



ETWR 1302

Introduction to Technical Writing

Course Syllabus

Department : Occupational Safety & Health Technology
Course Title : ETWR 1302: Introduction to Technical Writing
Section Name : 12FA.ETWR.1302.1WB
Start Date : August 27, 2012
End Date : October 19, 2012
Modality : Online
Credits : Three

Instructor Information

Name : Lynn Reese
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Course Description: Introduction to the principles, techniques, and skills needed for scientific, technical, and business writing. Discuss the elements of technical writing; determine the purpose of a technical document; research information; prepare an outline, construct technical documents using graphical elements.

Course Catalog Description: Introduction to the principles, techniques, and skills needed for scientific, technical, and business writing. Discuss the elements of technical writing; determine the purpose of a technical document; research information; prepare an outline, construct technical documents using graphical elements.

Course Objectives: This course is designed to serve as a comprehensive review of the principles used in writing the English language.

Prerequisites/Corequisites

None.

ICO

2, 6, 9

Required Readings/Materials

Web Access

Strongly Suggested, but NOT required: *Technical Writing*, Eleventh Edition, by John M. Lannon, 2008, Pearson Longman, New York (ISBN:9780205559572)

Course Requirements (Lectures, Assignments and Assessments)

Assignment 1:	Due August 30, 2012
Assignment 2:	Due September 4, 2012
Assignment 3:	Due September 6, 2012
Assignment 4:	Due September 11, 2012
Assignment 5:	Due September 13, 2012
Assignment 6:	Due September 18, 2012
Assignment 7:	Due September 20, 2012
Assignment 8:	Due September 25, 2012
Assignment 9:	Due September 27, 2012
Assignment 10:	Due October 2, 2012
Assignment 11:	Due October 4, 2012
Assignment 12:	Due October 9, 2012
Assignment 13:	Due October 11, 2012
Assignment 14:	Due October 16, 2012
Assignment 15:	Due October 17, 2012
Assignment 16:	Due October 19, 2012

Grading Policy

All assignments are due on the due date unless specific permission has been given to turn in a late assignment. This permission can only be granted BEFORE the due date. Late assignments may be graded down one (1) point per day until received by me.

The two intermediate exams will each count 10 percent of your grade.

The final exam will count 10 percent of your grade.

Completion of the assignments and discussions (if any) will count 70 percent of your grade. No assignment is complete until you are satisfied with your grade or the end of the semester arrives. You may resubmit any homework assignment or exam if you are dissatisfied with the outcome. The purpose of this class is for you to become a proficient writer. Practice, practice, and more practice is what it takes to write proficiently.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the Learning Resources Center, provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the ["Ask a Librarian"](#) service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - post grades for discussion postings within one week of the discussion thread closing.
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
 - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
 - getting “kicked off” of the system during tests or quizzes;
 - having trouble submitting assignments; and
 - dealing with a traumatic personal event.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - access my course several times during the week to keep up with assignments and announcements.