

SYLLABUS

COURSE OVERVIEW This technical writing course will explore the rhetorical practices of technical and workplace communication as we critically read and create professional documents to specific audiences in a variety of disciplines. We will reinforce the habit of following the iterative writing process, which emphasizes revision and a user-centered design cycle. While we discover professional writing conventions and experiment with the affordances of writing, design, and communication technologies, we will critically reflect on the ethical, social and cognitive implications of the available choices.

OBJECTIVES This technical writing course follows the general learning objectives of Clemson University's Advanced Writing Program:

- Master critical reading skills and basic rhetorical concepts as they apply to professional environments and the ethical considerations within them
- Apply effective communication strategies to targeted readers
- Compose effectively in a variety of forms and media appropriate to the discipline

Specific leaning outcomes will be outlined in the Canvas modules and assignment descriptions.

REQUIRED MATERIALS *Technical Communication Today*, 6th edition by Richard Johnson-Sheehan, Pearson, 2018 - print or electronic version. (You DO NOT need the Revel access code to the digital version.)

Laptop - fully charged, with current version of MS Office suite and other necessary software. See a full list of technical requirements on Canvas.

EVALUATION Letter grades will comply with the University's grading system as stated in the *Undergraduate Announcements, 2020-2021*.

The grading scale: A=100-90%, B=89-80%, C=79-70%, D=69-60%, F=59-0%

Professionalism.....	15%
Technical Writing Foundations.....	10%
Training Proposal.....	15%
Quizzes	15%
Career Package.....	15%
Client Project.....	20%
Final Exam	10%

ATTENDANCE POLICY Taking an online course is a different style of learning for many people. You may think you will be learning on your own, but you will soon discover many opportunities to work with other students and to communicate with the instructor of your online course. You will find the support you need and have a great learning experience. Because you do not come on campus and sit in a classroom, attendance is determined by your active participation and communication in the course. You should budget **at least 5 hours** each week to reading, completing course activities, participating in online discussions, and otherwise interacting with your instructor, classmates, and course content. Successful online students keep a schedule just as if they were attending class on campus, and they communicate with one another and their instructor frequently. Your "attendance" and engagement is vital to your success.

COVID-RELATED POLICIES If you are tested positive and your symptoms are so severe that you are unable to study, please inform me via email as soon as possible. While our fully online, asynchronous format accommodates self-isolation and quarantine, your health condition may require individual considerations that I'm ready to provide for you. So follow up with me at the earliest opportunity to develop a continued plan of study for the course. In addition to your reaching out to me, you may also use the Notification of Absence module in Canvas for an initiate an official notification towards the University. (See the "Late Work policy for information on arranging makeup work.)

If due to illness (including COVID-19 related illness) or other life circumstances, you are unable to complete the makeup work in a timely manner, you have an option to receive an "Incomplete" grade (I). "Incomplete" indicates that a relatively small part of the semester's work remains undone due to illness, and it is not intended for students who are failing a course otherwise. In the event that an Incomplete is appropriate, we (instructor and student) will work together to resolve the Incomplete grade as soon as possible, not to exceed thirty days from the first day of classes in the next scheduled session (excluding summer sessions and regardless of the student's enrollment status).

If due to illness (including COVID-19 related illness or other life circumstances), you are not be able to complete academic work for the term and will need to withdraw from all classes, the Division of Undergraduate Studies will process medical withdrawals. Contact the Division by sending an email from their Clemson email address to Lisa Traynham at lltrayn@clemson.edu.

If I am tested positive and my symptoms are so severe that I am unable to teach, I or my department chair will notify you and develop a plan to continue course instruction.

For more information, check [Clemson's COVID-19 page](#) page for medical guidance.

INCLEMENT WEATHER POLICY Any exam that was scheduled at the time of a class cancellation due to inclement weather, University power outage, etc. will be given at the next class meeting unless contacted by the instructor. Any assignments due at the time of a class cancellation due to inclement weather will be due at the next class meeting unless the instructor contacts students. Any extension or postponement of assignments or exams must be granted by the instructor via email or Canvas within 24 hours of the weather-related cancellation.

ONLINE CONDUCT Appropriate online academic conduct means maintaining a safe learning environment based on mutual respect and civility. All participants in Clemson online courses are expected to behave professionally by adhering to these standards of conduct:

- Never transmit or promote content known to be illegal.
- Respect other people's privacy as well as your own.
- Forgive other people's mistakes.
- Never use harassing, threatening, embarrassing, or abusive language or actions.

Online communication that fails to meet these standards of conduct will be removed from the course. Repeated misconduct may result in being blocked from online discussions, receiving a grade penalty, or being dismissed from the course. Such misconduct in the online environment may also be reported to officials for appropriate action in accordance with University policy. If you ever encounter inappropriate content in our course, please contact your instructor with your concerns..

STUDENT-INSTRUCTOR COMMUNICATION Because privacy regulations stipulate that faculty and staff communicate with students through authorized University channels, please use your University email account or Canvas's messaging system to contact me. I expect professionalism in both personal and email communication. Part of professionalism is that you check the course site first to find answers to your questions. If you have any questions concerning a grade, I will be happy to talk to you about it, but only until one week from receiving the grade. I will periodically update Canvas with your grades; if you see a discrepancy, it is your responsibility to let me know within a week from the update.

LATE WORK Late submissions will result in a point reduction for each late day. If an assignment requires peer reviews, late submissions will NOT be accepted. (Every due date is in EST.)

- If case of a medical absence, email me as soon as possible to notify me about the reason for the missing submission(s) and to develop a plan to make up the work. I will confirm the due date for the makeup work with you. To ensure fair treatment, the makeup work shall be at the same level of difficulty with the missed assignment or examination, and I will hold all students to the same standard for making up missed assignments or examinations.⁴

- While I will seek to make reasonable accommodation for any student with COVID-19 or involved in University-sponsored activities, you should understand that absences do not lessen the need to meet all course objectives.

ACADEMIC INTEGRITY

As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a "high seminary of learning." Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.

A simple definition of plagiarism is when someone presents another person's words, visuals, or ideas as his or her own. The most serious offense within this category occurs when a student copies text from the Internet or from a collective file. This type of academic dishonesty is a serious offense that will result in a failing grade for the course as well as the filing of a formal report to the University. I will deal with plagiarism on a case-by-case basis.

See the [Undergraduate Academic Integrity Policy page](#) for additional information about academic integrity and Clemson procedures and policies regarding scholastic dishonesty.

COPYRIGHT STATEMENT

The materials used in this course are intended for use only by students registered and enrolled in this course and only for instructional activities associated with the course. These materials are provided in compliance with the provisions of the Teach Act, and they may not be retained in any other medium or disseminated further. Refer to the "Use of Copyrighted Materials" and "Fair Use Guidelines" policy on the Clemson website for additional information:

<http://libguides.clemson.edu/copyright>.

ACCESSIBILITY STATEMENT

Clemson University values the diversity of our student body as a strength and a critical component of our dynamic community. Students with disabilities or temporary injuries/conditions may require accommodations due to barriers in the structure of facilities, course design, technology used for curricular purposes, or other campus resources. Students who experience a barrier to full access to this class should let the professor know and make an appointment to meet with a staff member in Student Accessibility Services as soon as possible. You can make an appointment by calling 864-656-6848, by emailing studentaccess@lists.clemson.edu, or by visiting Suite 239 in the Academic Success Center building. Students who receive Academic Access Letters are strongly encouraged to request, obtain and present these to their professors as early in the semester as possible so that accommodations can be made in a timely manner. It is the student's responsibility to follow this process each semester. You can access further information here:

<http://www.clemson.edu/campus-life/campus-services/sds/>.

**NON-DISCRIMINATION
AND
TITLE IX POLICY**

Title IX Policy: Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran's status, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972.

The University is committed to combatting sexual harassment and sexual violence. As a result, you should know that University faculty and staff members who work directly with students are required to report any instances of sexual harassment and sexual violence, to the University's Title IX Coordinator. What this means is that as your professor, I am required to report any incidents of sexual harassment, sexual violence or misconduct, stalking, domestic and/or relationship violence that are directly reported to me, or of which I am somehow made aware.

There are two important exceptions to this requirement about which you should be aware:

Confidential Resources and facilitators of sexual awareness programs such as "Take Back the Night and Aspire to be Well" when acting in those capacities, are not required to report incidents of sexual discrimination.

Another important exception to the reporting requirement exists for academic work. Disclosures about sexual harassment, sexual violence, stalking, domestic and/or relationship violence that are shared as part of an academic project, a research project, classroom discussion, or course assignment, are not required to be disclosed to the University's Title IX Coordinator.

This policy is located at <http://www.clemson.edu/campus-life/campus-services/access/title-ix/>. Ms. Alesia Smith is the Executive Director for Equity Compliance and the Title IX Coordinator. Her office is located at 223 Holtzendorff Hall, phone number is 864.656.3181, and email address is alesias@clemson.edu.

SCHEDULE The detailed schedule is available in Canvas.