respect and caution in our speech in class and toward one another.

Likewise, as technology is integrated into our daily lives and especially learning practices, I understand and expect many of you to engage with computers and other smart technology in the classroom. However, you must be vigilant that what you are looking at, and typing, is related to our class, that day— period. It is rude to text, engage with social media, or do homework for other classes, while in this class. Be respectful with your use of technology so that we can all enjoy a productive learning environment.

***Personal Note***

All of that said, I don’t expect problems, I just want us all to be on the same page. Please let me know if there is anything that I can do to make this class and your semester successful. I love teaching English here at NMSU and am looking forward to a great Spring semester with all of you. Let’s Go Aggies!