



## English 235: Technical Writing

Summer 2018: Section OAS; Item # 1085

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Skype (**debralynne49**)  
**Phone:** 425-564-2070 (will relay as e-mail message)  
**Office location:** R230B  
**Office Hours:** By appointment via Skype (or by telephone). I am **more than happy** to speak with you at any point in the quarter; please just make an appointment via Canvas for either a Skype or a telephone appointment (my apologies, but I will not be on campus).

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### Course Information

#### Course Outcomes

*After completing English 235, students should be able to:*

- Understand the purpose and process of communication in business and industry
- Recognize and be able to analyze effective and ineffective technical communication
- Understand and execute the written, visual, and verbal processes of technical communication
- Communicate technical information in a complete, accurate, and honest form
- Prepare various types of technical documents (memo, instructions, proposal, feasibility/recommendation report) that are appropriate and effective for various audiences
- Balance written and visual elements of communication in technical documents
- Use clear, focused, and grammatically correct language in technical documents
- Use effective strategies for collaborative work in group projects and preparation of documents
- Communicate technical information clearly and effectively in all class discussions, group work, course assignments, and any presentations (if assigned)
- Revise and edit to improve clarity, economy, and rhetorical effectiveness

#### How "Outcomes" will be met

*Outcomes will be met by students:*

- Reading/completing all assigned projects from the course textbook (and any additional sources), *Practical Strategies 2<sup>nd</sup> Ed.* by Mike Markel.
- **Independently** completing a number of assignments, including a Proposal and a Recommendation Report that address internships:

- Designing a research strategy to solve a specific problem for a specific client (the specific problem will be detailed in the posted assignment)
- Conducting both primary and secondary research vis-à-vis the above specific problem
- Proposing a clearly reasoned, convincingly supported solution to the above client's problem
- Paraphrasing, summarizing, quoting, and documenting information accurately and with integrity in an accepted format (note that work will be submitted to Turnitin)
- Creating well-designed and visually effective **documents** for this project (including illustrations)
- Participating in one – two group assignments (a minimum of one group assignment must be completed)

## Grading

### Assignments

Assignment # 1	50 points
Assignment # 2	50 points
Assignment # 3	50 points
Assignment # 4	20 points
Assignment # 5	50 points
Assignment # 6	20 points
Assignment # 7	300 points

### Scavenger Hunt Quiz

10 points

### APA Quiz

10 points

### Language Quiz

20 points

### Chapter Quizzes (7)

70 points

### Introductions

10 points  
660 points

Points will be equated to a percentage. Eg. 660 points = 100%

### Final course grades are posted as letter grades and are as follows:

A	93 – 100%	A-	90 – 92%		
B+	88 – 89%	B	83 – 87%	B-	80 – 82%
C+	78 – 79%	C	73 – 77%	C-	70 – 72%
D+	68 – 69%	D	60 – 67%		
F	59% and lower				

### IMPORTANT NOTE: A student CANNOT pass ENGL 235:

- if s/he does not receive a passing grade on the Recommendation Report

## Books and Materials Required

- *Practical Strategies 2<sup>nd</sup> Ed.* by Mike Markel (available for purchase or rent in the BC bookstore. E-book also available at Bedford/St. Martin's site). **IMPORTANT: You MUST have this book for the first week of class).**
- The Purdue Online Writing Lab (link posted at Canvas)

## Help with Canvas

The following links are helpful for [Instructors](#) or [Students](#)

## Classroom Learning Atmosphere

### Instructor's Expectations

- Students are expected to **check Canvas on a daily basis** for announcements/course updates.
- **\*\*\*NO LATE ASSIGNMENTS will be accepted\*\*\***
- Assignments are to be submitted **only in Word or pdf** format (Canvas grader cannot open Google docs or

- zip files)
- Students are expected to **participate** in any group assignments in a **fully informed manner**, having read the assigned text thoroughly.

### Values Conflicts

Essential to a liberal arts education is an open-minded tolerance for ideas and modes of expression that might conflict with one's personal values. By being exposed to such ideas or expressions, students are not expected to endorse or adopt them but rather to understand that they are part of the free flow of information upon which higher education depends.

To this end, you may find that class requirements may include engaging certain materials, such as books, films, and art work, which may, in whole or in part, offend you. These materials are equivalent to required texts and are essential to the course content. If you decline to engage the required material by not reading, viewing, or performing material you consider offensive, you will still be required to meet class requirements in order to earn credit. This may require responding to the content of the material, and you may not be able to fully participate in required class discussions, exams, or assignments.

### Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

Bellevue College does not discriminate on the basis of race, color, national origin, language, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at [www.bellevuecollege.edu/policies/](http://www.bellevuecollege.edu/policies/). The following people have been designated to handle inquiries regarding non-discrimination policies:

- Title IX Coordinator, 425-564-2641, Office C227,
- EEOC/504 Compliance Officer, 425-564-2266, Office R130.

### Religious Holidays

Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with **reasonable notice** of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair or Dean.

### College Anti-Discrimination Statement (Title IX)

#### Confidentiality and Mandatory Reporting

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2441 and more information can be found at [www.bellevuecollege.edu/titleix/](http://www.bellevuecollege.edu/titleix/).

For further information and contacts, please consult [College Anti-Discrimination Statements](#).

### Division Statements

The principle of academic honesty underlies all that we do and applies to all courses at BellevueCollege . One kind of academic dishonesty is **plagiarism**, which may take many forms, including, but not limited to, using a paper written by someone else, using printed sources word-for-word without proper documentation, and paraphrasing or summarizing the ideas of others without acknowledging the source. Plagiarism can also occur when non-written ideas are taken without documentation--using someone else's design or performance idea, for example. In short, plagiarism is passing off someone else's ideas, words, or images as your own; it amounts to intellectual theft--whether or not it was your intention to steal. BellevueCollege instructors have access to commercial plagiarism detection software, **so please be advised that any work students submit will be tested for plagiarism.**

Participating in academic dishonesty in any way, including writing a paper or taking a test for someone else, may result in severe penalties. Dishonestly produced papers automatically receive a grade of "F" without the possibility of make-up. The Dean of Student Services will also be notified of such conduct, and repetition of the behavior will result in progressively more serious disciplinary action (for example, an instructor may recommend that the student fail the course for a second offense or even that a student be expelled for a serious offense, such as stealing an exam).

Grades lowered for plagiarism or other forms of dishonesty may be appealed through the regular channels, and any further disciplinary action taken by the Dean may also be appealed through existing processes.

This 22-minute video also provides a good overview of how to avoid trouble when using sources: From the college home page select SERVICES, then LIBRARY MEDIA CENTER, then DATABASES, then FILMS ON DEMAND. At their site, search by title for **PLAGIARISM 2.0: ETHICS IN THE DIGITAL AGE**.

### Student Code

"Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services." The Student Code, Policy 2050, in its entirety is located at: [Student Code](#)

## Important Links

### Bellevue College E-mail and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: [Create Email](#)

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Technology Help Desk](#)

### Disability Resource Center (DRC)

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc,

please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact [Autism Spectrum Navigators](#) Email and phone number is on the web page. ASN is located in the Library Media Center in D125.

The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by Skype: the address is **DRCatBC** (NOTE: There is no @ sign...it is actually **DRCatBC**). Please visit our website at [Disability Resource Center](#) for application information into our program and other helpful links.

### Accessibility

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

### Public Safety

Public Safety is located in the K building and can be reached at **425-564-2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [RAVE Alert Registration](#)

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

### If a major emergency occurs, please follow these three rules:

- 1) **Take directions from those in charge of the response** - We all need to be working together.
- 2) **Do not get in your car and leave campus (unless directed to)** - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
- 3) **In an emergency, call 911 first, then Public Safety.**

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the [Public Safety](#) web page for answers to your questions.

### Final Exam Schedule

**There is no final exam in this class. Please access Assignments and/or the course calendar for the due date of the Recommendation Report (= final assignment).**

### Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- [Enrollment Calendar](#) On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- [College Calendar](#) This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.