Course Syllabus  
English 206 Technical Writing  
Sections 201 and 202 ONLINE  
SPRING 2020  
Instructor: Dr. Sally Stanton  
stanton@uwm.edu

This course will be taught in Canvas, the UWM Learning Management System. It will also use a digital learning product called Revel, from Pearson Publishing, which includes the required textbook.

### Course Description

Technical Writing prepares students to be effective communicators and effective writers in their current and future professions. Students will develop workplace-writing skills and apply the technical and rhetorical principles that are the foundation of workplace writing.

The course will introduce students to some of the basic issues, elements, and genres of technical writing, such as

- Writing for multiple audiences, purposes, and contexts
- Addressing social issues related to writing, such as ethics, gender, culture, and nationality
- Defining, analyzing, and attempting to resolve workplace writing problems
- Conducting primary and secondary research for writing
- Working in teams on collaborative projects
- Developing an effective, professional tone and style appropriate to context
- Incorporating effective visual elements into document design
- Creating technical documents such as product descriptions, instructions, and reports

### Course Objectives

- Using language appropriate for professional communication
- Adapting materials to different audiences
- Creating instructive, informative, and convincing content
- Gathering and citing reliable research data
- Correctly formatting different types of documents
- Illustrating data using a variety of visual strategies
- Collaborating effectively in small group and team projects

### Required Materials

**Text:** Technical Communication, 15th edition, by Lannon and Gurak, Pearson Publishing, which is provided **within** Revel, a digital learning product from Pearson. You will access Revel through a link provided from within our Canvas course site. **Please do not purchase it independently!** Pearson gives you a 14-day free trial option when signing up for Revel using the link from within our course. Everyone is encouraged to use the free trial option; you will be prompted to make payment before it expires. You have the option to get a loose-leaf PDF of the textbook mailed to you when you purchase access to Revel, but you must sign up for Revel in order to complete the quizzes which are 20% of your grade.

### Course Materials on Canvas

Most information for this course is posted on Canvas. This includes the course syllabus, course calendar, discussions, and writing assignment descriptions. Any changes to Canvas-based writing assignments and due dates will be posted on the Canvas site. You are expected to check our Canvas course site regularly. Submit all written assignments to Canvas. **Please do not email me your assignments, even if they are late. They will NOT be accepted. Upload it in Canvas.** A lateness deduction will apply.

### Course Materials on Pearson Revel

Your textbook and associated quizzes and study materials are available on the Pearson Revel site, which you will access directly from within our Canvas course site. It has been customized for our course. Quizzes in Revel are automatically graded upon completion. Grades will be transferred to Canvas either through integrated grade synchronization throughout the course, or manually by the instructor at the end of the semester. Simply click on the Pearson link in the left-hand navigation to set up your Pearson account and link to our Revel course. **Remember, however, that you also will submit discussion posts and graded writing assignments in Canvas — these are separate from Revel. Don’t forget about them!**
PREREQUISITES FOR ENGLISH 206
The prerequisite for this course is completion of the English Proficiency Requirement. To fulfill the English Proficiency Requirement, you need to have earned a grade of 'C' or better in English 102 (or equivalent second-semester college Composition course) or a score of '4' or higher on the English Placement Test. This course may not be taken credit/no credit. You are required to promptly provide evidence of having met the prerequisites for the course, such as a grade report, transcript, or test score form, if you enroll in the course after the initial registration period, or if the records provided to your instructor by the Department of Enrollment Services are incomplete.

ASSIGNMENTS
Assignments include Canvas discussion forums, Pearson Revel reading, module and chapter quizzes, writing projects, and analyzing, evaluating, and creating documents, such as an instruction manual and a formal research report. These assignment descriptions are posted on Canvas. By submitting an assignment to Canvas, you are claiming the work submitted to be your own original work, not produced in collaboration with others (unless specifically directed to by the instructor or by the assignment instructions), and containing appropriate citations/attribution for any work that is not your own. There is no final exam in this class.

If you have difficulties using Canvas to submit assignments, contact Canvas/Instructure Tech Support, Inbox me from Canvas, or contact the Help Desk at help@uwm.edu or (414) 229-4040.

Assignment Details and Format
All assignments are due on Wednesdays and must be submitted to Canvas or Revel by 11:00 p.m. on the Wednesday they are due. All Canvas assignments and Revel quizzes are due by 11:00 p.m. on the day they are due and are graded on a 100-point scale. If you submit a Canvas assignment late, I will deduct half a point for each hour that the assignment is late. That means, for example, that if you submit an assignment that was due on a Wednesday at 11:00 p.m. the next day, Thursday, at 4:00 p.m., your assignment will be 16 hours late and I will deduct 8 points from your grade for lateness. Pearson Revel quizzes do not allow for late submissions.

Writing assignments submitted to Canvas are evaluated and graded based on content, organization, and correctness for the given context. Mechanical errors such as spelling, grammar, and typos, as well as inappropriate word choices and unprofessional tone indicate a lack of professionalism and will affect your grade.

If you submit a Canvas assignment and then choose to revise and re-submit it before the due date, you may do so. I will always read and grade whichever assignment was submitted last. In other words, if you submit an assignment at 2:00 p.m. on the Wednesday that it is due, then notice something you want to improve, you can submit the new version any time before 11:00 p.m., and I will only read and grade the one you submitted last, unless you specifically contact me and ask me to grade the earlier version.

Graded writing assignments are worth 65% of your grade, so it is important to submit all required work. Pearson Revel quizzes are worth 20% of your grade. Participation in discussions is worth 15% of your grade - so your active engagement in discussion can mean the difference between letter grades.

Extensions
You can request an extension on any one Canvas writing assignment except for the Final Recommendation Report. You must email me at least two days before the assignment due date, tell me why you need an extension, and give me your proposed new due date. I will reply and let you know if I approve the new due date.

Back up Your Work!
It is your responsibility to protect yourself against losing your work due to computer malfunctions, accidents, theft, etc. Computer or storage device failure is not a legitimate excuse for a late assignment. I have heard an array of very creative excuses in my years as an instructor, the most memorable being the one about a new puppy stepping on the computer and breaking it. Though I appreciate entertaining stories, I will not accept them as excuses for not
There are several precautions you can use to avoid losing work, such as those listed below.

- Complete your work in advance of the due date for a security margin!
- Save your work frequently
- Back up your work on a flash drive
- Save your work in a cloud storage of your choice
- Email it to yourself
- Save using your ONE DRIVE account in Office365

**Participation and Professionalism:**

**Your Online Presence**

You are expected to maintain an active online presence. Remember that your writing is all that your classmates and I have with which to interpret your communication. It is important that you write clearly and convey meanings that you intend, as there are no face-to-face clues in an online course. Please do not use strong or offensive language, acronyms we may not understand, a surplus exclamation marks (that really gets tiring!!!!), emoticons, and sarcasm.

Using all capital letters IS CONSIDERED SHOUTING and is strongly discouraged in professional writing situations. Remember to be courteous and friendly in your communication with others. You should convey a positive, respectful tone, pay attention to word choice, exhibit grammatical correctness, and present your ideas and responses to others’ ideas in a thoughtful, substantive and concise manner.

Professionalism and etiquette in email and other electronic forms of communication are a significant part of your professionalism and participation grade.

**ACADEMIC HONESTY**

You are responsible for honest completion of your work, appropriate citation of sources, and respect for others’ academic endeavors. Do your own work, don’t copy anyone else’s, and don’t plagiarize. Plagiarism is not tolerated at this university or in the professional world.

When quoting or paraphrasing authors other than your textbook authors in any of your assignments, you must provide correct documentation in the form of in-text citations and a Works Cited or References page. I will get to know your writing style very well; it’s clear when your work is not your own. If material is plagiarized, it will result in either a zero on the assignment or a failing grade in the course. **As stated earlier in this document, submission of an assignment in Canvas means that you are claiming it to be solely your own original work, with the exception of material for which you provide appropriate citations/references for quotes and paraphrasing.**

For this class, please use the MLA (Modern Language Association) citation style. Correct citation style can be found at the Purdue OWL site [https://owl.english.purdue.edu/owl/resource/747/01/](https://owl.english.purdue.edu/owl/resource/747/01/)

### Course Grading Scale:

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<th>Letter Grade</th>
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<td>93 +</td>
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STUDENT SUCCESS RESOURCES

Many resources are available at UWM to help all students succeed.

*Accessibility Resource Center (ARC).* If you have a chronic physical or mental health condition or disability that may affect your ability to meet course requirements, it's to your advantage to meet prior to the semester or early in the term with an ARC counselor (Mitchell Hall 116, Ph. 414-229-3800). You can register online at the ARC website for assistance. Please notify me, or ask ARC to notify me, by the end of the first week of classes if you need accessibility accommodations for the course. ARC has a confidential electronic system for sending notifications to instructors.

*The Writing Center.* One-on-one tutoring is available for all students in Curtin Hall 127, the Library East Wing, and online. ([https://uwm.edu/writing-center/](https://uwm.edu/writing-center/)) Ph. 414-229-4339. Tutoring appointments can also be made online.

*UNIVERSITY POLICIES.* For other important information, including information on grade appeals, military duty absences, religious observance, discriminatory conduct, incompletes, and disabilities see: [http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf](http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf)

***This syllabus is subject to change at the instructor's discretion. Any changes to the syllabus will be announced on Canvas and an updated syllabus will be posted.***