

**Technical Writing**  
**English 3560**

Instructor: Nadia Ahmadi  
Email: rahmadi@mst.edu  
Office: 205 HSS Building

**Required Materials:**

**Textbook**

This edition is required, not optional. It will be provided on the Canvas site.  
Markel, Mike. *Technical Communication, 13<sup>th</sup> Edition*. Bedford/St. Martin's. 2021.

**Things to Avoid**

- Skipping assignments. You can't receive credit for the course unless ALL major assignments (worth 60+ points) are submitted before the last day of class (failing the assignment may not prevent you from passing the course but *skipping* a required assignment will prevent you from passing the course; major assignments are worth 60+ points). The minor assignments build up to the major assignments.
- Violations of the student code of conduct will result in a minimum 5% deduction from your course points for each offense and may result in your immediate dismissal from the course.
- Turning in an assignment late: minimum 10% deduction from the assignment grade.
- Plagiarism: at a minimum, failure of the assignment and being reported to university administration, with a maximum penalty of failure of the course.

**Course Grading**

All work submitted for this course must be unique and original to this course. Work created previously for any reason (e.g., either work or another course) will not be accepted. Any work submitted that is not unique and original to this course will be considered and treated as plagiarism.

This technical communication course involves demonstration of specific skills in reading and writing as well as visual and verbal communication. If you do not have time outside class to complete homework and projects, please take the course during a different semester. This course is offered every semester in a variety of formats (online, distance, etc.). Your midterm grade will be based on less than 50% of points. Assignments must be submitted to the appropriate location in Canvas. Grades can be discussed (after a 24 hour cooling off period), and if you would like to appeal your final grade in the course (not grades on individual assignments), see Dr. Kathryn Dolan, Department Chair.

### Grade Breakdown

Total Points	Percentage	Grade
900-1000	90-100	A
800-899.9	80-89.9	B
700-799.9	70-79.9	C
600-699.9	60-69.9	D
Under 600	Under 59.9	F

Course grades (not grades on individual assignments) can be appealed to Professor Kris Swenson, Chair of English and Technical Communication, HSS 236, 341-4684.

### Late Work

Late work will be accepted with a penalty unless prior permission has been given for a revise and resubmit. A 10% late penalty will be assessed to work received 24 hours late. A 20% late penalty will be assessed to work received 48 hours late. A 30% late penalty will be assessed to work received 72 hours late. Work will not be accepted beyond a late period of 72 hours. All work is date and time stamped in Canvas.

### Assignments

Assignments	Point Value
Discussion Postings	100
Quizzes	100
Formatting Assignment	50
Cover Letter, Resume	100
Instruction Manual	100
Proposal	200
Usability Test	100
Recommendation Report	200
Final Portfolio	50
Total	1000

## Semester Plan

Week	Topic	Reading Chapters	Due (Always on Sunday)
1 (8-25)	Introduction	1-3,	Formatting Assignment
2 (9-1)	Writing effectively	10, Achieve for Readers and Writers Ebook	Discussion 1 Quiz 10
3 (9-8)	Audience and Subject Research	5-6	Discussion 2 Quiz 5 Quiz 6
4 (9-15)	Organizing Information Writing Instructions	7, 20	Discussion 3 Quiz 7 Quiz 20 Instructional Manual
5 (9-22)	Communicating Persuasively Emphasizing important information	8	Quiz 8
6 (9-29)		9	Quiz 9
7 (10-6)	Writing Proposals	16	Discussion 4 Quiz 16 Proposal
8 (10-13)	Usability Testing	13	Discussion 5
9 (10-20)	Usability Testing		
10 (10-27)	Usability Testing		Usability Test
11 (11-3)	Usability Documents		
12 (11-10)	Writing Informational Reports	17,19	Lab Report
	Writing Recommendation		Quiz 18
13 (11-17)	Reports	18	Quiz 19
14 (11-24)	Thanksgiving Break		
15 (12-1)	Writing Recommendation Reports		
16 (12-8)			Recommendation Report
17 (12-15)			Portfolio

## **Academic Alert**

I will utilize the academic alert system if you begin to “slip” during the course of the semester or miss too many classes. This is not an attack you personally, just a reminder. However, please take this reminder seriously.

## **Course Policies**

### ***Attendance***

All students will be expected to attend regularly, as the success of the course depends largely upon the information sharing and development that will occur during classes. If your attendance becomes unsatisfactory, I will send you and your advisor a warning by email before dropping you from the course for excessive absences.

### ***Retention of Work***

Keep copies of all assignments that you turn in for grades. If I lose one of your assignments, I will have to ask you for another copy. Students pursuing the B.S. or M.S. in Technical Communication must prepare a graduation portfolio during his/her final semester in the program. Therefore, you should keep all graded work, all assignment descriptions, and the course syllabus until you graduate.

### ***Privacy and Copyright***

Please do not share any of the following items with people outside of this class: class discussions (archived or otherwise); emails received from other members of the course, including the teacher; student work (such as blog postings); study guides; quizzes and exams; course-specific read me files; and lectures. Material in this course is either copyrighted by the student or by the teacher and Missouri S&T and is intended for use by enrolled students in this course.

### ***Cheating and Plagiarism***

If you intentionally plagiarize or cheat on an assignment (e.g., on a project, quiz, etc.), you will receive a zero on the assignment and may fail the course. You may also be subject to disciplinary action by the university. Please read rule 200.010.B and 200.020 in the University of Missouri's Collected Rules and Regulations at <http://www.umsystem.edu/ums/departments/gc/rules/programs/200/010.shtml> and <http://www.umsystem.edu/ums/departments/gc/rules/programs/200/020.shtml>.

### ***Documented Disability***

If you have a documented disability, please give me the appropriate documentation from Disability Support Services at the beginning of the semester and meet with me to discuss necessary accommodations. Accommodations cannot be made retroactively. For more information, contact Disability Support Services in 203 Norwood Hall, 573-341-6655, [dss@mst.edu](mailto:dss@mst.edu), <http://dss.mst.edu/>. Disability Support Services will work with other campus departments to make alternative materials (e.g., alternatives to audio and video) available to students with disabilities.

Note: Your continuation in this course after the first week indicates that you agree to the above-stated course policies and the terms of this syllabus in general.

## **Statement about Copyright, FERPA, and Use of Video**

It is vitally important that our classroom environment promote the respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions, whether in class or online. Please obtain instructor permission before recording any class activity. It is a violation of University of Missouri policy to distribute such recordings without authorization and the permission of all who are recorded. More information is provided [online](#).

### **Accessibility and Accommodations**

It is the university's goal that learning experiences be as accessible as possible. Student Accessibility and Testing provides services and accommodations that facilitate full participation in Missouri S&T's learning experience for students with disabilities. If you anticipate or experience physical, academic, and/or digital barriers due to a disability, please contact Student Accessibility and Testing at (573) 341-6655, email [dss@mst.edu](mailto:dss@mst.edu), or visit <https://saat.mst.edu/> for information.

### **Student Honor Code and Academic Integrity**

- All students are expected to follow the [Honor Code](#).
- [Student Academic Regulations](#) describes the student standard of conduct relative to the University of Missouri System's Collected Rules and Regulations section 200.010, and offers descriptions of academic dishonesty including cheating, plagiarism, sabotage, and unauthorized use of artificially generated content, any of which will be reported to the Dean of Students.
- Other resources for students regarding academic integrity can be found [online](#).

### **Student Mental Health and Well-Being**

Your well-being is important, and it contributes to your success in this course. At S&T, we provide resources to support your mental, physical, and social well-being. Any of us can experience challenges that make learning difficult. If you are struggling, take advantage of the following resources offered by the university:

#### [Student Well-Being \(https://wellbeing.mst.edu/\)](https://wellbeing.mst.edu/)

Student Well-Being provides counseling services, health promotion initiatives, and prevention programs to empower the S&T community to thrive and enhance personal, academic, and professional success. Department office hours are Monday-Friday, 8 a.m. – 5:00 p.m. On the website, you can find information related to confidential individual and group counseling, wellness consultations and trainings, case management services, resources for many health and wellness topics, and help for mental health crisis situations. For the 988 Suicide and Crisis Lifeline, call or text 988, or visit missouri988.org. For the National Suicide Prevention Lifeline, call or text 988, or visit [missouri988.org](http://missouri988.org).

#### [Health and Well-Being Canvas](#)

#### [Course \(https://umsystem.instructure.com/enroll/G3LY3G\)](https://umsystem.instructure.com/enroll/G3LY3G)

The Health and Well-Being Canvas Course features trainings, presentations, and other health and well-being resources for students. The course is free for all students, is non-credit, and students can enroll at any point in the semester.

#### [Student Emergency Fund \(SEF\)](#)

The SEF is administered by the Division of Student Success to help ensure Missouri S&T students have access to the support and resources they need to successfully recover from an unforeseeable financial emergency. The goal of this fund is to prevent one small emergency or unexpected expense from derailing a student's progress toward degree completion.

#### [Nondiscrimination, Equity, and Title IX](#)

Missouri S&T is committed to the safety and well-being of our campus community, and to creating an environment free from discrimination and harassment.

The University prohibits discrimination and harassment on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law. As used in this policy, the word "sex" is also inclusive of the term "gender."

Additionally, US Federal Law Title IX states that no member of the university community shall, on the basis of sex, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any education program or activity. Sexual harassment violations of this law include quid pro quo, hostile environment, sexual assault, dating/domestic violence, and stalking. The U.S. Department of Education has stated the prohibition on discrimination on the basis of sex includes sexual orientation and gender identity.

Students who are experiencing pregnancy or pregnancy-related conditions, including the birthing parent and non-birthing parent, have rights protected under Title IX. Students should contact Student Accessibility and Testing or the Office of Equity and Title IX to learn more about their rights and pregnancy-related assistance/accommodations provided by the University to ensure equitable access to University educational programs and activities.

In accordance with the University of Missouri's Collected Rules and Regulations, all faculty and staff are required to report any information concerning discrimination disclosed through communication including, but not limited to, direct conversation, email, social media, classroom papers and homework exercises to the Equity Officer/Title IX Coordinator.

For more information regarding support for those that have been impacted or to report an incident of discrimination or harassment as defined by [Chapter 600](#) of the

University's Collected Rules and Regulations, visit the Office of Equity and Title IX or visit their website at [equity.mst.edu](http://equity.mst.edu).

Office of Equity and Title IX  
Equity Officer and Title IX Coordinator: Dr. Paul Hirtz  
Phone: (573) 341-7734  
Location: 900 Innovation Drive, Suite 500  
E-mail: [equity@mst.edu](mailto:equity@mst.edu)

### **Classroom Egress Maps**

For all in-person instruction, faculty should explain where the classroom emergency exits are located. Classroom egress maps are posted at <http://designconstruction.mst.edu/floorplan/>.

### [University Libraries](#)

The Curtis Laws Wilson Library is the place to gather on campus, offering group meeting spaces, quiet study carrels and reservable conference rooms. The library provides students and faculty with physical and electronic books, journals, articles and databases as well as recreational reading, games and DVDs. We also have technology to check out, from laptops to charges to calculators and everything in-between. Librarians create library and course guides to help navigate searching for resources. Talk to us one-on-one via chat, email, phone or in person for any assistance regarding library services or finding peer-reviewed, credible research materials for study and research needs. Find out more information and connect with the library here: [library.mst.edu](http://library.mst.edu).

### [Writing and Communication Center](#)

The Writing and Communication Center's mission is to assist all students in their efforts to become better writers, communicators, and critical thinkers. The Center's peer consultants and coaches provide free individualized one-on-one and small-group conversations to offer meaningful feedback and guidance to students across all disciplines. More information can be found on our website, through email: [writing@mst.edu](mailto:writing@mst.edu) or stop by Curtis Laws Wilson Library 314–315.

### [Student Success Center](#)

The Student Success Center (SSC) offers peer tutoring and success coaching to help students succeed in their academic goals. Additionally, we work as a resource hub and can connect you to the campus resources necessary to help you dig deeper and finish the semester strong. Visit the SSC in Room 117 Innovation Lab and contact us at [ssc@mst.edu](mailto:ssc@mst.edu) or 573-341-7590. To learn more about the SSC, visit <https://ssc.mst.edu/>

### S&T Tutoring Opportunities

The Student Success Center (SSC) helps you with your studies in three ways:

- LEAD Drop-in: Our LEAD Drop-in service provides convenient access to experienced peer learning assistants for a multitude of courses across campus. No appointments necessary. Simply check our tutoring schedule to discover when support for your specific course is available: <https://ssc.mst.edu/leaddrop-in/>
- LEAD Group Sessions: Our LEAD Group sessions offer after-hours group tutoring, facilitated by our dedicated peer learning assistants in partnership with faculty members. Explore the LEAD Group schedule to see if your course is featured and join us at the next session: <https://ssc.mst.edu/leadgroup/>
- Knack Tutoring: If your schedule clashes with our LEAD offerings, or if your course isn't covered, Knack is your solution. Request a tutor for either a virtual meeting or an in-person session on campus, ensuring you get the help you need, when you need it. To sign up for your FREE Knack account, visit: <https://ssc.mst.edu/knacktutoring/>

#### [Student Veterans Resource Center](#)

The Student Veterans Resource Center (SVRC) is the nexus of resources and support for student veterans at S&T. The SVRC provides student veterans with a “safe space” and a familiar atmosphere. The center’s Veteran Consuls provide one-on-one consultations to guide students to various resources on campus, while its advisor provides students with VA health and benefits resources. Visit the SVRC at Harris Hall, Suite G10, and contact us at [svrc@mst.edu](mailto:svrc@mst.edu).