

**ENGL 009: Tech Writing Pre-Professional**

Instructor: Nicholas(Nico) Penaranda

Office Hours: MWF 1:45 PM to 2:45 PM via Zoom Appointment

Email: nico.penaranda@howard.edu, emails will be answered within typical workplace hours M-F, emails sent after 5PM or over the weekend will be answered the next business day.

Course Term: Fall 2024

Course Platform: Hybrid, MW In person ILH-114, F Zoom

Course Description

This course explores written and oral communication in technical writing. Students will produce various documents commonly encountered in the workplace, particularly in a global marketplace. The course emphasizes honing communication skills essential for success in competitive work environments. Students will create correspondence, memos, business reports, proposals, formal emails, argumentative essays, job search documents, visually appealing brochures, and portfolios.

Prerequisites/Permissions

- Successful completion of the First Year Writing Sequence (ENGW courses) with a grade of C or higher.
- Satisfies the 3rd Writing Requirement of COAS.

Essential Learning Outcomes

- **ELO #4:** Intellectual and Practical Skills
- **ELO #6:** Leadership and Applied Learning

Readings

- *Refer to the Tentative Syllabus Calendar for the readings each week. You do not have to read each one listed in depth. Rather, read around so we may have comparative discussions on best practices in technical writing.*

Course Goals and Objectives

After completing this course, students will be able to:

- Create professional technical documents, including memos, reports, proposals, and emails.
- Develop strategies for effective oral communication in technical contexts.
- Design visually appealing and informative documents tailored to specific audiences.
- Collaborate effectively on team-based writing projects.
- Apply ethical considerations in technical communication.
- Develop a comprehensive portfolio showcasing technical writing skills.

Grade Breakdown

- Preliminary Assignment work 20%
- Technical Document Analysis 20%
- Digital Resource Guide 20%
- Job Application package 20%
- Final User Evaluation 20%

Grading Scale

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 59 and below

Late Work Policy

All work is recommended to be completed on the due dates indicated on the syllabus. (Typically 5PM Fridays). This 5PM due date is done to help instill workplace boundaries. 10% will be taken off for each day that it is submitted late. Exceptionally late assignments may still be turned in by the final day of the semester for 40% credit.

Student Resources and Classroom Policies

- **Plagiarism:** Plagiarism will result in severe penalties, ranging from failure of the assignment to failure of the course. All essays must be submitted to Safe Assign in Canvas for plagiarism checks.

- **The Writing Center:** The Writing Center offers free assistance with writing strategies, grammar, and research. Appointments can be made online or in person.

Semester Calendar

This syllabus provides a comprehensive roadmap for the semester, focusing on various aspects of technical writing and communication essential for pre-professional success.

Course Policies

- **Attendance and Participation:** Regular In person attendance and active participation are mandatory on Mondays Wednesdays. The Friday Zoom classroom space should be used regularly throughout the semester. Using the Friday classroom space at least 2-3 times per major project will result in “Full Marks” on the progress communication bar of the rubric for each major assignment. Absences must be excused with proper documentation.
 - **Academic Integrity:** Plagiarism will result in a failing grade and further disciplinary action.
 - **Writing Assignments:** All assignments must adhere to MLA guidelines and be submitted on time.
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This syllabus is subject to change with notice. Please stay updated through the course's site for any adjustments.

Plagiarism Policy for First-Year Writing Courses

Purpose:

To uphold academic integrity and ensure a fair and consistent approach to dealing with instances of plagiarism within the First-Year Writing Courses

Definition of Plagiarism:

Plagiarism is the act of using another person's words, ideas, or work without proper acknowledgment. This includes, but is not limited to:

- Submitting someone else's work as your own.
- Copying text, graphics, or data from a source without proper citation.
- Paraphrasing ideas from a source without proper attribution.
- Using information obtained from the internet without proper acknowledgment.

Policy:

First-Year Writing is committed to fostering an environment of academic honesty. All students are expected to adhere to the highest standards of integrity in their academic work. Plagiarism undermines the educational process and is a serious offense.

Repercussions:

The repercussions for plagiarism are designed to educate students about academic integrity and to deter future offenses. The penalties increase in severity with each subsequent offense.

First Offense:

- o The student will receive a formal warning.
- o The assignment in question will receive a grade of zero.
- o The student must meet with the Director of First-Year Writing and attend a mandatory plagiarism workshop or complete an online tutorial on academic integrity.

Second Offense:

- o The student will receive a formal reprimand.
- o The assignment in question will receive a grade of zero.
- o The student will be required to meet with the Department Chair to discuss the seriousness of the offense and its impact on their academic career.
- o The student may be required to redo the assignment or complete an alternative assignment under supervision.

Third Offense:

- o The student will receive a failing grade for the course in which the offense occurred.
- o The student will be required to meet with the Department Chair and the Dean of the College of Arts and Sciences to discuss further disciplinary action.

Appeal Process:

Students have the right to appeal any decision made regarding a plagiarism offense. Appeals must be submitted in writing to the Academic Integrity Committee within 10 business days of the decision. The committee will review the case and make a final determination.

Education and Prevention:

To prevent plagiarism, First-Year Writing Program will:

- Provide regular workshops on academic integrity and proper citation practices.
- Include information on plagiarism and academic integrity in course syllabi.
- Offer resources and support through the university library and writing center.

By adhering to this policy, the First-Year Writing Program aims to maintain the highest standards of academic integrity and to support students in their academic and personal development.

AI Policy for the First-Year Writing Program

Purpose:

To establish clear guidelines and repercussions for the misuse of artificial intelligence (AI) tools in First-Year Writing Courses' academic work, ensuring that students maintain academic integrity and adhere to ethical standards.

Definition of AI Misuse:

Misuse of AI includes, but is not limited to:

- Submitting AI-generated content as one's own work without proper acknowledgment.

- Using AI tools to complete assignments or exams without authorization from the instructor.
- Utilizing AI to produce content that violates academic integrity policies, such as generating false data or sources.

Policy:

First-Year Writing Program is dedicated to fostering an environment of academic honesty. All students are expected to use AI tools ethically and responsibly. Misuse of AI undermines the educational process and is considered a serious offense.

Repercussions:

The repercussions for AI misuse are designed to educate students about academic integrity and to deter future offenses. The penalties increase in severity with each subsequent offense.

First Offense:

1. Program/Department Level:

- o The student will receive a formal warning.
- o The assignment in question will receive a grade of zero.
- o The student must attend a mandatory workshop on academic integrity and the ethical use of AI or complete an online tutorial on the subject.

Second Offense:

1. Department Level:

2. The student will receive a formal
 - o reprimand.
 - o The assignment in question will receive a grade of zero.
 - o The student will be required to meet with the Director of First-Year Writing to discuss the seriousness of the offense and its impact on their academic career.
 - o The student may be required to redo the assignment or complete an alternative assignment under supervision.

Third Offense:

1. Department Level:

- o The student will receive a failing grade for the course in which the offense occurred.
- o The student will be required to meet with the Director, Department Chair and the Dean of the College of Arts and Sciences to discuss further disciplinary action.

Appeal Process:

Students have the right to appeal any decision made regarding an AI misuse offense. Appeals must be submitted in writing to the Academic Integrity Committee within 10 business days of the decision. The committee will review the case and make a final determination.

Education and Prevention:

To prevent AI misuse, the First-Year Writing Program will:

- Provide regular workshops on academic integrity and the ethical use of AI tools.
- Include information on AI misuse and academic integrity in course syllabi.

Offer resources and support through the AI Task Force, University Library and Writing Center.

Attendance and Participation Policy:

All students are expected to attend classes regularly and promptly. Students are expected to participate in class discussions and group projects. Students should not leave the class while it is in progress unless it is extremely urgent or an emergency. Students that are absent for health reasons are expected to present documentation as soon as possible. If you are absent from classes or laboratory periods, you are still responsible for the work missed. If you miss a scheduled midterm or final exam, you must obtain your instructor's approval to take a substitute exam or you will receive a grade of zero for the exam.

Academic and Student Support Services

For Tutoring Services, visit the [Tutoring & Learning Support Services Office](#).

For Writing assistance, visit the [Writing Center](#).

For Library Services, visit the [Howard University Libraries](#).

For Academic Advising, visit the [Academic Advising Services](#).

For general student academic support, visit the [Center for Academic Excellence](#).

For general student support, visit the [Division of Student Affairs](#).

Technology Support

Enterprise Technology Services:

- For questions about the LMS or third-party tools, visit [My Helpdesk](#)
- For general tech support questions visit [My Helpdesk](#) and select Technical Support.
- To contact ETS: **Phone & Email**
Phone: 202-806-2020
Email: HUhelpdesk@howard.edu

LMS Support:

- Canvas has 24/7 support via chat or call 1-877-686-8251. To access Canvas Chat, please click on the Help icon in the bottom left-hand corner of your Canvas Dashboard.
- To contact ETS: **Phone & Email**
Phone: 202-806-2020
Email: HUhelpdesk@howard.edu

Proctorio Support:

- ETS Proctorio support, [visit here](#) for Frequently Asked Questions (FAQs)

To contact Proctorio: 24/7 technical support to students

Phone at (480) 428-4089 or toll-free (866) 948-9248.

Email support@proctorio.com

University Statements and Compliance

The Americans with Disabilities Act (ADA)

Howard University is committed to creating an accessible, inclusive, and safe learning environment for all students and providing equal access to students with documented disabilities. Students seeking reasonable accommodations must first register with the Office of Student Services (OSS). There you can engage in

a confidential conversation about the process for requesting reasonable accommodations in the classroom and clinical settings, which the Office of Student Services (OSS) determines. Accommodations must be requested each semester. Accommodations are not provided retroactively. If you want to request accommodations, please contact OSS via email at oss.disabilityservices@howard.edu or visit <https://howard.edu/disability-services>.

LGBTQ+

Howard University is committed to providing an educational, living, and working environment that is welcoming, respectful, and inclusive of all members of the University community, including all sexes, sexual orientations, gender expressions, and gender identities. For more information please contact the [Division of Student Affairs](#).

Educational Benefits and Opportunities

No member of the University Community shall deny a student fair access to all educational opportunities and benefits available at the University. To find more information on this policy, please refer to the [Code of Ethical Conduct](#). To report a concern, visit the [Office of Student Affairs](#).

The Family Educational Rights and Privacy Act (FERPA)

It is the policy of Howard University (the “University”) to ensure that information contained within the education records of all students is protected to the fullest extent of the law.

Final Note

This course is designed to challenge and develop your writing, critical thinking, and analytical skills. Engage with the readings, participate actively in discussions and workshops, and utilize office hours for additional support. By the end of this semester, you will have a comprehensive e-portfolio, showcasing your progress and achievements in expository writing.

I look forward to a productive and enlightening semester with all of you.