

Syllabus

WRT 307 Spring 2013

Instructor: Ty (Timothy) O'Bryan	Office Hours: Tues., Thurs. 2:00pm-3:00pm & by appointment
E-mail: trobryan@syr.edu	Office: HBC 211

Outcomes

WRT 307 is an advanced, pre-professional studio. As such, this course prepares students to function as writers in workplaces that are increasingly networked and transnational. WRT 307 teaches students common workplace genres, and students will engage in professional practices and learn to respond to challenges of workplace writing in a flexible manner.

Students will produce documents in user-centered workplace genres. Consideration of the workplace will be demonstrated through audience analyses and textbook discussions that are integral to the writing produced in the course.

- Students will use rhetorical analysis and effective persuasion practices as central components of producing professional communication.
 - Students will produce an instructions assignment that incorporates audience assessment, a basic usability assessment and report, and multi-level document principles.
 - Students will produce a sustained, multiple-product group project that incorporates varied workplace genres (e.g. emails, status updates, proposals, reports, etc.) and technologies.
- Students will take responsibility for their own learning through project planning, revision, deadline compliance, managing team dynamics, and seeking expertise when needed.
 - Students will collaborate responsibly and manage tasks concurrently.
 - Students will learn to ethically consider themselves as global citizens working in transnational workplaces, exploring corporate conduct, intellectual property, usability, accessibility, and equality as central components of the composing process.
- Students will learn and incorporate basic principles of working with multi-level documents, including information chunking, use of bullets, use of graphics, parallelism, etc.
 - Students will produce work that successfully demonstrates practical design aspects of incorporating multimedia objects into print and digital texts that comply with relevant intellectual property law.
- Students will learn to critically consider and adapt to emerging technologies.
 - Students will collaboratively produce and review work through multiple modes and contexts to better prepare for the technologies they will encounter in the workplace:
 - Print documents, informal and/or published.
 - Digital documents, including networked, distributed collaboration, and multimedia applications.
 - Oral or video presentations supported by current slideshow/video techniques and technologies.

—published by the Writing Program Upper Division Curriculum Committee
(<http://wrt.syr.edu/prodev/ud/307/>)

Syllabus

WRT 307 Spring 2013

Course Materials

I strongly recommend that you find, buy, or borrow a handbook for writing. Some good titles include *The Everyday Writer* by Andrea Lunsford, or the current Writing Program handbook, *The DK Handbook* by Anne Wysocki and Dennis Lynch. You are responsible for proper grammar, punctuation, spelling, mechanics, format, layout, citations, etc, all of which are covered in one of these handbooks.

Anderson, Paul V. *Technical Communication: A Reader-Centered Approach*. 7th ed. Boston: Wadsworth Cengage Learning, 2011.

You must also have removable media device with at least 4GBs of space for transporting and storing work. I personally like USB drives (a.k.a. thumb, keychain, or flash drives), so I recommend you get one as soon as possible.

Paper and pens/pencils are a must for every class.

Work for this Course

Writing Assignments: You will compose a variety of genre-specific documents common in workplace environments. These include, but are not limited to, résumés, letters, memos, emails, proposals, progress reports, performance appraisals, Gantt charts, and audience assessments.

Group Projects: You will produce two group projects for this course. The first is a series of instructions that inform users of a specific process containing 15-20 steps. You will also create usability testing for your instructions, report on your results, and revise your instructions accordingly. The second group project is a feasibility study with a topic assigned by me. The topic is related to Syracuse University's mission of "going green": placing solar panels or placing wind turbines on buildings/campus.

Discussion Posts: For each reading for the course, you will write a **200-word maximum** response and post it in the Discussion Forum on Blackboard. You must follow the directions listed in the Discussion Forum for each reading. Discussion posts are due via Blackboard **before class begins** on the day we discuss a reading in class. Grades for discussion posts are as follows:

Grade	Minimum Requirements
A	To earn an "A" you must cite (include author and page numbers) and clearly discuss three interrelated ideas from the reading. You must demonstrate superior understanding of the assigned material. Spelling, grammar, punctuation must be superb.
B	To earn a "B" you must cite (include author and page numbers) and clearly discuss two interrelated ideas from the reading. You must demonstrate a good understanding of the material. Spelling, grammar, punctuation must be good.
C	To earn a "C" you must cite (include author and page numbers) and clearly discuss one idea from the reading. You must demonstrate a good understanding of the material. Spelling, grammar, punctuation must be good.
D	If you earn a "D" it means you did not cite, you did not show an understanding of the material, you have multiple spelling, grammar, or punctuation errors, or you did not follow the posted directions.
0	If you earn a "0" (zero) it means you did not post on time.

Participation: You will come to class and participate in classroom discussions about the writing and reading we do in this course. You will also participate in writing assignments and group projects during class. Just showing up with your assigned work for every class period is the basic minimum, which means you have done enough to earn a "C." If you do not add value to the class, you cannot earn an "A" for participation.

Syllabus

WRT 307 Spring 2013

Special Needs and Situations

Students who are in need of disability-related academic accommodations must register with the Office of Disability Services (ODS), 804 University Avenue, Room 309; 315-443-4498. Students with authorized disability-related accommodations must provide a current Accommodation Authorization Letter from ODS to me and review those accommodations with me. Accommodations are not provided retroactively; therefore, planning for accommodations as early as possible is necessary. For further information, see the ODS website, <http://disabilityservices.syr.edu/>.

Grades

Your grade is based upon the work you do in this course. The final grade breakdown and numerical equivalents to letter grades are listed below. Final letter grades are derived within a range (ex. 90.00-92.99 = "A-"). A "D" = 65%, no plus or minus, and an "F" = 50. If you fail to turn in an assignment on time, you earn a 0 (zero, zilch, nada, nil, goose egg) in the grade book.

Final Grade Breakdown		Numerical Grade Values	
Writing Assignments	20%	A	95
Instructions with Usability Report	20%	A-	92.5
Feasibility Study and Report	30%	B+	87.5
Discussion Posts	20%	B	85
Participation	10%	B-	82.5
		C+	77.5 (etc)

Late Work

Assignments are due at the beginning of class. I do not accept late work, but I will consider giving an extension if you contact me at least 24 hours before an assignment is collected. (NOTE: I will revisit this policy on a case-by-case basis for extreme cases such as disease, death, or dismemberment; losing one's head, a.k.a. forgetfulness, does not count as dismemberment, and unpreparedness is neither a word nor an exception to the late work policy.)

Feedback

You will receive many different kinds of feedback during this course. Some will come from fellow students and some will come from me. It is imperative that you provide rich and detailed feedback to your peers so that they can see how people are responding to their communication skills. Give the kind of feedback you would like to receive, the kind you expect from me. Feedback through this course will help you learn how to assess and improve your own work and how to help others improve their work.

Attendance and Participation

Writing studios are courses in language learning and language is learned in communities; therefore, it is essential that you attend class and participate. I expect you to show up on time, prepared for class, and ready to discuss the course material. Your absences will affect your classmates' work, your own work, and your final grade. Accumulate six (6) **unexcused** absences and you will fail the course. Unexcused absences include, but are not limited to, missing class for no reason, coming to class without required assignments, personal use of cell phones or computers in class, doing homework for another class during this class, reading the newspaper during class, sleeping, and carrying on conversations not related to class.

If you must miss a class, you are responsible for work assigned or missed, which means that you must contact one of your peers to get the notes and assignments. Please realize, however, that class time cannot be reconstructed or made up, and that your performance, your work, and your final course grade will be affected by unexcused absences. In addition, our calendar is only a projection and may be subject to occasional changes and revisions as they seem appropriate, necessary, or just interesting, and you are responsible for adopting those changes.

Syllabus

WRT 307 Spring 2013

Faith Tradition Observances

Syracuse University does not have non-instructional days for any religious holiday, and students must notify instructors when students will be missing classes for religious observances by the end of the second week of the semester. For more information and to notify instructors of absences due to the observance of religious holidays, please visit MySlice (<http://myslice.syr.edu>) and click on the “My Religious Observances” link. Remember, you must register your absences for religious observances through MySlice in the **first two weeks** of class. Absences for religious observance are excused absences.

Computer and Cell Phone Use

Most of the work you do for this class will be constructed electronically. Use easily readable and appropriate fonts, colors, margins, etc. Back up all of your work for this course, which means save it on your computer and at least one other place. While I will sympathize deeply with your plight, “my computer crashed” is not an exception to the late work policy.

Using your computer in a disruptive manner (i.e. doing things that are not class related during class) will result in you being marked absent for that day. Acceptable computer practices include referencing your book or course materials on Blackboard, researching during assigned times, or generating an assignment for this course. If you require a computer to take notes, you must supply me with a form from the Office of Disability Services.

If I see you using a cell phone in a manner that is disruptive to the class, meaning that I get the impression you are not paying attention to me or your classmates, you will be marked as absent for that day. Six unexcused absences means that you fail the course. (Please notify me at the beginning of class if you have an emergency situation that may require the use of your cell phone during class).

Use of Student Writing

Your registration for and continued enrollment in this course constitutes permission for me to use any work constructed as a result of your participation in the course. That being said, I will always ask for your written consent to use your work outside of this class, and you are more than welcome to say, “No.”

Academic Integrity

The Syracuse University Academic Integrity Policy holds students accountable for the integrity of the work they submit. Students should be familiar with the policy and know that it is their responsibility to learn about instructor and general academic expectations with regard to proper citation of sources in written work. The policy also governs the integrity of work submitted in exams and assignments as well as the veracity of signatures on attendance sheets and other verifications of participation in class activities. Serious sanctions can result from academic dishonesty of any sort.

For more information and the complete policy, see <http://academicintegrity.syr.edu>

The Writing Center

Experienced consultants at the Writing Center (101 HB Crouse Hall, on the Quad) are available to work one-on-one with you at any stage of your writing process and with any kind of writing you’re creating. Whether you need help understanding an assignment, brainstorming ideas, revising subsequent drafts, or developing editing strategies, face-to-face appointments are available for 25- or 50-minute sessions throughout the term. Appointments can be reserved up to six days in advance via the Writing Center online scheduling program, WCOOnline. Brief concerns, questions, or drafts (maximum of 5 pages) can also be emailed to consultants via the eWC service. For more information on hours, location and services, please visit <http://wc.syr.edu>. This is a *free* resource to all students and recommended for all writing assigned in this class.