

INTRODUCTION TO PROFESSIONAL AND TECHNICAL WRITING

INFORMATION

COURSE: ENG 506-701

DELIVERY: Asynchronous Online

COURSE SITE: Blackboard

INSTRUCTOR: Dr. Michael Healy

EMAIL: michael.healy@wku.edu

OFFICE: Cherry Hall 7E

OFFICE HOURS: M 11:30-12:30; T/R 12-1;
and by appointment

ZOOM: wku.zoom.us/j/91234567890

CALENDLY: calendly.com/michael_healy/

COURSE DESCRIPTION

ENG 506 provides a foundation in the core theories and practices of technical and professional writing. The course covers relevant scholarship, theories, methods, genres, and practices of the field of professional and technical writing. Students will each create a portfolio that showcases their abilities as a professional and technical writer.

COURSE OUTCOMES

Upon completion of ENG 506 students will be able to:

1. Articulate theories of professional and technical writing.
2. Demonstrate an ability to read the primary genres of professional and technical writing.
3. Apply strategies of professional and technical writing to write and revise for clarity, conciseness, cohesion, and emphasis.
4. Assemble a professional portfolio that demonstrates proficiency in different genres of professional and technical writing and adaptability to different rhetorical situations.

REQUIRED COURSE MATERIALS

Daily, reliable access to a computer with a secure, high-speed internet connection

PDFs and hyperlinks available on Blackboard

REGULAR AND SUBSTANTIVE INTERACTION

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

- Bi-Weekly detailed announcements
- At least two synchronous conferences
- Regular Zoom office hours and appointment times
- Timely and detailed feedback on assignments provided within 7-10 days of submission

GRADE CALCULATION

Journal or Book Review - 20%

Genre Practices and Presentations - 15%

Topic and Position Project - 20%

CRRs - 10%

ePortfolio - 30%

Online Engagement - 5%

IMPORTANT DATES

Last day to add or drop a course: January 23

Failure for Non-Attendance Date (F/N): March 15

Last day to withdraw with a W: March 28

COURSE POLICIES

LATE WORK

Students are responsible for keeping up with assignment due dates. Assignments such as exercises, workshops, discussion boards, and quizzes will receive up to half credit when late. Major assignments submitted after the deadline will be penalized 10% for each day, not class period, after the assignment's due date. Late work will always be accepted but may only earn up to half-credit after being over four days late. The extension of deadlines in the case of extreme circumstances will be determined at the instructor's discretion.

ENGAGEMENT AND PARTICIPATION

You should check into Blackboard regularly. I will be checking in, and I'll notice if you're not.

You should always inform me, ahead of time when possible, if you have concerns about your ability to check into the course. For the class to function--and for you to maximize your experience--you'll need to check into Blackboard at least three times each week in order to be timely with your engagement in the discussions and submission of assignments (including drafts and peer reviews).

CHAT GPT AND GENERATIVE AI

ChatGPT, Copilot, and other generative AI tools have been and are becoming an increasing area of interest to professional and technical writing, and their use in practice is only forecasted to grow and expand. As such, we will be directly engaging with generative AI tools in this course, including but not limited to ChatGPT, Google Bard, and Microsoft Copilot. We will engage directly with scholarship on AI and professional and technical writing and experiment with practice. I do ask that you note places where you used AI in your assignments, cite materials generated, and write about your experiences in CRRs and reflective writing.

EMAIL AND COMMUNICATION

The best way to reach me outside of class is via email. Please use a professional email with an appropriate subject line which includes the course number [for example ENG 506 - Subject] and I will respond within 24 hours Monday-Friday. Be respectful in your email communications with me and with your peers. For questions, make sure you have attempted to answer them yourself by consulting the syllabus and course documents.

Any time you send an email to someone with a question, concern, or request, it is expected that you acknowledge their response. A quick “thank you” would suffice.

SYLLABUS CHANGE POLICY

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

LAND ACKNOWLEDGEMENT

The history of our community and land gives us the opportunity to recognize, respect, and appreciate our place within that history. Western Kentucky University (WKU) honors and acknowledges the Indigenous peoples' land on which this University was built. All land in the state of Kentucky was once Indigenous territory, which is why it is our duty to acknowledge that WKU exists on Native land. This particular region of Kentucky was home to both the Shawnee [Shawandasse Tula] and Cherokee East [Gʷɪjəːlɔː Tsalaguwetiːyɪ] tribes.

We also honor and acknowledge the former residents of Jonesville. According to the Jonesville History Project, “Jonesville was a predominantly African American community in Bowling Green, Kentucky, that was demolished in the 1960s to make way for the expansion of the WKU campus. This incident echoed a pattern across the country where the power of eminent domain was utilized to seize property from minority communities for large public works projects under the guise of urban revitalization.”

BRIEF ASSIGNMENT DESCRIPTIONS

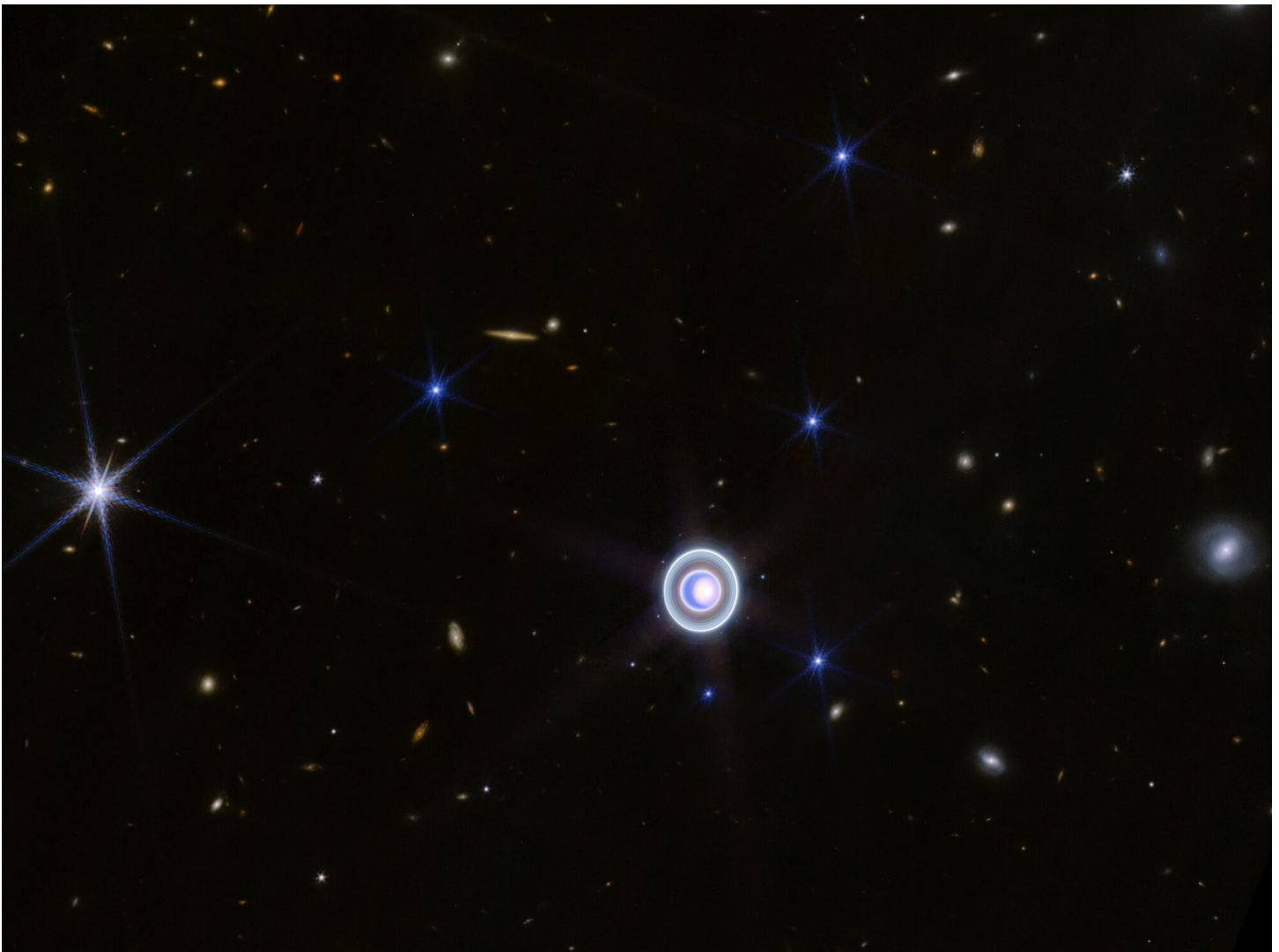
Topic and Position Project - In this project you will research a topic in professional and technical writing, research the topic, and take a position in response to this topic. You will have free range on topic and it can include research, pedagogy, workplace practices, or other topic.

Professional Writing Genre Practices and Presentation - In this project you will present on a genre of professional and technical writing that you engage with in your everyday practice.

Professional and Technical Writing Journal or Book Review - In this project you will select an academic journal or book publication and compose a review of the publication, its audiences, and its particular focus.

CRRs - These critical reading responses will serve as a place to play with the topics and ideas for the course. There will be a CRR due most weeks that will ask that you work with the readings and ideas for that week. These will include followup responses to peers

ePortfolio - This will include work from throughout the semester including theory of professional and technical writing which draws upon and uses the work from throughout the semester to support claims made in the theory.



ACKNOWLEDGEMENTS AND INTELLECTUAL PROPERTY

I'd like to thank those who have helped me in putting this syllabus and course together, including but not limited to Jessi Thomsen, Daniel Liddle, Angela Jones, Jeff [JA] Rice, and Alison Langdon.

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UNIVERSITY POLICIES

PLAGIARISM AND ACADEMIC INTEGRITY

The penalties for plagiarism and other forms of academic dishonesty are serious because such behaviors undermine the basic purpose of education. As the WKU Student Handbook states, “The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature” (“Academic Integrity”).

In addition, the Handbook reminds us of this description of plagiarism:

to represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.

Notice that, if any material in your work lacks appropriate citation, you are claiming that material is your own, original ideas and language. If this is not the case, then you are plagiarizing. As the Handbook states, “Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in a course without possibility of withdrawal” (“Academic Offenses”). Any student who submits plagiarized work will receive an F for plagiarized assignment, at minimum. The penalty may also include an F for the course.

ADA ACCOMMODATIONS

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

TITLE IX

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's [Sex and Gender-Based Discrimination, Harassment, and Retaliation](#) (#0.070) and [Discrimination and Harassment Policy](#) (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact [WKU's Counseling and Testing Center](#) at 270-745-3159.

PREGNANT AND PARENTING STUDENTS

Western Kentucky University does not discriminate against any student or exclude any student from its educational programs or activities, including classes or extracurricular activities, on the basis of pregnancy and/or pregnancy-related conditions such as, but not limited to, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. Students who seek pregnancy or pregnancy-related accommodations should make their requests as soon as possible via WKU's Title IX Website at www.wku.edu/titleix/ under the heading, “Pregnancy or Pregnancy-Related Conditions.” Students can also contact the Title IX Coordinator, Ena Demir, via email at ena.demir@wku.edu or by phone at (270) 745-6867 to request accommodations or seek assistance. We encourage students and faculty to work together to establish a plan that allows the student to complete the class and coursework without jeopardizing academic integrity and course standards. The Title IX Coordinator can help facilitate conversations between students and faculty regarding appropriate and reasonable accommodations.

If you are a WKU student and believe that you have experienced an incident(s) of discrimination or harassment based on pregnancy (or pregnancy related conditions or issues), please report it to the Title IX Coordinator via email at ena.demir@wku.edu or by phone at (270) 745-6867. Additional resources for pregnant and parenting students can be found on WKU's Title IX Website at www.wku.edu/titleix

INITIAL SCHEDULE

Professional Writing Genre Practices and Presentation - Rolling after week 3 with signups during week 2.

CRRs - Most Weeks

Topic and Position Project - February 23rd

Professional and Technical Writing Journal or Book Review - April 5th

ePortfolio - May 2nd