

# Course Syllabus

Fall 2018

ET 374 – Technical Writing

3 credit hours

Science and Technology Center

Monday, Wednesday & Friday 9:00 a.m. – 9:50 a.m.

Instructor: Antonio Brownlow

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**Catalog Description:** (From 20017-2019 Undergraduate Catalog)

**Brief Course Description:** This course will prepare you to complete the kinds of practical communication projects often required in professions such as those you will enter. Emphasis will be placed on (1) the process of completing any on-the-job writing assignment, (2) the specific formats most often used, and (3) related communication tasks such as oral presentations and graphics.

**Assignments:** The main assignments include four short papers (reports, memos, and letters), one long report, one oral presentation, and a final exam (that includes an editing exercise and short report). Also, there may be homework exercises and short in-class quizzes.

**Grading:** Your final grade will be determined by averaging the following grades:

(1) long/technical report (2) individual grades on the four short papers/papers, (3) one oral presentation, (4) quizzes and tests, and (5) midterm and final exam

Also considered will be your class participation, and class attendance

**(See grading scale below more details)**

**Textbooks:** Technical Communication A Practical Approach, 8th Edition: Authors: William Sanborn Pfeiffer and Kaye E. Adkins, ISBN – (13) 978-0-13-278578-5, (10) 0-13-278578-1

**Course Competencies:** Upon successfully completion of this course student should be able to:

- Identify the different processes associated with technical communication
- List the different styles in Technical Writing
- Explain the three phases of any writing project
- Explain how to organize information in a technical document
- Identify the elements associated with page design
- Write memos and other electronic documents
- Explain when to use formal and informal reports
- Demonstrate the ability to deliver an effective presentation

**NOTE:** Additional assignments (SLOs) may be made upon objectives of course as they relate to students needs to gain an expected level of knowledge of the subject matter and the skills exemplified by the students.

## Course Requirements for ET 374:

Course requirements include the following:

- Course textbook
- Pens and paper at all times
- Complete all required assignments/presentation by date assigned
- Be prepared to take quiz at anytime (will not necessarily be announced)
- Participate in questions and answer sessions
- Read the text and become extremely knowledgeable of assigned chapters

## Office Hours and Responses to Email and Telephone Inquiries:

Hours posted for class or chairs meetings which includes the following: 9:00 – 9:50 a.m. MWF, 11:00 a.m. – 12:15 p.m. MW, and 11:00 – 11:50a.m. TR, and 2:00 – 4:30 pm R are the only hours I will not be available in my office.

## Grade Standards for ET 374:

ET 374	
A	90 - 100
B	80 - 89
C	70 – 79
D	60 – 69
F	59 and below

Class Attendance	15%
Presentations	15%
Term Paper	15%
Quizzes and Tests	20%
Mid-term & Finals	25%
Constructive Participation Question & Answers	10%

## Class Policies:

**Attendance:** **Students are expected to attend class.** ET 374 is a three (3) semester hours course therefore, a student can only accumulate five (5) none excuse absents before they automatically lose **(5) five points** from their final grade. . Any student that has seven (7) unexcused absentees will automatically drop one letter grade. Any student with nine (9) or more absentees will automatically fail this class. Past experience shows the performance of students who do not attend class is less satisfactory than is the performance of students who do attend class. Students are responsible and accountable for all information in lectures and all modifications to assignments presented in class. If a student misses a class, he or she is responsible for the material missed. **No make-ups will be given for tests unless an official documented excuse is received.**

**Punctuality:** Every student is expected to practice professional time management skills and report to class on time. Students who arrive within the first three (3) minutes are considered to be on time. All students who show up after the three (3) minute allotted time are considered late. A student who accumulates three (3) late arrivals will be assigned one (1) absentee. All students who show up (10) ten

minutes late are considered absent, but are allowed to stay in the class. Individual students who exhibit a pattern of habitual tardiness may be refused entrance to the class on the occasion of a late entrance.

**Disruptive Behavior: Using cell phones in my class is considered disruptive behavior.**

- The use of cell phones during class is considered disruptive behavior. Students caught using cell phones will have points deducted from that next test or presentation (*also see electronic devices below*).
- Effective learning environments require the attention and positive contribution of both student and teacher. Sidebar or loud conversations, jokes, laughter, pranks, etc., between and among students in the classroom while class is in session are disruptive to the learning environment.
- No food or drinks are allowed in this classroom.
- Students smelling like marijuana or alcohol is also considered disruptive behavior. If students enter the class reeking of one of these smells they will be asked to leave the class and marked absent.

**Professional Language/Respect:** Professional language, conduct, and respect for peers, the instructor, and the learning process are a basic requirement.

**Electronic Devices:** All **cell phones** placed on silent prior to entering the class. Habitual failure to follow the rule regarding **cell phones** may result in a student being asked to leave class.

**Make-up Work:** Make-up work/tests are not routinely available. **No make-ups will be given for tests unless an official documented excuse is received.**

Emergencies do occur. In the event of an emergency such as illness, family responsibilities, or death in the immediate family, documentation of the situation may be requested. Upon receipt/approval of the excuse, the instructor will schedule a date to complete the test. Rescheduled exams may contain different types and numbers of questions. The same material content will be covered.

Assignments will only be accepted as called for by the instructor, on the date due. If an assignment is delivered late, a scoring penalty will be applied.

**Honor Code:** Any work submitted is expected to be yours. Dishonesty (cheating) in any form will not be tolerated and will be handled by your instructor following the "*Policy and Procedures on Cheating and Plagiarism*" as published in the Mississippi Valley State University Undergraduate Catalog. All tests will be monitored.

**Other:** All other student conduct policies are in full effect as explained in the Mississippi Valley State University Undergraduate Catalog.

**Accommodating Special Needs Students:** Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located in the Social Science Building, Office 104 to register for the program at the beginning of each semester. If you are determined to be eligible after your confidential consultation, you will be provided with a Memo of Accommodations that must be submitted to each of your instructors.

For more information or to schedule an appointment, please contact Mr. Billy Benson, Jr. via phone or email at 662-254-3005 or [billy.benson@mvsu.edu](mailto:billy.benson@mvsu.edu). Mississippi Valley State University is committed to

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