

RWS- 3359, CRN: 12277
Fully Online- Asynchronous on Blackboard
Technical Writing
Fall 2023 (801, Term A)
Date: 8/28/2023 to 10/16/2023

Instructor Information

Name: Shankar Paudel (शंकर पौडेल)

(he/him/his)

Email: spaudel@miners.utep.edu

Office Hours: As required (via Zoom)

Please send me an email if you have any queries or concerns about our class. We will communicate via Zoom whenever necessary. Do not hesitate to make contact! To send emails to me, please use your UTEP email account and include a subject line that clarifies the purpose; this enables me (and you) to keep good records and for easy retrieval in the future. In the body of your email, state your query clearly. Be sure to sign your email with your first and last name. I may or may not respond over the weekend. Plan your emails accordingly.

Course Online Interface

This is an online-only course. Blackboard will serve as the principal online interface for this course. In addition to postings and course communication, Blackboard will provide a private and secure area where students can access their most recent grades. This course is divided into monthly modules. Each week, you will be required to complete a module. Monday morning is the start of the week's module. If you need assistance with Blackboard, please contact me or visit one of the University's computer centers for assistance. Moreover, this is a condensed 8-week course. As a result, you must complete a substantial quantity of work each week. You are responsible for keeping up with and managing your workload.

Syllabus

The course outline is available on Blackboard. Although the syllabus is a legally binding document, certain sections, such as the course calendar, are subject to change upon written notice. A current syllabus draft and course calendar will always be accessible on Blackboard. Modifications to the course outline will also be communicated in the course modules or announcements.

Course Description and Learning Outcomes

This course introduces you to the principles and methods of technical writing and equips you with the skills necessary to enhance your ability to communicate via a variety of technical documents and media. Together, we will examine (analyze) a number of writing and design principles and practice (produce) a variety of technical genres. This course's successful completion will enhance your capacity to:

- Analyze the rhetorical situation and define the users and/or audience as well as tasks that the information must support;
- Apply rhetorical principles to plan and design effective technical documents for diverse media;
- Direct, manage, and monitor the publication cycle of small- and large-scale texts, such as

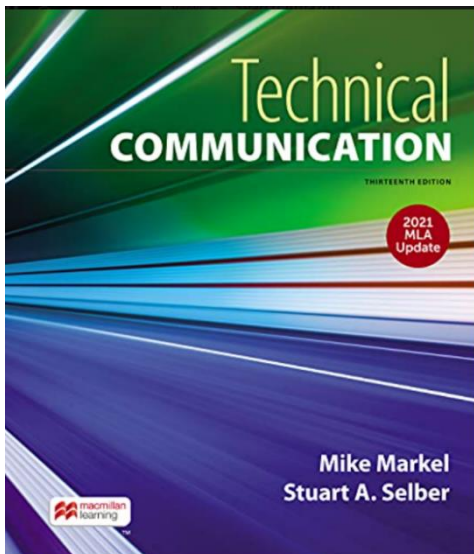
articles, manuals, and websites;

- Compose content appropriate for the users and the genre. Revise and edit written work for accuracy, clarity, coherence, and appropriateness as well as document resources as defined by a specific field;
- Apply technological and visual rhetorical skills (e.g., document design, graphics, computer documentation, electronic editing, and content management applications) in the composing process and publish, deliver, and archive as required; and
- Work critically and collaboratively to complete projects.

Attendance

Regular login is required for online courses. I suggest signing in daily, as there may be updates. If logging in or internet access is problematic, you may wish to withdraw and enroll in a face-to-face class. Since you have registered for an online course, it is assumed that you have access to the internet. If you miss more than one (2) week of posting, you will fail the course automatically, regardless of your progress on key assignments. **If you desire to withdraw from the course, you must do so on your own.**

Required Text



This course will use Markel and Selber's **Technical Communication (13th ed.)** as the guiding textbook. The ISBN for the text is 978-1319245009. Please get your book as soon as possible.

Assignments & Projects

The week in which the assignment is introduced, assignment sheets will be posted to Blackboard. All assignments must be submitted via Blackboard in the corresponding assignment section by the due date specified on the assignment page and course calendar. Unless otherwise specified, all significant assignments are required to be submitted in PDF format. Other file types will neither be accepted nor graded. For discussion board posts, type your post in the space provided or copy-paste your post there from another location.

The assignments for this course are as follows (please see the related assignment sheet for a detailed description of the assignment) and will be posted on Blackboard on time.

Chapter Reading Responses - 30%**(30 points)**

- *Week 1 Reading Response and Comments - 5% (5 points)*
- *Week 2 Reading Response and Comments - 5% (5 points)*
- *Week 3 Reading Response and Comments - 5% (5 points)*
- *Week 4 Reading Response and Comments - 5% (5 points)*
- *Week 5 Reading Response and Comments - 5% (5 points)*
- *Week 6 Reading Response and Comments - 5% (5 points)*

Instruction Report - 25% made up of the following assignments**(25 points)**

- *Proposal - 10% (10 points)*
- *Project Report -15% (15 points)*

Product Development - 35% made up of the following assignments**(35 points)**

- *Proposal - 10% (10 points)*
- *Project Report – 25% (25 points)*

Attendance - 10%**(10 points)**

The final grade for this 100-point course will be determined using the following scale. Blackboard will be used to publish grades. Please contact me if you would like to discuss your grades.

A= 90-100 points**B= 80-89 points****C= 70-79 points****D= 60-69 points****F= 59 or less****Compositions**

Your written work reflects your skills and efforts and accounts for the majority of your final grade. You are expected to produce sophisticated, high-quality documents. The appearance of your work contributes to the quality of your work. Neatness, visual appeal, and technical and grammatical accuracy are essential, but they do not guarantee a well-crafted text (or a high grade). Your written materials must have proper margins, spacing, pagination, and formatting. Your electronic and other media productions should be well-designed. **Take pride in your writing and strive to produce superior documents.**

Course Policies

Please refer to the following policies for this course. If you have any questions, please see me during my office hours or via email and I will be happy to help.

Email and Availability

I have provided a link, “Ask Questions,” on the Blackboard page for asking questions. Outside office hours, you’re welcome to email on weekdays, I typically respond within 24 hours. This is useful for three reasons: First, in my experience, 90% of your questions are on the minds of other students. Secondly, several of your questions can be answered by your classmates without my intervention. Thirdly, for those who did not have the problem you posted, your post and my or other students’ answers could provide useful insight. Thus, you do everyone a great service by sharing your question. So, **unless a question or issue is private and urgent**, post your question on our Blackboard question page instead.

Attendance for Online Asynchronous Class

You will demonstrate your attendance by completing each week's Blackboard module, which includes actively engaging in discussions, reading, participating in activities, and submitting assignments by the indicated deadlines.

Late Work/Missed Assignments: Late work is not accepted

Please take notice of the due dates specified in the course calendar and plan accordingly. When composing your assignments, please save frequently and in multiple locations. Losing materials due to computer failures, disk issues, internet problems, etc. is **NEVER** an acceptable excuse for late or unfinished work. In addition, I will not grade any assignments that are submitted via email. You must turn in your assignments through Blackboard. The option to email assignments is never available. Do not send me an email assuming I'll accept the assignment; I won't. You should allow extra time to submit your assignments in case Blackboard experiences technical difficulties.

Netiquette

It is important that you familiarize yourselves with netiquette--or online etiquette. Please adhere to the following policies:

- Respect and be courteous to classmates and the instructor. No harassment or inappropriate postings will be tolerated.
- Do not use inappropriate language, all capital letters, or language shortcuts. Online entries should be written 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.
- Be sure to read everyone's responses before posting. Avoid repetition of what someone else has already said. Add something new to the discussion.
- Do not copy other classmates' responses on a discussion board.
- Post in a timely fashion to receive credit for the discussion. Pay close attention to the posted deadlines.
- Finally, Blackboard is not a public Internet venue; all postings to it should be considered private and confidential. Whatever is posted in these online spaces is intended for classmates and the professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space. If students wish to do so, they have the ethical obligation to first request the permission of the writer(s).

University Writing Center (UWC)

The University Writing Center (UWC) is physically located on the second floor of the UTEP Library in Room 227 and offers free one-on-one writing assistance for students. Online consultations are also available. Graduate and undergraduate consultants work with writers on projects for various classes and provide help during all parts of the writing process, including prewriting, drafting, revising, and editing. Meetings with consultants are on a first-come, first-served basis, but you may also make appointments with specific consultants. Some consultants are bilingual: Spanish and English speakers. Consultants will not edit your work for you; you are ultimately responsible for the work you submit and the grade

you earn. [Visit the website](#) to learn more or to sign up for online consultations, and be sure to request consultations well before the deadline of your project.

University Policies

Academic Dishonesty

Academic dishonesty is never tolerated at UTEP. All cases will be reported to the Dean of Students for Academic Sanctions. These sanctions may include expulsion. All work submitted must be original; students may not submit graded work from another course. Forms of academic dishonesty include:

- Collusion: working with others on an assignment intended to be an individual project.
- Fabrication: deliberately creating false information on the works cited page.
- Plagiarism: the presentation of another person's work as your own, whether intentional or not (i.e., copying parts of or whole papers off of the Internet).
- Please visit the Office of Student Conduct and Conflict Resolution page for more information on Academic integrity. If you need additional coaching and guidance in understanding collusion, fabrication, and plagiarism, please make an appointment with me. I am happy to help you with this.

Copyright and Fair Use

The University requires all members of its community to follow copyright and fair use requirements. Students are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend students nor assume any responsibility for student violations of fair use laws. Violations of copyright laws could subject students to federal and state civil penalties and criminal liability, as well as disciplinary action under university policies. If you need additional support and guidance in understanding copyright and fair use law, please feel free to contact me.

Plagiarism

I view plagiarism as a serious offense. Plagiarism (or any other form of academic dishonesty) will be reported to the Office of Student Conduct and Conflict Resolution and may result in course failure or expulsion. You should become acquainted with the ethical conduct standards outlined in the "Student Affairs" section of the Manual of Operating Procedures. Additionally, please be aware that you may not submit work created for another course, even if it was an earlier attempt at a Technical Writing course, for this course. In this course, you must produce your own original work and adequately identify any portions that are collaborative, borrowed from others, or your work from other contexts. Always cite your sources. If you are uncertain as to whether you are using the work of others legally and ethically, please contact me or visit the UWC. Follow this fundamental rule: Be forthright and honest.

ADA Accommodations

UTEP is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services, and activities with documented disabilities to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the

Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship for the University. Students requesting accommodation based on a disability must register with the UTEP [Center for Accommodations and Support Services](#) (CASS).

American with Disability Act (ADA)

The ADA requires that reasonable accommodations be provided for student with physical, sensory, cognitive, learning, and psychiatric disabilities. If you suspect that you have a disability and need accommodations, please contact The Center for Accommodations & Support Services (CASS) at 915.747.5148 or at cass@utep.edu. The CASS office is located in Room 106, Union East. Students are responsible for presenting the instructor with any CASS accommodation letters and instructions.

I want to inform you that if you have a disability, you can request an accommodation service to the CASS office without revealing your disability. Even if you do not have a letter of disability from an authorized institution or person, you can request accommodation service for a semester. So, if you suspect that you have a disability, please reach out to CASS as soon as possible. Our sole aim is to make you a successful student.

Military Students

If you are a military student (veteran, dependent, active) please visit the Military Student Success Center. I also recognize the complexities of being a student veteran. If you are a student veteran, please inform me if you need special accommodations. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran-related developments can complicate your academic life. If you make me aware of a complication, I will do everything I can to assist you or put you in contact with university staff who are trained to assist you.

Course Support Resources

Title IX	915-747-8358	Institutional Compliance
Dean of Students	915-747-5648	Dean of Students
UTEP Health & Wellness Center	915-747-5624	https://www.utep.edu/chs/shc/studenthealth@utep.edu
UTEP Police Department	915-747-5611	https://www.utep.edu/police/police@utep.edu
Counseling and Psychological Services	915-747-5302	https://www.utep.edu/student-affairs/counsel/caps@utep.edu

Important Dates and Events

Event	Date	Notes
Start date	8/28/2023	Class is open to students in Blackboard
End date	10/16/2023	Last day of assignment submission
Labor Day	9/4/2023	*University Holiday – offices closed. Students may still complete assignments and coursework.
Census date	9/5/2023	Students may drop a class before Census date without any penalty reflected in their transcript
Auto Withdrawal	10/6/2023	Last day to withdraw with a “W”

Course Calendar

The course calendar will be uploaded and updated weekly and as needed on Blackboard. Regularly monitor the Blackboard and examine your email.

UTEP LAND ACKNOWLEDGEMENT STATEMENT

As members of the University of Texas at El Paso community, we acknowledge that we are meeting on unceded Indigenous land. We would like to recognize and pay our respects to the Indigenous people with long ties to the immediate region: Lipan Apache, Mescalero Apache, Piro, Manso, Suma, Jumano, Ysleta del Sur Pueblo, Piro/Manso/Tiwa Indian Tribe of the Pueblo of San Juan de Guadalupe, and Tortugas Pueblo. We also acknowledge the nations whose territories include present day Texas: the Carrizo & Comecrudo, Coahuiltecan, Caddo, Tonkawa, Comanche, Alabama-Coushatta, Kickapoo, and the peoples of Chihuahua and northern Mexico from whom most/many of our students descend, such as the Rarámuri, Tepehuan, Wixarika and Nahuatlaca peoples. Finally, we recognize all of the American Indian and Indigenous Peoples and communities who have been or have become a part of these lands and territories here in Paso del Norte, on Turtle Island. The University of Texas at El Paso honors your history and cultures and we seek greater awareness of the myriad ways in which your legacy can guide us in fruitful partnerships and mutually fulfilling relationships.

Good Luck for the semester!!