

# ENG 100 Online Syllabus (change 1/Jan 17, 23) Introduction to Technical and Workplace Writing

## Contact Information

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**INSTRUCTOR:** Professor Tisdale, S.

Email: [shtisdale@wccnet.edu](mailto:shtisdale@wccnet.edu) (typically 'same day' response - day, night, weekends, or holidays)

**Emergencies:** [tisdales@mail.lcc.edu](mailto:tisdales@mail.lcc.edu) and call my work line: (517) 282-0651 (leave message or text)

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**BLACKBOARD** (technical support and questions):

Phone: 734-477-8724

Email: [blackboard@wccnet.edu](mailto:blackboard@wccnet.edu)

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**WCC WRITING CENTER**

Phone: 734-973-3553

Address: WCC, LA Building, Room 327, 4800 E. Huron River Dr., Ann Arbor, Michigan

Email: [writingcenter@wccnet.edu](mailto:writingcenter@wccnet.edu)

Trusted POC: Professor Deborah Hill – [dlhill@wccnet.edu](mailto:dlhill@wccnet.edu)

## Course Description

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Welcome to English 100! In this course you will learn how to write effective workplace documents such as emails, letters, memos, job logs, résumés and research reports. You will write letters and prepare emails for a variety of job related situations, write a résumé fitted to your particular background, and prepare a research report relevant to your field or interests. During the first week of class you must demonstrate a college level writing skills proficiency.

## Course Objectives

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By the end of this course you, as students, will:

- Improve your knowledge of grammar and writing skills.
- Understand and successfully apply workplace writing formats and conventions.
- Know how to conduct a successful job search.
- Conduct professional research, prepare a report, and present that material.

## Course Format

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This course is divided into 13 (to 14) modules (as time allows). For each module you will watch one or more brief videos, read from your textbook or other materials, write a journal entry, participate in an activity, take a quiz and submit assignments. Note, the college has us working in this class together, but you also are separately working with the campus-writing center, meaning you will have assignments each week or tests (see schedule) that I don't receive or even grade myself (which is confusing).

The easiest thing I've learned is this, in regards to keeping up each week with the WCC Writing Center and or assignments/tests: ask questions, inquire, call or email them, stop in the physical office, or apply for virtual hours to speak to someone, or just go to their website to view what's posted there at the following at any time: <https://www.wccnet.edu/learn/departments/engd/writing-center/assignments.php>. (Note, I have a copy of the actual WCC Writing Center assignment deadlines, first one being this: Feb 5, 23)

But, before you start all that above, you have to complete the biggest task of all, ahead of time: [ordering and or getting your book](#) (see below), because if you can't get that book now, and quickly, ready to start immediately, it is going to be hard to keep up and be successful in this specific course.

**The assignments and activities are due on specific days and dates, typically with the first set of prescribed deadlines being on Thursdays, prior to 11:59 pm, unless specified differently, the next, following one being on that following Sunday, same time (see schedule for specifics though, as the school 'breaks' plus final week are slightly altered to still make the time hacks).**

You are expected to participate fully in all the activities and assignments and complete them on time, with the key being to check your email daily for any and all changes potentially, your school email at WCC, not a personal one. Ask for help early if you don't understand something.

Remember, you are responsible for completing your assignments and asking for help if you need it, as I am more that accessible, ready, and willing to help with anything you need, at any time of the day or night.

## Required Texts

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- ***Successful Writing at Work, Concise 4th Ed. by Philip C. Kolin***

## Required Materials

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- At least 2 methods of electronic file storage (hard drive, USB flash/jump drive, email, cloud back-up, etc.) to help prevent losing documents
- Regular access to a personal computer (PC) with Microsoft Word and PowerPoint software (not a MAC, as that may not help you with all, required tasks, actually, and submitting)
- Internet access – whether at home, on your phone, or from a library, you'll need this daily
- School email, @wccnet.edu then, respectively, checking it daily for any/all announcements
- Book (course) – see above once again, and order it immediately, or check it out (library)

## Strategies for Success

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- Print out the course schedule or due dates calendar and follow it.
- Check for new announcements within your Blackboard course all the time (daily if possible).
- Begin assignments before the due date so you can ask questions and have time to troubleshoot any technical issues.
- Stay in touch by email if you have any questions, concerns, or conflicts that may interfere with your academic success.

## Email Policy

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- I will usually respond to messages the same day, or in less than a few hours, actually. You should make a habit of checking messages on a regular basis as well to be the most successful here with our particular course (school emails).
- Please send emails from your WCC account to be in compliance with [federal privacy regulations](#).

## Late Work Policy

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- Late work is not accepted. If there are any unforeseen emergencies that do arise though, if you let your professor know of such immediately, before the due date of the assignment, certainly there is a possibility of possibly handing in that assignment within the same week though, with 10% taken off for being late, but nothing during the final week of class will be allowed in late.
- **No late work will be accepted once the due date for that assignment's Unit Portfolio has passed.**

## Grading Policy

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- Generally, your work will be graded within a week of its submission. However, Unit Portfolios may take up to two weeks to grade.

## Determining your Grade

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### Unit Portfolios

As you complete your assignments for each unit, I will review your work, indicating how you might improve it. You will compile your revised versions of certain assignments into Unit Portfolios throughout the semester - **as time allows; in other words, since this is a late-start class, we may be completing everything, have such graded, with corresponding feedback, input along the way, but possibly have to omit the final portfolio or presentations as time allows.**

### Writing Center Assignments

Over the course of the semester you will complete Writing Center Assignments (WCAs). These assignments will help reinforce or complement your other course assignments (first one due as of January 15, 2023 to note).

### Activities

There are a variety of activities you will be asked to participate in or complete throughout this course. These activities are graded pass/fail. If you participate, you receive full credit.

## Quizzes

You will be quizzed on material covered in the lectures, textbook, and Blackboard modules.

## Journals

Each week you will write an online journal entry responding to a prompt or question...

(please note, that typically this comes in the form of what we call online 'discussion posts' or 'posting.' Here, there was the title used of "Journals" though. So, when you see the points below, and not a separate category for again, 'Discussion Posts' or posting, we may need to clarify things a few times over the course of the semester, so that we both can follow this specific syllabi clearly)

...These journals are an opportunity for you to build your writing fluency, pre-write for other assignments, and reflect on what you're learning. They will be graded pass/fail; if you complete them, you get full credit.

## Class Participation

- I expect you to submit your assignments by their due dates.
- If you do not submit any assignments for two or more weeks, you will be dropped from the course.
- If you need more time to complete assignments due to exceptional circumstances, please email me and I will do my best to accommodate your needs.

## Grades

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Final grades for this course will be determined by your Unit Portfolios, WCAs, Participation in Activities, Quizzes, and Journals. Each category of assignment is given a specific weight:

Graded Items	Percentage of Final Grade
Unit Portfolios	50%
WCAs	25%
Participation	10%
Quizzes	10%
Journals	5%

## Grading Scale

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Grading Scale							
A	95 – 100%	B	83 – 86%	C	73 – 76%	D	63 – 66%
A-	90 – 94%	B-	80 – 82%	C-	70 – 72%	D-	60 – 62%
B+	87 – 89%	C+	77 – 79%	D+	67 – 69%	F	59% and below