The University of Texas at El Paso
Rhetoric and Writing Studies
RWS 3359: Technical Writing
FALL 2018
SEC 8: CRN 15357

INSTRUCTOR: Elvira Carrizal-Dukes, M.F.A.
COURSE EMAIL: Blackboard Email [E-mail messages read MWF 1 p.m.]
OFFICE HOURS: Virtual Office Hours Tuesdays Noon – 1:30pm
                         (Blackboard/Email; Skype by appt.)
                         For non-course related issues: ecarrizaldukes@utep.edu

Blackboard Course Messages

You may send course messages through Blackboard any time.
1. Click on Course Messages area in the Control Panel then click Create Message
2. Click on To: then Select my name: Elvira Carrizal-Dukes (Instructor)
3. Type in a Subject and Message (I will respond to you within 24 hours.)
4. Click Submit

Required Text

-Johnson-Eilola, J., & Selber, S. A. (2013). Solving problems in technical
communication. *IEEE Transactions on Professional Communication*, *56*(3), 256-259.
ISBN: 978-0226924076
- The first two assigned chapters will be provided as PDFs on Blackboard in that week's
module to give you time to get the book.

The textbook is available online at Amazon.com. Do not order books that will take
several weeks or months to arrive. You must have books in your possession within the
first two weeks of class, as readings begin immediately.

Contacting Your Instructor

Please allow me at least 24 hours to respond to your emails. I try to respond in a timely
manner, but I do not always check my email when not in town or on the weekends. I will
check my email MWF at 1 P.M., so with a bit of planning, you can email me a specific
question, or better yet, contact me during virtual office hours.

Course Description

This course is a professionally-oriented communication course centered on assembling,
organizing, drafting, and revising technical information for generating written documents
and oral reports.

Learning Outcomes

Upon successful completion of RWS 3359, Technical Writing, you will be able to
   • analyze a variety of professional rhetorical situations and produce appropriate
     texts in response;

- identify and practice the stages required to produce competent, professional writing through planning, drafting, revising, and editing;
- determine and implement the appropriate research methods for each writing task;
- practice the ethical use of sources and the conventions of citation appropriate to each genre;
- write for the intended readers of a text, and design or adapt texts to audiences who may differ in their familiarity with the subject matter;

Important Dates

Aug 27th	Fall Classes Begin
Sept 3rd	Labor Day Holiday – University Closed
Nov 2nd	Fall Drop/Withdrawal Deadline
	Note: Student-initiated drops are permitted after this date, but the student is not guaranteed a grade of W. The faculty member of record will issue a grade of either W or F.
Nov 22-23rd	Thanksgiving Holiday – University Closed
Dec 6th	Fall – Last day of classes
Dec 10-14th	Fall Final Exams
Dec 19th	Grades are posted to student records; students are notified of grades and academic standing

Blackboard

This course is 100% online. We will never meet face to face. Some class members may be out of town and it would be unfair for some students and not others to have access to the professor. Therefore, you must familiarize yourself with Blackboard. Assignment and schedule details as well as assignment grading can be found on Blackboard. If you need a hard copy of this syllabus, print it. Uploading and downloading assignments, syllabus and readings will be on Blackboard.

How to Login to Blackboard
Blackboard is tied to my.utep.edu. If you are properly registered for the class, you are enrolled in Blackboard as well.

Go to: https://my.utep.edu

Log in with your UTEP Username and password. If you have trouble, email me as soon as possible. Blackboard Student Services provides 24/7 help desk and technical support to faculty and students in online courses.

Contacting Blackboard Student Services 24/7 Support
  Toll free 1-877-382-0491

*** IMPORTANT: You must get into the habit of checking Blackboard EVERY DAY to make sure you do not miss any important announcements, which will be posted in the Announcement area.

Computer Requirements
_____
A working, updated computer is required for this course. You will need to have an up-to-date browser, operating system, and some additional software on your computer to take this course to complete the weekly MODULES.

You MUST have access to: (a) camera (visual), (b) microphone (speaking), and (c) speakers (audio) and d) a working desktop or laptop computer.

It is extremely important that you have a strong internet connection for submitting course assignments. Compose your work in word first, save your document, and then copy and paste it into BB. In addition, please don't wait until the last minute to submit your work.

NOTE: Do NOT use your tablet or mobile phone as a composing environment for this course. This will save you a lot of problems as BB does not work well with these when submitting assignments. Blackboard works best with Mozilla Firefox, Google Chrome, and Safari. Stay away from Internet Explorer. For some reason Blackboard does not communicate well with Internet Explorer so avoid it. Additionally, it is very important that your Adobe Reader and Java software be up to date. All of your readings, lectures, and assignment sheets are (.pdf) files and require the latest version of Adobe Reader.

Grade Breakdown
_____
This syllabus only provides an overview of assignments for the class—specific assignment sheets will be discussed and posted in Blackboard.

Task	Percent of course grade
Assignment 1 (A1): Image Assignment	10%
Assignment 2 (A2): Audio Assignment	10%
Assignment 3 (A3): Video Assignment	15%
Assignment 4 (A4): Job Application - Including 1) Job Ad (saved as .pdf), 2) Resume (1-2 pages) & 3) Job Application Letter (1-2 single spaced pages)	10%
Assignment 5 (A5): Proposal For Analytical Report Topic with literature review (2 page memo)	10%
Assignment 6 (A6): Final Analytical Report (10-15 double-spaced pages long report, excluding APA references)	15%
Discussion 1 and 2 (including responses)	10%
(2) Quizzes	10%
Participation and Professionalism	10%
Total	**100%**

Grade breakdown
A=100-90%
B=89-80%
C=79-70%
D=69-60%

F=>59% or less

Participation

Students are required to have a consistent presence in this online course. Active participation with deeper thinking and critical analysis will be required in posts, discussions, module activities and assignment submissions.

Late Work

Late work will not be accepted. Please be mindful of deadlines and be ready to submit on time.

NOTE: Absolutely no grades of "I" (incomplete) will be given. Your final grade will be based on work completed during the semester, unless plagiarism is an issue with work submitted and evaluation is pending from the Office of Student Conduct and Conflict Resolution.

Academic Integrity Statement

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures (HOP). It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another person's as ones' own. And, collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be taken seriously and will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions. Please consult the Handbook of Operating Procedures at http://hoop.utep.edu for the complete University policy on academic dishonesty. You may also consult with the Assistant Dean of Students at the Student Union Building West, Room 102, or by calling (915) 747-5648.

University Writing Center

UTEP's University Writing Center (UWC), located in the UTEP library (past the book checkout counter) room 227, offers free writing tutoring assistance for all UTEP students. The tutors are undergraduate and graduate students who can help with all parts of a writing assignment including prewriting, organizing, revising, and editing. They can also help to understand any writing assignment and help work on comprehending difficult textbook material. Note: To facilitate revision, UWC tutors will not hold a tutoring session fewer than 12 hours before the assignment is due.

UTEP Center for Accommodations and Support Services

ADA: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other services, 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 the UTEP Center for Accommodations and Support Services (CASS) at http://sa.utep.edu/cass/, 915-747-5148, or cass@utep.edu.

Discussion Posts and Responses

Discussion forum assignments will be based on readings, lectures, and course material therefore you should read and watch all material before completing the assignment.

Initial post is due Saturday before 11 PM. Responses to at least (2) classmates are due before the following Wednesday before 11 PM.

Click on the Discussion Forum title.

To post your initial response, click on create a new thread. To respond to your classmate, click on their post and then click on reply. Click on "submit" to post your response.

Discussion Forums will open on Mondays.

Your grade is dependent on your initial post and responses to at least 2 classmates (who have 1 or zero responses) as well as on the quality of your post and word count. Your initial post needs to be at least 150 words. Each response to a classmate needs to be at least 75 words.

You will receive full credit for your posts that are quality and consist of critical analysis and contribute to the discussion. Be sure to answer the assignment questions.

There are some good guidelines for discussion board posts here: http://www.educationcoffeehouse.com/writers/high_quality_discussion_posts.html

Student Agreements

Cyber-Harassment will not be tolerated. Cyber-Harassment is the use of a computer to cause a person harm such as anxiety, distress or psychological harm, including abusive, threatening or hateful emails and messages and the posting of derogatory information online.

(N)etiquette rules:
* Always consider audience. Remember that members of the class and the instructor will be reading any postings.
* Respect and courtesy must be provided to classmates and to instructor at all times. No harassment, flaming, or inappropriate postings will be tolerated.
* Do not use inappropriate language, all capital letters, or language short cuts. Online entries should be written in Standard English with edited spelling, grammar, and punctuation.
* When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.

- Avoid repetition of what someone else has already said. Add something new to the discussion.

Course Calendar

This syllabus may be amended as the course proceeds. You will be notified of all changes.

Week 1: 8/27	Introduction and Course Policies; What Is Technical Writing? Read: Johnson-Eilola & Selber: Introduction
Week 2: 9/3	Audience and Purpose; Image Assignment due by 9/8 before 11pm Read: Johnson-Eilola & Selber: Ch. 1
Week 3: 9/10	About Oral Presentations; Communicating Effectively and Persuasively; Audio Assignment due by 9/15 before 11pm Read: Johnson-Eilola & Selber: Ch. 2
Week 4: 9/17	Document Design; Writing Collaboratively; Video Assignment Read: Johnson-Eilola & Selber: Ch. 5
Week 5: 9/24	Video Assignment due by 9/29 before 11pm Project Presentations and Peer Reviews
Week 6: 10/1	Proposals and Reports; Primary and Secondary Research Quiz 1 due by 10/6 before 11pm Read: Johnson-Eilola & Selber: Ch. 8
Week 7: 10/8	Discussion 1 due by 10/13 before 11pm Read: Johnson-Eilola & Selber: Ch. 9
Week 8: 10/15	Strengthen Your Writing: Key Strategies and Habits; Controlling Your Message; Job Application Assignment Read: Johnson-Eilola & Selber: Ch. 10
Week 9: 10/22	Job Application Assignment due by 10/27 before 11pm Read: Johnson-Eilola & Selber: Ch. 11
Week 10: 10/29	Quiz 2 due by 11/3 before 11pm Read: Johnson-Eilola & Selber: Ch. 13
Week 11: 11/5	Proposal For Analytical Report due by 11/10 before 11pm Read: Johnson-Eilola & Selber: Ch. 14
Week 12: 11/12	Discussion 2 due by 11/16 before 11pm Read: Johnson-Eilola & Selber: Ch. 15
Week 13: 11/19	Definitions and Instructions; Usability Read: Johnson-Eilola & Selber: Ch. 16
Week 14: 11/26	Creating and Interpreting Graphics Read: Johnson-Eilola & Selber: Ch. 17
Week 15: 12/3	Final Analytical Report due by Dec. 3, 2018 before 11pm