MCKENDREE UNIVERSITY

The mission of McKendree University is to provide a high quality educational experience to outstanding students.
~Responsible Citizenship ~Engagement ~Academic Excellence ~Lifelong Learning~

ENG 360 – Interdisciplinary Professional and Technical Writing (W) – Online

Course Information

This course introduces students to the theories and practices of effective written communication in professional and technical fields. Students will develop skills in document design, use of graphics, and appropriate technical writing styles for print and digital documents. Students will also develop rhetorical strategies for writing for particular audiences. Prerequisites: ENG 111 and ENG 112. Each semester.

Course Learning Objectives

1. Define a document's purpose, format, context of use and genre.

2. Develop a triangulated research strategy that manages information and builds knowledge from primary sources, electronic sources, print sources, and empirical sources.

3. Recognize special problems and particular techniques of professional, technical, and scientific writing.

4. Design documents for print and digital environments that enhance readability, support text and incorporate effective design and visual components.

Required Course Text(s) and Materials

- *Technical Communication* 11th Edition by Mike Markel, 2015, ISBN-10: 1-319-08808-2; ISBN-13: 978-1-319-08808-8; Format: Paper Text, 768 pages

General Class Policies

"Contact Hours"
This is a 4-credit course, offered in accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly coursework, as well as your study style and preferences. You should plan to spend 10-25 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

Participation & Attendance

Prompt and consistent attendance in your online courses is essential for your success at McKendree Campus. Failure to verify your attendance within the first 7 days of this course may result in your withdrawal. If for some reason you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

Late Work:

All work is due at the beginning of the class period of the due date indicated on the course calendar. Missed in-class assignments cannot be made up. Late assignments must be submitted via email so they have a time and date stamp.

Assignments submitted late will earn a late deduction according to the following schedule (note: each 10% deduction represents one full letter grade):

·   Submitted same day (by 11:59 p.m.) but after the class period begins=5% deduction

·   Midnight of due date to 24 hours late=10% deduction

·   1-3 days late=20% deduction

·   4-7 days late=30% deduction

·   Beyond one week late, no late work will be accepted.

Formatting:

The context and medium of your message dictate the most appropriate and effective format/design of your document. If outside sources are used, then cite using either APA or MLA.

Academic Integrity

Any student detected of academic dishonesty will receive the appropriate sanctions, which can include a failing grade ("F") for the course. In cases of serious violations, additional sanctions (such as academic probation or suspension) are possible.

Accommodations and ADA Policy

In accordance with the Americans with Disabilities Act (ADA), McKendree University provides services, auxiliary aids, and accommodations to meet the unique learning needs of students with disabilities.

Students with officially documented disabilities, medical needs, legal problems, or who are the victims of crimes may qualify for educational accommodations. A student requiring assistance should contact the McKendree Student Success and Advising Center (SSAC). The SSAC provides coordination and implementation of special accommodations for students with documented disabilities. Students requiring accommodations for other issues should contact their instructor, Student Affairs, or Health Services.

For further information regarding university or course policies, please consult with your instructor and/or refer to the catalog.

<p align="center">**Important General Due Dates**</p>

The Academic Week at McKendree begins on Monday and ends the following Sunday.

Discussion Boards: The original/initial post must be completed by Thursday at 11:59 p.m. MT and 2 Peer Responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.

Quizzes: You may access the quizzes through the last day of class, but you are encouraged to take the quiz during the corresponding Module.

Writing Assignments: Most writing assignments are due Sunday at 11:59 p.m. MT.

<p align="center">**Assignments* & Grading Information**</p>

<p align="center">*All assignment guidelines can be found in their respective modules in Blackboard.</p>

Module 1: Introduction to Technical Writing

- Module 1 Quiz

Module 2: Writing Informational Reports

- Module 2 Quiz
- Writing Assignment: Informational Tech Report

Module 3: Creating Effective Print & Digital Documents and Graphics

- Module 3 Quiz

Module 4: Writing Definitions, Descriptions, & Instructions

- Writing Assignment: Instructions

Module 5: Understanding Ethical & Legal Consideration with Tech Writing

- Module 5 Quiz

Module 6: Writing Focused on Student Interest, Professional Requirements

- If you haven't begun working on the final project, use this module to get going!

Module 7: Proposal Writing and & Oral Presentations

- Module 7 Quiz

Module 8: Course Wrap-Up & Final Proposal Project

- Final Proposal Project Guidelines

Assignment Title	Points
Module 2: Technical Report	100
Module 4: Instructions Project	100
Module 8: Final Proposal Project	275
Discussion Board Forums (9 x 20)	180
Quizzes (5 x 45)	225
TOTAL	880 Points

Grading Information

Grading Scale

93-100%	A	77-80%	C+
90-93%	A-	74-77%	C
87-89%	B+	70-73%	C-
84-87%	B	60-69%	D
80-83%	B-	0-59%	F

Course Schedule

Module	Week	Activities/Chapter	Assignment	Due Date
Module 1	Week 1	• Chapters 1 & 3 • Introductions Discussion Board Forum (20 pts) • Module 1 Discussion Board Forum (20 pts)	Module 1 Quiz (45pts)	Quiz due by end of 8 week class!
Module 2	Week 2	• Chapter 17 • Module 2 Discussion Board Forum (20 pts)	Module 2 Quiz (45pts)	Quiz due by end of 8 week class!
			Technical Report (100 pts)	Week 2 Sunday
Module 3	Week 3	• Chapters 11 & 12 • Module 3 Discussion Board Forum (20 pts)	Module 3 Quiz (45pts)	Quiz due by end of 8 week class!
Module 4	Week 4	• Chapters 9 & 20	Instructions Project (100 pts)	Week 4 Sunday

		• Module 4 Discussion Board Forum (20 pts)		
Module 5	Week 5	• Chapter 2 • Module 5 Discussion Board Forum (20 pts)	Module 5 Quiz (45pts)	Quiz due by end of 8 week class!
Module 6	Week 6	• Select 1 or 2 Chapters from 13, 14, 15, 18, and 19 • Module 6 Discussion Board Forum (20 pts)	No quiz or assignments. If you have not begun working on the final project, do so! Use this week to further develop the project!	N/A
Module 7	Week 7	• Chapters 16 and 21 • Module 7 Discussion Board Forum (20 pts)	Module 7 Quiz (45pts)	Quiz due by end of 8 week class!
			Continue working on final project!	N/A
Module 8	Week 8	• Module 8 Discussion Board Forum (20 pts)	Final Proposal Project (275 pts)	Week 8 Sunday