Course Syllabus

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Instructor: Kelly Plante (kellyjplante@wayne.edu)

Course identification information: ENG 3060, CRN 37496, section 901

Location: Wayne State University Advanced Technology Education Center (ATEC), 14601 Twelve Mile Road, Warren, MI 48088, (586) 447-3905 --> room 0140

Office Hours: By appointment via "Chat" in Canvas or Google Hangouts (Tue/Wed 1-3pm). Schedule appointments at calendly.com/kellyjplante .

Course Description: English Department

ENG 3060 prepares students for researching and developing technical proposals and presentations as members of collaborative writing teams. Technical proposals are a central genre in the workplace, often developed collaboratively and delivered in presentation form to multiple audiences. Research-based technical presentation incorporate both textual (written information) and visual (graphics, illustrations, etc.) elements of design, often in digital environments (e.g., PowerPoint, Prezi, wikis, etc.). The main goals of the course are (1) to teach students to consider the audience(s) and purpose(s) in developing proposals and presentations as members of collaborative teams; (2) to teach students presentation delivery skills; (3) to integrate research, design, and writing in the effective development of technical presentations, including text, slides, visuals, format, and mechanics; and (4) to work with current technologies for technical proposal and presentation design.

Course Description: WSU Undergraduate Bulletin

(3 credits) Instruction in basic technical presentation skills. Requirements include informative presentations, oral briefings, needs assessments, progress reports, and formal proposals. Topics include collaborative teamwork, audience and purpose analysis, textual and visual aspects of presentation design, and formatting.

Prerequisite for ENG 3060

To enroll in ENG 3060, students must have completed ENG 3050 (or equiv.) with a grade of C or better.

General Education Designation

With a grade of C or better, ENG 3060 fulfills the General Education OC (Oral Communication) graduation requirement. More information on the General Education requirements is available from the WSU Undergraduate Bulletin.

Learning Outcomes

Writing & Presenting

As individuals and in teams, design and deliver effective documents and demonstrate effective technical presentation skills for multiple audiences in standard technical communication genres (including informative summaries, oral briefings, needs assessments, progress reports, formal proposals, and performance assessments), including the appropriate use of grammar, mechanics, and style.

Reading & Analyzing

Read/listen, analyze and evaluate the design, the audience(s), and purpose(s) for technical proposals and presentations (including texts, slides, visuals, format, and mechanics). Read effectively as teams in order to summarize, synthesize, and respond to diverse readings in order to produce written work and presentations.

Collaborating & Planning

Design presentations using a collaborative process that includes coordinating tasks and schedules within a team, developing a flexible process of generating and organizing information and ideas, writing and designing, providing and responding to feedback.

Researching & Documenting

Conduct primary and secondary research as individuals and in teams in support of developing technical proposals and presentations, designing primary research and finding, evaluating, and documenting sources.

Required Texts

In addition to the hard-copy editions available at the campus bookstore , VitalSource.com has an ebook version of both of our required texts, listed below. You can read these e-editions on your tablet/smartphone via the VitalSource Bookshelf app and on your computer at VitalSource.com .

- Markel, Mike. *Practical Strategies for Technical Communication*, 3rd edition (2019). Boston: Bedford/St. Martin's. ISBN: 9781319003364
- Wolfe, Joanna. Team Writing: A Guide to Working in Groups. 1st edition (2010). Boston: Bedford/St. Martin's. ISBN-13: 9780312565824

Additional Reading (Free PDFs Provided)

- Anderson, Chris. *TED Talks: The Official TED Guide to Public Speaking* (2016). New York: Mariner Books. ISBN: 1328710289. Audio format available for purchase on Amazon .
- Carnegie, Dale. *The Art of Public Speaking* . Project Gutenberg (public domain). Audio format available for purchase on Amazon (and maybe for free on Librivox app or on YouTube).
- Clark, Roy Peter. *50 Writing Tools* . New York: Gildan Media, LLC. AISN: B006G2UBMS. Other formats available for purchase on Amazon (2011).
- Tracy, Brian. *Eat That Frog: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time*, 2nd edition (2007). Oakland, CA: Berrett-Koehler Publishers. AISN: B001AFF25W.

Assignments & Grading

This course will feature six major projects along with less formal in-class activities and homework. Your Percentage = Your Total Earned Points / 1,000 Total Possible Points.

Project 1. Technology Evaluation Memo/Informative Summary: 150 points total

- 1A. Technology Evaluation Memo: 50 points
- 1B. Informative Summary Memo & Presentation: 100 points

Project 2. Oral Briefing: 100 points total

Project 3. Needs Assessment/Project Plan Memo: 100 points

Project 4. Progress Report Presentation: 100 points

Project 5. Formal Proposal: 300 points total

- 5A. Formal Proposal Report: 150 points
- 5B. Formal Proposal Presentation: 150 points

Project 6. Performance Review/Collaborative Evaluation: 50 points

Quizzes & Skillbuilders—200 points

University Grading Scale

A 94-100%

A- 90-93%

B+ 87-89%

B 84-86%

B- 80-83%

C+ 77-79%

C 74-76%

A grade of C or better in ENG 3050 fulfills the General Education Intermediate Composition (IC) graduation requirement.

C- 70-73%

D+ 67-69%

D 64-66%

D- 60-63%

F <59%

Project Formats & Submission

All projects should be submitted to Canvas on or before the designated due date. Written assignments should be submitted as PDFs. Assignments must follow the format specified on the assignment sheet. All assignments must be correctly documented using APA style. No late submissions will be accepted. Any submission not in acceptable format will be counted as late. Assignments cannot be rewritten after the final grade has been assigned.

File-Naming Convention & Organization Policy for Digital Assignment Submissions

Because ENG 3060 culminates in a performance review for which an organized digital collection and preservation of the revision process of your work throughout the semester, and also because you will be collaborating in teams and practicing project management skills, we will follow a prescribed file-naming convention to stay organized and for assignment submissions.

For example, a sound file management strategy for your team would include, for project 3, all project 3 versions, drafts and reference materials would all reside in a folder titled Project-3 in your team's shared OneDrive or Google Drive space, and so on. This is known as digital asset management. Many office environments have file naming convention and folder hierarchy/organization policies to assist in managing digital assets (files), so this organizational skill will benefit you in this course, other courses, and beyond.

Here are some examples of file names:

- ENG3060_P1A_Plante,K_v1
- ENG3060_P1A_Plante,K_v2
- ENG3060_P3B_Plante,K_v1

Note: Underscores separate major elements of the file name. Hyphens separate parts within the major elements. All first letters are capitalized to assist readability. The last element in the file name ("v1" above) denotes the version number. This helps maintain version control of your drafts/documents: v1 = version 1, v2 = version 2, and so on. This way, you can return to previous drafts if needed, and the version that I or your classmates reviewed is documented. This is especially critical for revision control during group work, and a life-saver in the event that your computer crashes or some other digital catastrophe.

Schedule

Our course schedule is according to the Modules and Syllabus tabs on Canvas. I reserve the right to update the course schedule at any time. This schedule is a living document. It is your responsibility to review our schedule regularly. If I update the schedule and if you have Canvas notifications configured properly, you will receive a notification.

Adding/Dropping Classes

According to the Wayne State Office of the Registrar, the last day you can drop this Spring/Summer semester course and receive your tuition back is Sunday, May 19. From Monday, May 20 to Sunday, July 14 you may withdraw from the class, but you must obtain instructor approval and you must complete the S.M.A.R.T. Check. After July 14, you may not withdraw.

Completing a S.M.A.R.T. Check at the Welcome Center is mandatory if you are intending to withdraw from a class. Withdrawals can seriously impact your financial aid and progress toward degree completion. Consider carefully before making the decision to withdraw from this course. See the bottom of this syllabus for the university withdrawal policy. Here are some resources for helping you with this decision.

Religious Observance Policy

Because of the extraordinary variety of religious affiliations represented in the university's student body and staff, the Wayne State University calendar makes no provision for religious holidays. It is university policy, however, to respect the faith and religious obligations of the individual. Students who find that their class assignments or examinations involve conflicts with their religious observances are expected to notify their instructors well in advance to make suitable alternative arrangements.

Late Work Policy

Thank you for not turning in late work. Students must contact me in advance if work cannot be submitted by the due date. No comments will be provided for late work. I reserve the right to determine specific grade reductions based on timely prior notification, whether revised deadlines are met, and similar factors. Late work will be accepted and graded only if a new deadline is arranged with me in advance.

Attendance Policy

Due to the extensive teamwork required in this class, your teammates rely on you as you rely on them in this course. As such, your attendance is necessary to ensure your and your team's success. You must log into Canvas once a week minimum and actively participate with your group or will expect a lower grade in this highly collaborative class.

Plagiarism Policy

Plagiarism is the act of copying work from books, articles and websites without citing and documenting the source. Plagiarism includes copying language, texts, and visuals without citation (e.g., cutting and pasting from websites). Plagiarism also includes submitting papers (or sections of papers) that were written by another person, including another student, or downloaded from the Internet. Plagiarism is a serious academic offense. It may result in a failing grade for the assignment or a failing grade for the course. Instructors are required to report all cases of plagiarism to the English Department. Information on plagiarism procedures is available here. Please contact me if you have any questions on what constitutes plagiarism.

A Note about Research Ethics

Within the academic community, we divide the practice of research into two separate kinds of tasks. Research that involves looking at sources authored by other people, often found in a library or on the internet, is called secondary research. You may already be very familiar with this kind of work and you'll be doing it for several projects in this class. The other kind of research we call original (or sometimes primary) research. Instead of reading someone's else's presentation of knowledge, original research creates or gathers knowledge together in a way that was not done before. For instance, a biologist might conduct an experiment to test the effects of a drug or a fertilizer and write an article to explain her research process and results—again, you're probably familiar with this kind of research. But some academics, especially those in the social sciences, do original research by gathering stories and knowledge from human participants through interviews, focus groups, surveys, or other methods. You won't be doing biological experiments in this class, but you may end up using some of these other methods of original research in your projects. As you involve other humans in your research processes, you must respect their rights to maintain their privacy and to choose how and when their information or stories get shared. As members of the academic community, we expect you to be responsible researchers as you gather and disseminate this data, as well as any data obtained through secondary research.

Respect Policy

Thank you for being punctual, prepared for class, and ready to explore the topics at hand. It is essential that we show the highest degree of respect for each other in this class in every way. This respect should translate from our interpersonal interactions to how we address each others' writing to how we ourselves write. Rude, mean, divisive, and/or dismissive attitudes or comments are not appropriate for the college classroom, nor will they be tolerated. I expect attentive and thoughtful conduct in every situation. Please show the same respect to others that you wish to be shown to you.

Communicating with Me, Your Instructor

- Please note that as a business rule, I only respond to student emails sent via Canvas. This helps me to stay organized and keep my students as a priority so that I can stay focused on you and not get distracted by the plethora of others who email my @wayne.edu address. [Access the Canvas Inbox on the left green panel and select our course from the drop down to communicate with me via email.] THANK YOU for understanding and accommodating this request to streamline our communication.
- One of the best things you can do for yourself in this course is to keep up a solid, consistent, and respectful line of communication with me. Stopping by my office during office hours by making an appointment using calendly.com/kellyjplante is a great way to do that. Also, email: I make myself as available as I can—you have to do your part and avail yourself of the resources provided to you (i.e, emailing me questions, being prepared for class, stopping by the writing center, etc.). I check Canvas Inbox frequently and do want to hear from you.
- Caveat 1: While I check my email often, I don't check it every hour of the day. Don't email me at midnight the night before something is due with a question; I won't be able to answer it in time. Do give me about 24 hours during the week—48 on weekends—to respond to emails, so that I can give you the careful, thoughtful responses you deserve.
- Caveat 2: Unfortunately, emails I receive that lack information or correct and respectful etiquette are often impossible to respond to. This is especially true of emails that have no identifying information, such as those sent directly from a phone. A basic template for a respectful, appropriate email is as follows.

Dear Kelly,*

Thing that I want to ask/tell you about
regarding our class and/or my work in the class.

Thank you,

Student Name

- Please note: * I am in the Ph.D. program at WSU and do not have a Ph.D. yet, so I do not go by Dr. or Professor . "Kelly" or "Ms. Plante" are how I prefer to be addressed.
- Pet peeve: * Please include a professional salutation such as "Dear Kelly" or "Dear Ms. Plante," "Good Afternoon Ms. Plante," etc., in your emails. Be sure to also include a sign off with "Thank you" or "Sincerely," etc., plus your name. If you simply email a statement such as "I don't understand this project" (1) that is unprofessional, (2) this is a professional writing class so let's practice that skill in our correspondence with each other, and (3) please demonstrate respect for our time by articulating exactly what it is that you don't understand, quoting from the assignment description or relevant references and demonstrating that you have consulted the relevant resources.

Warrior Writing, Research, and Technology (WRT) Zone in the Undergraduate Library

The WRT Zone is a one-stop resource center for writing, research, and technology. The WRT Zone provides individual tutoring consultations, research assistance from librarians, and technology consultations, all free of charge for graduate and undergraduate students at WSU. Tutoring sessions, run by undergraduate and graduate tutors, can last up to 50 minutes. Tutors can work with writing from all disciplines.

Tutoring sessions focus on a range of activities in the writing process—understanding the assignment, considering the audience, brainstorming, writing drafts, revising, editing, and preparing documentation. The WRT Zone is not an editing or proofreading service; rather, tutors work collaboratively with students to support them in developing relevant skills and knowledge, from developing an idea to editing for grammar and mechanics.

Librarian and technology support is a walk-in service. Consultants work with students on a first come-first serve basis. Consultants provide support with the library database system, finding and evaluating sources, developing research strategies, organizing sources, and citations. Consultants also provide technology support including, but not limited to: video editing, graphics creation, presentation building, audio recording, MS Office, and dissertation formatting. The WRT Zone has several computers with the Adobe Creative Suite for students who want to work on multimedia projects. Our location is also equipped with two Whisper Rooms where students can work on multimedia projects in a more private and sound-isolated environment.

To make a face-to-face or online appointment, consult the WRT Zone website.
For more information about the WRT Zone, please contact the director, Jule Thomas, by email at au1145@wayne.edu.

Student Disability Services

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. The SDS telephone number is 313-577-1851 or 313-202-4216 for videophone use. Once you have met with your disability specialist, I will be glad to meet with you privately during my office hours to discuss your accommodations. Student Disability Services' mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University. You can learn more about the disability office on its website. To register with Student Disability Services, complete the online registration form .

University Withdrawal Policy

- Students who withdraw from a course will receive a grade of WP, WF, or WN. The last day to withdraw from this course can be found here.

WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested. WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested. WN will be awarded if no materials have been submitted, and so there is no basis for a grade.

- Students must submit their withdrawal request online. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. Withdrawals can be requested at any point from the fifth week of class through the study day. Please review the university's withdrawal policy.
- No Incomplete [I] grades will be given in this class.

Additional Resources

Academic Success Center

Counseling and Psychological Services

Dean of Students' Office

Course Summary:

Date	Details	
Fri May 10, 2019	Skillbuilder 002	due by 11:59pm
	Skillbuilder 001	due by 11:59pm
Wed May 15, 2019	Project 1A: Technology Evaluation Memo	due by 11:59pm
Fri May 17, 2019	Skillbuilder 003	due by 11:59pm
Wed May 22, 2019	Project 1B: Informative Summary Memo & Presentation	due by 11:59pm
Wed May 29, 2019	Quiz 001	due by 11:59pm
Thu May 30, 2019	Skillbuilder 004	due by 11:59pm
Wed Jun 5, 2019	Quiz 002	due by 11:59pm
Thu Jun 6, 2019	Skillbuilder 005	due by 11:59pm
	Skillbuilder 006	due by 11:59pm
Wed Jun 12, 2019	Quiz 003	due by 11:59pm
Thu Jun 13, 2019	Skillbuilder 007	due by 11:59pm
	Project 2: Oral Briefing	due by 11:59pm
Wed Jun 19, 2019	Quiz 004	due by 11:59pm
Thu Jun 20, 2019	Skillbuilder 008	due by 3:30pm
	Project 3: Needs Assessment/Project Plan Memo	due by 11:59pm
Wed Jun 26, 2019	Quiz 005	due by 11:59pm
Fri Jun 28, 2019	Skillbuilder 009	due by 11:59pm
Wed Jul 10, 2019	Quiz 006	due by 11:59pm
	Project 4: Progress Report Presentation	due by 11:59pm
Thu Jul 11, 2019	Skillbuilder 010	due by 3:30pm
Wed Jul 17, 2019	Skillbuilder 011	due by 11:59pm
	Project 5A: Formal Proposal Report	due by 11:59pm
	Quiz 007	due by 11:59pm
Wed Jul 24, 2019	Project 5B: Formal Proposal Presentation	due by 11:59pm
	Quiz 008	due by 11:59pm
	Quiz 008 (360 Review for Teammate 1)	due by 11:59pm
	Quiz 009 (360 Review for Teammate 2)	due by 11:59pm
Wed Jul 31, 2019	Project 6: Performance Review/Collaborative Evaluation	due by 11:59pm
	Quiz 009	due by 11:59pm
	Roll Call Attendance	

June 2019

26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Course assignments are not weighted.

Tutoring Availability

You are not registered for any courses that have tutoring available.

Supplemental Instruction

You are not registered for any courses that have supplemental instruction available.