

COURSE OVERVIEW

Teacher



**Traci
Gardner**
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she, her, hers

Straight, cisgender, white. Disabled.
Lifetime Girl Scout. Hokie alum.
Steelers fan. Poodle lover.

Course Details

English 3764: Technical Writing
CRNs #xxxxxx, #xxxxxx, &
#xxxxxx
Fall 2025

Course Texts

All readings are free, from

- open online textbooks.
- pages & files in Canvas.
- external PDFs & websites

CONTACTING TRACI

Email Messages

Send your message to me using your VT.EDU email or the Inbox tool in Canvas.

I will respond as quickly as possible, usually within 24 to 48 hours on class days. I take holidays and weekends off and reply on the next class day.

Public Chat in Real-Time

Use the Chat tool in Canvas to ask fast questions about the course. The Chat tool is something like an awkward Discord server.

I keep the Chat tool open whenever I am at the computer and available. I post a note there when I'm offline or busy.

Private Online Meetings

Setup online meetings in Zoom if you need a private conversation. Think of this as meeting me in my office on campus.

NEED MORE HERE » Schedule your meeting at least 24 hours in advance.

COURSE GRADING PROCESS

THINK ABOUT A JOB



In the workplace, no one gives you a 92% on a report or a B+ on a proposal. You're expected to do your job completely and correctly. Instead, your manager either approves your work or asks you to revise it by the final deadline. That's what we do in this class too.

HOW IT WORKS



Complete (✓ or 1)

Done right & ready to send out



Incomplete (X or 0)

Needs work & can be revised

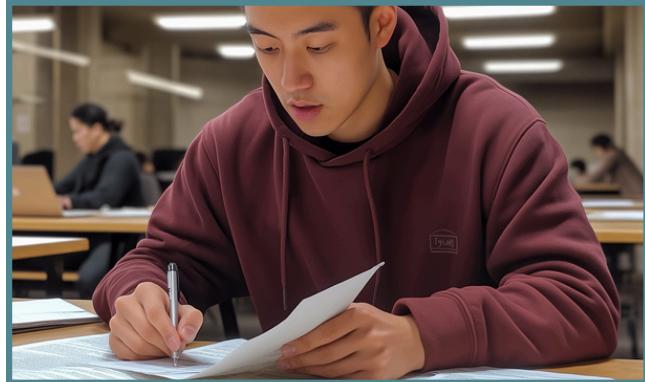
WHAT "COMPLETE" MEANS

Criteria	Complete	Incomplete
Matches the assignment	✓	X
Follows VT's Honor Code & Principles of Community	✓	X
Meets every rubric item	✓	X
Includes everything required	✓	X

INCOMPLETE ISN'T A FAILURE — IT'S A DRAFT

If your work is marked Incomplete, don't panic. It just means something needs to be revised.

You can revise and resubmit as often as needed, up until you earn a Complete or the final deadline at 11:59 PM, whichever comes first.



TRACKING YOUR WORK IN CANVAS



You'll see these marks in Canvas Grades:

- ✓ or 1 = Complete
- ✗ or 0 = Incomplete

These aren't grades. They're status updates that tell you when your work is finished.

WHERE YOUR COURSE GRADE COMES FROM

Canvas calculates your course grade by tallying all the work that is Complete in each category of work and assigning a score based on the weight of the category. The math is straightforward:

$$\frac{\text{\# of Complete Tasks}}{\text{Total \# of Tasks Available}} \times \text{Weight for Category}$$

Add up the calculations for all the categories, and compare the number to the VT Grade Scale with +/- :

B+	87-89.99	C+	77-79.99	D+	67-69.99
A	93-100	B	83-86.99	C	73-76.99
A-	90-92.99	B-	80-82.99	C-	70-72.99

D 63-66.99 F 59.99 & below
D- 60-62.99

COURSE WORK

ASSIGNMENT BASICS

This course includes three weighted categories of work, described below.

All work is your individual responsibility. There are some group discussions, but you are graded individually based on your participation in these activities.



KINDS OF WORK IN THE COURSE

Major Projects

60%

These are written documents ranging from 1-15 pages. They ask you to compose memos, letters, instructions, proposals, and reports. All major projects have visual design elements.

Grading criteria are in the rubric for each project. There are six Major Projects in the course.

Weekly Activities

25%

These are short exercises and assignments, similar to in class work or homework in a campus-based class. They may ask you to write something, fill out a form, or complete a quiz.

All Weekly Activities are open book. Usually you have two assignments each week.

Check-In Surveys

15%

These are brief, anonymous polls that ask you how you are doing in the course. Surveys are primarily multiple-choice or true-false. There are no right or wrong answers.

I use your responses to customize the course and write a class newsletter. There is a Check-In Survey for each week of classes.

COURSE STRUCTURE

COURSE MODULES

This course has six modules:

- Module 1: Introduction to TW
- Module 2: Essential Communication
- Module 3: Usability
- Module 4: Project Proposals
- Module 5: Extended Research Projects
- Module 6: Presenting Research

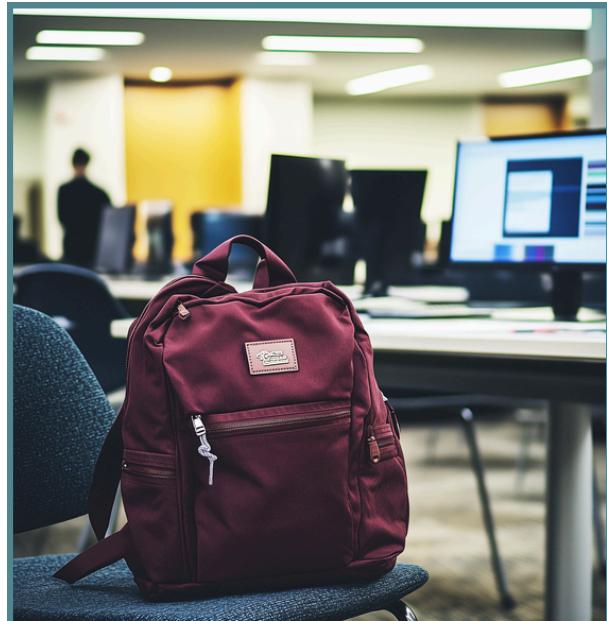
WHAT'S IN A MODULE?

Each Module includes everything you need for a unit. Think of it like a backpack that has just the right materials you need for a task.

You'll find the following materials:

- A Module introduction page
- Links to readings
- Links to all assignments

To access each module, click on **Modules** in the left menu in Canvas.



MODULE STARTING POINT



Begin with the module introduction page, which provides:

- A brief intro to the subject(s) covered in that module
- A set of module objectives
- Links to readings and assignments