ENG 160 — Technical Communications
English Department

Catalog Course Description: This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports.

Prerequisite(s): ENG 100 or ESL 110, RDG 100 or ESL 100 or equivalent placement test scores

Credit Hours: 3

Departmental Website: http://www.midlandstech.edu/learn/academics/academic-departments/english-department

D2L Login Page: https://elearn.midlandstech.edu

Departmental Assistant: Ms. Minnie Thompson (BC) (thompsonm@midlandstech.edu)
Monica Boucher-Romano (AC) (boucherromanom@midlandstech.edu)

Department Chair: Dr. Rhonda Grego (gregor@midlandstech.edu)

Textbook(s): Oliu, Brusaw, and Alred. Writing That Works: Communicating Effectively on the Job. 10th ed

Additional Course Equipment:
1. A flash drive or other secure means to save and backup your work is required.

Course Objectives: ENG 160 Technical Communications focuses on effective written and oral communication required in today’s technologically-oriented workplace. Course readings and activities will engage students in study of the audiences and purposes for professional communication. Through course assignments students will practice a variety of forms, modes, and formats used to convey information in workplace settings, including a skills-based resume and accompanying job application letter, short memo reports, instructions, emails, and brief presentations. Upon completion of this course, the student will be able to:
1. Determine the appropriate form, format, tone, and approach for audiences and purposes common to workplace communications
2. Meet standards of language use appropriate for speaking and writing in professional settings.

General Education Core Competency Statement: This course addresses both the Communication and Information Literacy components of MTC’s general education core.

Communication Outcome: Student completing this course should be able to 1) determine the appropriate form, format, tone, and approach for audiences and purposes common to workplace communications, and 2) meet standards of language use appropriate for speaking and writing in professional settings.

Communication Competency: Students completing this course should be able to:
1. Assess the needs of audiences/readers within an organizational setting
2. Make effective use of conventional modes, forms, and formats common to technical communications
3. Identify, collect, and evaluate information from sources appropriate for a given audience and purpose
4. Present information appropriately and clearly for the audience and purpose
5. Work effectively in small groups and/or teams to produce professional-quality communications
6. Recognize and apply technical style and editing conventions for language use when speaking and writing in organizational settings

Performance: Success on this competency will be measured by the student’s performance on a portfolio of documents produced through class assignments, and an oral presentation.

Course Attendance:
A. You are expected to attend all classes; there are no excused absences. You are responsible for all in classwork and assignments, even if you miss a class.

B. In the event of extenuating circumstances, such as illness, you are allowed a certain number of absences, depending on the length of the term:
   • 14-week term: 4 absences
   • 10- or 12-week term: 3 absences
   • 7- or 5-week term: 2 absences
   • Internet or hybrid course: check with your instructor about attendance requirements
   If you exceed the allowed number of absences, you will be withdrawn from the course.

C. You will be considered tardy if you miss up to 10 minutes of any portion of the class. You will be counted absent if you miss more than 10 minutes of any portion of the class. 3 tardies equal 1 absence.

D. If you arrive in class after your instructor has taken roll and marked you absent, it is your responsibility, at the end of that class meeting, to request that the absence be changed to a tardy. The instructor will not change the roll at a later date. Instructors are not obligated to repeat information or allow students to make up missed work.

Withdrawal: Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student’s transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

No Shows: If you register for a course and decide not to attend for any reason, you must complete a drop form and process through the student Records Office. You will not be automatically purged for non-attendance. If you do not submit a drop form, you will be responsible for course tuition and fees. By not officially dropping the course, you will incur a bill with the college that can only be addressed through the College’s Finance Office. The college’s refund policy and dates are posted each semester.

Effective Spring 2015, the Student Ombudsman’s office will no longer be the initial point of contact for requesting No Shows to be processed. Students who incur a bill must contact the Finance Office.

Administrative Drop Requests: A student requesting an Administrative Drop resulting from medical, death of family member, and other extenuating circumstances experienced while enrolled at Midlands Technical College should be directed to the Student Ombudsman’s office. Our policy dictates a request must be made no later than 30 days after the affected term. Supporting documentation is required and must be received before the request can be processed. Once the request form is received along with supporting documentation, it takes
approximately three weeks for processing. As a result of an approved Administrative Drop Request, the student may be granted a refund of tuition and fees.

According to College Procedure 3.10.1, students having to withdraw from college because of Military Deployment (active duty personnel) while enrolled must complete a withdrawal form and submit to the Records Office along with a copy of military orders.

Disabilities Statement: The staff of Counseling and Career Services works to ensure that all educational programming and services are accessible to otherwise qualified students with disabilities. If you have a concern regarding the accessibility of websites, instructional materials, online courses and other electronic or information technology please contact Counseling and Career Services. It is the student's responsibility to self-disclose as a student with a disability and to request accommodations prior to beginning a program or course. Please contact the staff of Counseling and Career Services at 803-822-3505 (AC) or 803-738-7636 (BC) or via email at disability@midlandstech.edu if you have any questions or concerns.

D2L Brightspace Help:

Online Learning Support Help Desk: Technical questions related to the operation and use of Desire 2 Learn can be answered from our Support Help Desk. A response will be provided within one business day.
To login: use your MTC e-mail account username and password.
(Student Username Example: georgeasmith)
(Faculty Username Example: smithg)

Desire 2 Learn Assistance Online: Technical questions related to the operation and use of Desire 2 Learn can also be answered by leaving the information by telephone at (803) 822-3561, or emailing D2LHelp@midlandstech.edu. A response will be provided within one business day.

For MyMTC log-in issues please call 803-738-7888.

Academic Dishonesty: The students of MTC have adopted the following Honor Code:
As a member of the Midlands Technical College community, I will adhere to the college’s Student Code. I will act honorably, responsibly, and with academic integrity and honesty. I will be responsible for my own academic work and will neither give nor receive unauthorized or unacknowledged aid. I will behave courteously to all members of the MTC community and its guests and will respect college property and the property of others.
- The Student Code (Appendix I of the MTC Student Handbook) defines academic dishonesty, which includes, but is not limited to, cheating on tests, plagiarism, collusion, and falsification. Such actions will result in discipline.
- Cheating on tests includes:
  - Copying from another student’s paper.
  - Copying or presenting someone else’s work as your own.
  - Using unauthorized materials during a test.
  - Collaborating with any other person during a test without permission.
  - Knowingly obtaining, using, buying, or selling in whole or part the contents of any test.
  - Bribing any other person to obtain information about tests.
  - Substituting for another student, or permitting another student to substitute for you.
- Plagiarism is taking another person’s work and using it without giving the source credit in any graded assignment.
- The use of cell phones or other portable electronic devices for purposes of academic dishonesty in any form is strictly prohibited; students who violate this policy will be subject to the disciplinary procedures and sanctions outlined in the Student Code.
For more information about academic dishonesty, see the Student Code.

If you are suspected of cheating, your instructor will inform you. You may explain or refute the allegation. If your instructor still thinks the charges are founded, you will be referred to the Office of the AVP, SDS. Documentation is submitted to the Office of the AVP, SDS, by your instructor. You will then meet with either Dr. Holloway or Mr. Hayden. After the meeting, you will receive a letter with the sanction grade of zero (0) and any other sanctions deemed appropriate. You will have the right to file an appeal. Once the hearing and the notice of the right to appeal have been completed, the instructor will be notified to apply the sanction grade of zero (0).

Course Requirements:

Late or Missing Work
1. Absence is not a valid excuse for late assignments; you are responsible for submitting your assignments by the deadline even if you are not present in class on that day.
2. If you must miss a class when an assignment is due, you may email your assignment as a Word attachment only, by the beginning of the class period when it is due so it won’t be counted as late.
3. You must make prior arrangements if you must miss a scheduled in-class paper or test. Make-ups are not ordinarily approved.
4. Malfunctioning equipment (a printer with no ink, an incompatible ASC computer) is not a valid excuse for late assignments. Plan ahead and complete your work in advance to avoid such issues.
5. Remember to safeguard your work by backing up files stored on your computer or flash drive!

Course Grading:

Grading Scale:

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
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<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
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Superior Work | Good Work | Average Work | Below Average Work | Unsatisfactory Work

Accessibility
The staff of Counseling and Career Services works to ensure that all educational programming and services are accessible to otherwise qualified students with disabilities. If you have a concern regarding the accessibility of websites, instructional materials, online courses and other electronic or information technology please contact Counseling and Career Services. It is the student’s responsibility to self-disclose as a student with a disability and to request accommodations prior to beginning a program or course. Please contact the staff of Counseling and Career Services at 803-822-3505 (AC) or 803-738-7636 (BC) or via email at disability@midlandstech.edu if you have any questions or concerns.

Classroom Rules/Other:
See 1) Academic Affairs Student Guidelines and Expectations, and 2) English Department Student Responsibilities (on-campus, online, or hybrid as appropriate).