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Details   Questions

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⠿ **Question**	**0 pts**

Plan Your Work for the Course

Because this is an online course, your time management matters a lot—especially since this is an asynchronous course. We have no planned meeting times, so you have to plan specific times to get your work done.

The workflow below suggests one way to spread your work across the week. Most weeks, plan on working 10 to 12 hours on the course. That said, everyone works differently, and we all have other obligations. Adjust this schedule to it work for you.

Day of the Week	What to Do
Monday	• Check the Module Instructions in Canvas for the activities for the week. • Schedule time to complete the week's activities. • Look for a reply to your Check-In Conference message, if you turned it in by the suggested due date.
Tuesday	• Read the textbook and other readings, looking for details that will help you complete the activities. • Look for a reply to your Check-In Conference message, if you used the grace period. • Submit your Full Draft from the previous week. If you need more time, use the grace period to turn them in later.
Wednesday	• Continue work on readings and Weekly Activities. • Compose the first version of your next Full Draft for the week. • Submit your Weekly Check-In Conference message, if you are in the Wednesday group.
Thursday	• Continue work on readings, Weekly Activities, and Full Draft. • Submit your Weekly Check-In Conference message, if you are in the Thursday group.
Friday	• Continue work on readings, Weekly Activities, and Full Draft. • Submit the Weekly Activities you have completed. If you need more time, use the grace period to turn them in later.
Weekend	• Remember that I take the weekends off, so you'll receive replies to any emails on Monday.

- Take a break. No one should work all the time!
- If you do want to work, go for it You can work ahead or catch up.

From "**Typical Weekly Schedule   (https://tracigardner.github.io/TechComm/semester/2022-05-SummerI/ShortGuide2TW-Summer22.pdf#page=6)** ," from A Short Guide to English 3764.

When do you think you will do your work for this course? Choose all the answers that fit.

⁝⁝ **Question**   **0 pts**

What Is a Module in Canvas?

This course uses Modules to organize the readings and activities for each week. Modules work like a bucket of content. I place details on all the readings and activities for each week in a Module.

To find out what is happening during the first week of class, you would check the Module for the first week. For the second week of class, you'd check the Module for the second week, and so forth.

How Do You Navigate a Module?

You will see a list of text information and links to readings and activities. Start with the Instructions, which tell you what to do with everything in the bucket and give you the suggested due dates for the work. After you read the Instructions, you will know what you need to do with the rest of the things in the Module bucket.

The module is arranged in this order:

- Module Instructions: summarizes what you need to do
- To Read: textbook chapters, Canvas pages, webpages, and videos
- To Write: informal and formal document assignments
- To Discuss: class discussions
- To Check-In: weekly email conferences
- To Assess Yourself: self-assessment assignments

From "**A Module in Canvas is like a bucket   (https://tracigardner.github.io/TechComm/semester/2022-05-SummerI/ShortGuide2TW-Summer22.pdf#page=9)** ," from A Short Guide to English 3764: Technical Writing.

Do you feel confident about using Modules in this course?

⁝⁝ **UnansweredQuestion**   **0 pts**

In this course, you will compose a series of documents that contribute to a collection on food- related information for college students. This sequence of projects will be your focus for the term.

Introduce Yourself & Share a Food Story

You will create an introduction video presentation that tells the class who you are and shares a personal food story. Your video should be 3 to 5 minutes long and should show either yourself talking to the audience or slides that illustrate your story.

You will share your presentation with the entire class in Canvas.

Pitch Your Recommendation Report Topic

You will pitch your recommendation topic in a one-page memo that describes your topic. Your memo will use memo headings and fill at least ¾ of the page.

You will explain your topic, why you chose it, and why your readers will be interested. The memo should also include details on your planned research on the topic. You will share your proposal memo with Traci only.

Write a Technical Description

You will choose an object or process related to food and compose a technical description in the form of a fact or info sheet. Objects can include tools (e.g., wok, mortar and pestle), ingredients (e.g., ginger, hops), and food items (e.g., uramaki, Chicken Kyiv). Processes can include julienning, fermenting, and fertilizing.

You will include specific details and relevant illustrations that describe the item or process is, how it works, and its principal parts or steps. You will share your technical description with

You will share your technical description with the class.

Compose Instructions

You will create instructions for how to prepare, grow, select, or serve food. Your project can be a recipe, but you are not limited to recipes. You can also focus on topics such as how to pair a beer with a meal, how to harvest strawberries, how to choose the fresh produce, or how to season a cast iron skillet.

You will write numbered steps, using action verbs in the imperative mood. If used in the instructions, you can link to technical descriptions of objects or processes. Your project will include photos or illustrations demonstrating the steps. You will share your instructions with the class.

Make Your Recommendation

These assignments have the most significant impact on how well you do in the course. What questions or comments do you have about these technical writing projects?

⠿ Question   **0 pts**

Where Your Course Grade Comes From

There is only one letter grade in this course: the course grade that I enter for you at the end of the term. Using information from your Weekly Work Logs, you will propose your course grade, in your Midterm Progress Report and in your Final Exam: Performance Review, based on the following four measures:

- the effort expectations that you met (**chart in the Short Guide (https://tracigardner.github.io/TechComm/semester/2022-01-Spring/ShortGuide2TW-S22.pdf#page=12)**).
- the time and intensity you put into your writing.
- what you learned by engaging in the course activities and assignments.
- how you improved your writing and communication skills over time.

I will ask you to report your work in the following ways:

- By keeping entries in a work log that record everything you do and reflects on how well you have done.

- By assessing your work at midterm in a progress report.
- By writing a performance review at the end of the term that evaluates your work and proposes the grade you should receive.

To summarize, you are in control of your course grade. You track how well you are doing, and you use the information you have tracked to tell me the grade you believe you have earned. I will review what you report about your work in the course, and then I will usually record the grade you suggest as your course grade.

I reserve the right to change your grade as appropriate however. I typically change grades in these situations:

- when someone proposes a course grade that is lower than they deserve for reasons that have nothing to do with learning in the course.
- when someone proposes a course grade higher than their effort merits, such as proposing an A when the student has not met the effort expectations for an A.
- when someone proposes a course grade that does not use the review form and/or does not include evidence that supports the proposed course grade.

You can read more about these activities in "**Where Do Course Grades Come From? (https://tracigardner.github.io/TechComm/semester/2022-01-Spring/ShortGuide2TW-S22.pdf#page=13)**" from A Short Guide to English 3764: Technical Writing

> How do you feel about a course without grades? Choose all the answers that fit.

⠿ **Question**   **0 pts**

How Will I Know How I'm Doing in the Course?

Being in a course without grades doesn't mean you won't hear from me about how you are doing in the course. I will respond to every Full Draft you submit.

Here's the kind of feedback you can expect from me:

- Comments that suggest how you can improve your work.
- Advice on how to proceed, such as helping you set priorities for revision.
- Questions about things that confuse me in your projects.
- Encouragement to try new strategies and take risks.

You will get lots of feedback as I ask you to put in your best effort. You just won't get grades.

> What can you do to be successful in a course without grades? Where do you think you might struggle, and what can you do to overcome those concerns? How do you think this system will support you as a writer? Write a short paragraph that tells me.

⠿ **Question**	**0 pts**

Late Work & Grace Period

I accept late work. Yes, you read that right. If you cannot meet the suggested due dates for any reason, take the time that you need. You do not need to ask in advance or to explain why your work is late. Just take the time you need and turn your work in when you can.

Most of your work has a grace period until the last Wednesday of the term. **All course work must be submitted by 11:59 PM on Wednesday, June 29, 2022.** You can take the time you need, but you must turn in your work by the end of the term.

Exceptions

There are a few exceptions:

- The **work assigned for the first day of the term** focuses on basic information and tasks that are important for success during the term. The grace period for this work ends on Thursday, May 26.

- **Check-In Conferences** have a 3-day grace period. Check-Ins must be timely. It makes no sense to go back and try to check-in weeks later.

- **Your Final Performance Review** must be submitted by 11:59 PM on Friday, July 1, 2022, so that I can submit course grades on time. There are no make-ups or extensions unless approved by the Dean of Students.

You can read more about how the grace period and due dates work in "**Due Dates & the Late Policy (https://tracigardner.github.io/TechComm/semester/2022-05-SummerI/ShortGuide2TW-Summer22.pdf#page=7)** " from A Short Guide to English 3764: Technical Writing.

> This is not the typical practice for classes, so I want to make sure you understand. What's the muddiest point of the Late Policy & Grace Period for you? What questions do you have?

⠿ **Question**	**0 pts**

Accessibility

Everyone needs special accommodations at some point because we all learn differently. I am happy to work directly with you or with the **Services for Students with Disabilities (SSD) staff** **(http://www.ssd.vt.edu/)** to make sure that you have the support you need.

How do I document what will help me?

To document what will help you the most, please contact **Services for Students with Disabilities** **(http://ssd.vt.edu/students.html)** (SSD) in 310 Lavery Hall (**map link (https://goo.gl/maps/rNDopPaCXok)**, above the Turner Place Dining Center) as soon as possible to ensure that you have the resources you need to participate in the class. The procedures and forms you need are also available on the SSD website.

What if I do not have official documentation?

That's okay too. I know that the official testing can be expensive and time-consuming. Send me **a private message in Canvas** **(https://community.canvaslms.com/docs/DOC-10573-4212710324)** that tells me what you need, and I will try to help.

When do I let you know what I need?

Please let me know what you need during the first week of the term so that I can be sure you have the resources you need as soon as possible. Also email me your documentation from the SSD office by the end of the first week of class if possible. If not possible, send the information as soon as you can. Because I am not on campus due to COVID-19, do not take your documentation to my office.

I need extra time on projects.

No problem. If you need more time on a project or need to complete work in a less distracting environment, take the time you need. Check **the late policy** **(https://tracigardner.github.io/TechComm/semester/2022-01-Spring/ShortGuide2TW-S22.pdf#page=5)** for more details.

I have a service animal.

EXCELLENT! I love pets. Be sure to share a photo if you can.

More information in "**Accessibility (https://docs.google.com/document/d/1GQnR0rC2VZEEbqg8KjVPlmMCZA8gOgMFgEY2xqjv82c/edit#heading=h.8tbhbjuvt2l4)**," from Technical Writing Course Manual.

Are there any accommodations you need for this course? Tell me about how I can help you succeed.

⠿ **Question**   **0 pts**

If there's anything else you want me to know or any questions you have, this is your chance. Add the details here

Question   0 pts

Finally, please confirm that you understand this course requires that you follow the **Undergraduate Honor System** (https://docs.google.com/document/d/1so2lJvC13-JaT95ofUFcu3QomYFWFC7EdWIIKPaS3r4/edit#heading=h.8734i85wkp12) and the **Virginia Tech Principles of Community** (https://docs.google.com/document/d/1so2lJvC13-JaT95ofUFcu3QomYFWFC7EdWIIKPaS3r4/edit#heading=h.9qhn6pyx6lad) for all work in this course.

As a Hokie, will you conduct yourself with honor and integrity at all times? Will you pledge not to lie, cheat, or steal and not to accept the actions of those who do?

+ **New Question**   + **New Question Group**   🔍 **Find Questions**

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