

Syllabus for
WRT 336—Technical Writing II
3 Credit Hours
Spring 2012

I. COURSE DESCRIPTION

Designed to prepare students for technical writing opportunities and build on the skills from WRT 335. Continues focus on problem solving, editing, proofreading, and clarity and conciseness. Develops skills for writing and revising proposals, graphics, analytical reports, and Web pages. Prerequisites: WRT 304 and PRF 320 Writing Major/Minor Proficiency. Lab fee: \$45.

II. COURSE GOALS

This course is designed to continue preparing students planning a career in technical writing or a field in which technical writing skills are needed. The course focuses on more complex and difficult forms of technical writing, on collaborative writing, and on oral presentations of proposals and reports. It seeks to apply these skills to various professional fields and practical situations so that students will be better prepared to take their skills “into every person’s world.”

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

Terminal Objectives

As a result of successfully completing this course, the student will be able to do the following:

- A. Design formats suitable for various audiences and purposes
- B. Solve problems involving various ethical, legal, organizational, time, technical, and social constraints
- C. Find, gather, and incorporate appropriate information, accurately citing the sources
- D. Research and write proposals and technical reports
- E. Prepare and incorporate graphics
- F. Work collaboratively with others
- G. Make oral presentations
- H. Design and build Web pages
- I. Demonstrate use of basic HTML code

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

Required Materials

- A. Textbooks
 - Dobrin, Sidney, et.al. *Technical Communication in the 21st Century*. 2nd Ed., Upper Saddle Rivers, NJ: Prentice Hall, 2010. ISBN: 9780135031742
 - Stauffer, Todd. *Absolute Beginner’s Guide to Creating Web Pages*. 2nd Ed., Indianapolis, IN: Que/Sams, 2002. ISBN: 9780789728951
- B. Other
 - 1. Materials on the Intranet at Desire2Learn.
 - 2. Flash or jump drive
 - 3. Yellow and green highlighters, red pen
 - 4. CD disks

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
 - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
 - b. Failing to meet group assignment or project requirements while claiming to have done so;
 - c. Failing to cite sources used in a paper;
 - d. Creating results for experiments, observations, interviews, or projects that were not done;
 - e. Receiving or giving unauthorized help on assignments.
By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
5. Students are to be in compliance with university, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the Whole Person Assessment handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting an artifact is a zero for that assignment.
 - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Department Policies and Procedures

1. **Tardies**—Tardies are an inconvenience to the other class members and the professor, and they prevent the late student from obtaining maximum value from the class. Therefore, excessive tardies may adversely affect the semester grade. It is to the student's advantage to make sure that the professor is informed immediately following the close of the class that the student was tardy and not absent. It is not the professor's responsibility to stop the class to mark the tardy; the student is the one responsible for conveying that information immediately following that class, not at a later time.

2. **Incompletes**—As stated in the University catalog, incompletes are granted only for "good cause," such as extended hospitalization, long-term illness, or a death in the family. Students must petition for an incomplete using the form available in the English and Modern Languages Department. Very few incompletes are granted.
3. **Late Work**
 - a. The student is responsible for obtaining class assignments and material covered during an absence. All work must be completed as scheduled. Late work may result in a lower grade. An absence is not an excuse for turning in late work or for being unprepared with assignments for the class following the absence. Computer or printer malfunction does not constitute an excuse for late work; students should have their work prepared in time to ensure that they can get it proofread, edited, and printed prior to the instructor's due date. Any test taken late incurs a \$15 late-test fee. These responsibilities assist the student in professional development.
 - b. Each instructor has his or her own late-work policy that is given to students at the beginning of a course. Instructors use their own judgment in accepting late work resulting from all other absences. In cases where these absences can be anticipated, such as for non-University sponsored mission trips, the work should normally be submitted prior to the absence. In unanticipated absences, such as sickness or family crises, the instructor should be notified as soon as possible and agreement reached on due dates and possible penalties.
4. **Attendance**—Because unavoidable circumstances can prevent perfect attendance, each student is allowed to miss class the number of times per week a class meets. This allowance is for absences such as illness, personal business, and emergency. The student may consider this "sick leave." If a student has absences in excess of this number, the earned grade for the course may be affected. A student who leaves class before dismissal may be marked absent. Extended illnesses are handled on an individual basis and require verification from a doctor.
5. **Administratively Excused Absences**—Only absences that are required by approved University activities are given administrative excuses. Students who must miss class for University-sponsored activities must follow these procedures:
 - a. Inform the professor before the event and make arrangement for the work to be submitted prior to the absence or at a mutually agreed upon deadline.
 - b. Present an administrative excuse form with appropriate signatures when he or she returns to class. Doctors' or nurses' notes, or letters from groups sponsoring mission trips or activities do not qualify a student for an administratively excused absence.
 - c. Obtain information covered during an absence. All work must be completed as scheduled.
 - d. Not commit to class presentation (oral reports, speeches, group presentations, etc.) on a date that the student will be gone. Makeup work is not permitted if the student voluntarily committed to a performance on the date of an administratively excused absence.
6. **Extra Credit**—Students should not expect extra credit to help raise a grade.
7. **Plagiarism** – Each student attending Oral Roberts University is required to do his or her own academic work and must not inappropriately collaborate with

other students on assignments. Students must document all sources and ideas that are not their own original information by following correct MLA (Modern Language Association) documentation procedures. Failure to do this produces a plagiarized paper, which results in an F for the paper. Photocopies of sources must be turned in with research papers. Flagrant cheating results in an F for the course.

8. **Whole Person Assessment**

- a. Compliance - To be listed as “compliant” the student must correctly submit electronically the artifact for assessment. “Noncompliant” means the student has either not submitted or incorrectly submitted the artifact electronically. It is the student’s responsibility to ensure that he or she is in compliance. Compliance is verified by checking for the assessment results in the student’s ePortfolio. If there is a problem, the student may receive notification by the professor/assessor through the student’s ORU email address.
- b. Requirements - The WPA requirements for this class are listed in the General Education Whole Person Assessment Handbook.

C. **Course Policies and Procedures**

1. **Evaluation Procedures**

- a. This course consists of lecture, discussion, group work, homework, computer work, quizzes, tests, projects, presentations, and the portfolio. Points earned for each of these are accumulated for the semester.
- b. The grading scale for the accumulated points is as follows:
A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=below 60%
- c. Points are also given for reading assignments, as indicated by highlighting the texts or taking notes on the readings, and for attendance, participation, and being prepared for class.
- d. There is no ePortfolio assignment for this class.

2. **Class Assignments**

- a. Because of the quantity of the material for this course is significant, students need to keep up with assignments in order to be adequately prepared for class discussions and activities.
- b. To provide real-life experience and practical training, students are usually given a special project that varies from year to year. It may be something like creating a set of Web pages or revising and editing articles for an on- or off-campus organization. Consequently, the course calendar may need to be adjusted to meet the organization’s deadlines.
- c. Students need to come to class with the appropriate textbooks, assignments and supplies.
- d. Some assignments involve Internet research. Specific Websites used for this class are listed on the class pages of the class pages at D2L.oru.edu.
- e. Students absent when work is returned should pick up their work from the red folder in the “out box” on the professor’s office door.

3. **Attendance**

- a. Attendance is taken at each class session.
- b. Many class sessions involve group work, in-class assignments, special presentations, discussions, and activities that students cannot adequately duplicate if they miss class. Therefore, class attendance is very important.

4. Faculty Contact
Students need to keep in contact with the professor, especially if they are absent or if some problem arises. Office hours are listed on the professor's door and on the professor's D2L web pages; however, students are welcome to contact the teacher anytime.
Dr. Linda Gray
Office phone number 495-6761
English and Modern Languages Dept. phone number 495-6765
Professor's email lgray@oru.edu
5. Whole Person Assessment Requirements
Students should retain a CD of the Web pages they create.

VI. COURSE CALENDAR

Note: The online version of this calendar is always kept updated.

Weeks 1-3	Ethics
Weeks 4-8	Proposals for Websites
Week 9-10	Informal Reports on the Websites
	Spring Break
Weeks 11-15	Informal Reports on the Websites.
Week 16	Final exam: Webpages and oral presentations

Course Inventory for ORU's Student Learning Outcomes

WRT 336—Technical Writing II Spring 2012

This course contributes to the ORU student learning outcomes as indicated below:

Significant Contribution – Addresses the outcome directly and includes targeted assessment.

Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.

Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.

No Contribution – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

OUTCOMES & Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	Outcome #1 – Spiritually Alive Proficiencies/Capacities				
1A	Biblical knowledge				X
1B	Sensitivity to the Holy Spirit				X
1C	Evangelistic capability			X	
1D	Ethical behavior	X			
2	Outcome #2 – Intellectually Alert Proficiencies/Capacities				
2A	Critical thinking	X			
2B	Information literacy	X			
2C	Global & historical perspectives			X	
2D	Aesthetic appreciation		X		
2E	Intellectual creativity		X		
3	Outcome #3 – Physically Disciplined Proficiencies/Capacities				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle				X
4	Outcome #4 – Socially Adept Proficiencies/Capacities				
4A	Communication skills	X			
4B	Interpersonal skills	X			
4C	Appreciation of cultural & linguistic differences	X			
4D	Responsible citizenship			X	
4E	Leadership capacity			X	

(Revised 1/8/09)