Course Description: English 112 will introduce you to written, oral, and visual forms of “technical communication”—the types of writing and projects that are typically required of professional employees: memos, business letters, proposals, resumes, progress reports, oral presentations, abstracts and summaries, etc. You will also learn about important features of technical communication such as document design and layout, and audience analysis. You will be required to make oral presentations and collaborative work will be emphasized. The course is designed to allow you to focus on your own needs as developing writers and the requirements of your chosen field or profession. The emphasis, therefore, is on practical and independent work.

Course Objectives:

By the end of the semester, students who complete this course with a grade of “C” or better must be able to:

- Produce works that demonstrate that they understand the requirements of technical communication.
- Revise their own work to result in significant improvement (at least one full grade).
- Practice a variety of forms of technical communication (memos, cover letters and resumes, instruction sheets, proposals, analytical reports, etc.).
- Produce works that make use of properly documented sources.
- Demonstrate problem-solving and critical thinking skills in writing assignments, group work, and class discussion to respond to a variety of “real life” work assignments and projects.
- Learn to integrate visual material into written documents and oral presentations.
- Develop and practice oral and interpersonal skills by delivering formal presentations (alone and in a group) and completing a variety of group assignments (including a major formal report).

Course Expectations:

Because this course is specifically designed to prepare students for employment-based writing, and because a significant portion of the class allows for independent work, students must:

- Arrive at class on time and remain in class for the entire period.
- Exhibit respectful behavior toward everyone in the classroom.
- Turn off and put away all cell phones and other electronic devices, including laptops, while in class.
- Be thoroughly and competently prepared and meet all deadlines.
- Be prepared to participate in class discussions and any written, in-class work.
- Contact me prior to or immediately after any class absence.
- Use word processing for all assignments (except in-class work).
Attendance and Tardiness:

Since the class is equivalent to a job and much of your learning and working will occur during class time, your grade will be affected when you are absent. You are responsible for getting in touch with me prior to any absences. I’m not asking for an excuse for your absence, but instead expecting you to take responsibility for your absence.

In-class work cannot be made up. The maximum number of points available for this grade allows you to miss one assignment and/or 1-2 days of class and still get a passing grade.

Academic Honesty and Plagiarism:

Academic honesty promotes continued academic and occupational success. Maintenance of academic honesty and quality education is the responsibility of both faculty and students. Any assignment (including those in all electronic media) submitted by a student must be of the student's original authorship. Representation of another's work as your own shall constitute plagiarism.

Plagiarism is defined as any representation of the thoughts and/or words of another as your own. This definition includes everything from “borrowing” a paper from a roommate to forgetting to include a parenthetical citation as well as a host of other possibilities. Plagiarism is a serious offense and I will treat it as such in our class. Please be aware of what constitutes plagiarism and familiarize yourself with Morrisville State College’s policy regarding plagiarism.

Special Needs:

If you have any learning preferences that need to be accommodated in our classroom, you must inform me of them no later than the second week of classes. This will ensure that your accommodations can be met.

Grades:

- 2 Memos 10%
- Format & Design Mini-Projects 10%
  - 1 collaborative assignment & 1 individual assignment
- Cover Letter & Resume 15%
- Instruction Sheet & Oral Presentation 20%
- Proposal with Oral Presentation (collaborative assignment) 30%
- Homework, quizzes, graded in-class work, discussion & participation: 15%

The grades you receive during the semester will be numerical. When I compute interim and final grades for the course, I will convert numerical grades to a letter grade based upon the following scale:

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 – 100</td>
<td>A</td>
</tr>
<tr>
<td>90 – 92</td>
<td>A-</td>
</tr>
<tr>
<td>87 – 89</td>
<td>B+</td>
</tr>
<tr>
<td>83 – 86</td>
<td>B</td>
</tr>
<tr>
<td>80 – 82</td>
<td>B-</td>
</tr>
<tr>
<td>77 – 79</td>
<td>C+</td>
</tr>
<tr>
<td>73 – 76</td>
<td>C</td>
</tr>
<tr>
<td>70 – 72</td>
<td>C-</td>
</tr>
<tr>
<td>67 – 69</td>
<td>D+</td>
</tr>
<tr>
<td>64 – 66</td>
<td>D</td>
</tr>
<tr>
<td>Below 64</td>
<td>F</td>
</tr>
</tbody>
</table>

Assignments and Course Work:

PowerPoint slides, assignment sheets, and other class material are available on Blackboard (http://www.morrisville.edu/bbwebct/).

Late Work will be accepted only once during the semester and only if I am notified of the situation at least 24 hours in advance of the due date. Your grade may still be affected accordingly.

Computer and/or printer problems do not, under any circumstances, qualify as an excuse for submitting assignments late. Take this into consideration when you save and back-up work and when you print assignments that are due.

In-Class Work is generally graded out of 5 or 10 points. Homework and formal in-class assignments may receive 15 or 20 points. The maximum number of points awarded for all in-class work will be about 120 points. For this reason, in-class work cannot be made up.

Any schedule changes will be announced in class.

ENGL 112 Schedule:

Week 1:
- T 8/21, Th 8/23
  - Intro
  - Chapter 1

Week 2:
- T 8/28, Th 8/30
  - Chapter 4
  - Group Work
### Week 3:
- T 9/4, Th 9/6
  - Chapter 11 (Emails & Memos)
  - Drafts of Memos due
  - Chapter 7 (Style)

### Week 4:
- T 9/11, Th 9/13
  - Memos due
  - Chapter 9 (Format & Design)
  - Group Work

### Week 5:
- T 9/18, Th 9/20
  - Format & Design assignments due
  - Chapters 10 & 11 (Cover Letters & Resumes)

### Week 6:
- T 9/25, Th 9/27
  - Drafts of Cover Letter & Resume due
  - Cover Letter & Resume due

### Week 7:
- T 10/2, Th 10/4
  - Chapter 14 (Procedures & Instruction Sheets)
  - Chapter 8 (Visuals)

### Week 8:
- Th 10/11
  - Chapter 22 (Oral Presentations)

### Week 9:
- T 10/16, Th 10/18
  - Draft of Instruction Sheet due
  - Presentation Workshop
  - Begin Presentations

### Week 10:
- T 10/23, Th 10/25
  - Presentations
  - Last Chance to Submit Instruction Sheet

### Week 11:
- T 10/30, Th 11/1
  - Chapter 18 (Proposals)
  - Chapter 2 (Teamwork)
  - Form Groups

### Week 12:
- T 11/6, Th 11/8
  - Proposal Topic Memo due
  - Chapter 3 (Research)
  - Group Work/Research

### Week 13:
- T 11/13, Th 11/15
  - Front & Back Matter in Formal Reports
  - Group Work/Research

### Week 14:
- T 11/20
  - Progress Reports/Conferences

### Week 15:
- T 11/27, Th 11/29
  - Presentations

### Week 16:
- T 12/4, Th 12/6
  - Presentations
  - Formal Proposal due