Syllabus for
WRT 336—Technical Writing II
3 Credit Hours
Spring 2019

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, clarity and conciseness. Develops skills for writing and revising proposals, graphics, analytical reports, and Web pages.
Prerequisites: WRT 304.
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

B.   Other
        1.   Materials on Desire2Learn.
        3.   Yellow and green highlighters, red pen

V.   POLICIES AND PROCEDURES

    A.   University Policies and Procedures

        1.   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.

        2.   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.

        3.   Students taking a late exam because of an unauthorized absence are charged a late exam fee.

        4.   Students are to be in compliance with University, school, and departmental policies regarding the 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.   **Class Assignments**

            a.   Students need to come to class with the appropriate textbooks, course materials, and other supplies as designated by the professor.

            b.   Professors may refuse to accept an assignment if it has inappropriate content, does not meet the assignment's criteria (e.g., not typed, incorrectly documented), is incomplete, is suspected of plagiarism, or is turned in too late.

        2.   **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.

3. **Late Work**

    a. The student is responsible for obtaining class assignments and material covered during an absence, and all work is expected to 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. These responsibilities assist the student in professional development.

    b. Any test taken late (except if the absence is administratively excused) incurs the ORU late exam fee ($15), which must be paid before the late test can be taken.

    c. Assignments missed because of administratively excused absences are accepted with no penalty. Generally, assignments missed from an excused absence, such as sickness or family crises, can be made up and the instructor should be notified as soon as possible to reach an agreement on due dates and possible penalties. Each instructor has his or her own late-work policy that is given to students at the beginning of a course, so a teacher may decide that work missed because of an unexcused absence cannot be made up. Instructors use their own judgment in accepting late work resulting from all other absences. In cases where absences can be anticipated, such as for non-University sponsored mission trips, the work should normally be submitted prior to the absence.

4. **Attendance**

    a. **Excused and Unexcused Absences**—Class attendance is mandatory, but 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 intended for illness, personal business, and emergency. Work missed because of an excused absence (e.g., illness, family emergency) can be made up; however, it is up to the teacher's discretion whether or not to accept work missed due to an unexcused absence (e.g., oversleeping, skipping class). Exceeding this number of absences may reduce a student's semester grade or even be cause for not receiving credit for the course if the student's grade is an F. Extended illnesses are handled on an individual basis and require verification from a doctor.

    b. **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:

        (1) 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.

        (2) 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.

        (3)   Obtain information covered during an absence. All work must be completed as scheduled.

        (4)   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.

5. **Plagiarism**—In addition to the information above under section V, part A ("University Policies and Procedures"), the student must adhere to the following:

    a.   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. Flagrant cheating results in an F for the course.

    b.   When writing an essay in another language, use of translation applications or software programs to translate more than a phrase, is considered a form of plagiarism—submitting work as if it were one's own—and

    c.   Students may be asked to submit their assignments to the D2L dropbox for plagiarism detection.

6. **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.

7. **Whole Person Assessment**—If this course requires a WPA assignment/artifact, this assignment is listed in the next section ("Course Policies and Procedures").

C.   Course Policies and Procedures

    1. **Grades**

        a.   The final grade is based on the following requirements:

        b.   This course consists of lecture, discussion, group work, homework, quizzes, tests, class participation, projects, presentations, and a Website. Points earned for each of these are accumulated for the semester.

        c.   There is no Whole Person Assessment assignment for this class.

        d.   Students should not expect extra credit to help raise a grade.

        e.   Grading Scale
            A=90-100% B=80-89% C=70-79% D=60-69% F=59% and below

    2. **Class Assignments**

        a.   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.

        b.   Students need to come to class with the textbook, assignments, and supplies.

    4. **Attendanc**e

        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.

VI. COURSE CALENDAR

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

Weeks 1-3 Review of Tech Writing I
Weeks 2-3 Writing Online Newsletters
Weeks 4-5 Writing Proposals; Planning a Website
Weeks 6-9 Formatting a Book; Learning HTML
Week 10 Writing Informal Reports
    Spring Break
Weeks 11-14 Creating a Website; Formatting a Book
Week 15 Writing a Formal Report
Week 16 Final exam: Webpages and oral presentations

Course Inventory for ORU's Student Learning Outcomes

WRT 336—Technical Writing II
Spring 2019

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 literacy				X
1B	Spiritual formation			X	
2	**Outcome #2 – Intellectually Alert** Proficiencies/Capacities				
2A	Critical thinking, creativity, and aesthetics			X	
2B	Global and historical perspectives		X		
2C	Information literacy		X		
2D	Knowledge of the physical and natural world			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	Ethical reasoning and behavior		X		
4B	Intercultural knowledge and engagement			X	
4C	Written and oral communication	X			
4E	Leadership capacity		X		

(Revised January 2019)