COURSE SYLLABUS

ENG 1133-E140 (#63398**)**
Dates: 8/27/2018 to 12/21/2018

FACULTY INFORMATION

Instructor: Dr. Patrick Corbett, Assistant Professor of English

Office: Namm #520
Telephone: (718) 260-5429 (office)
Email: plcorb@gmail.com (preferred)
                         pcorbett@citytech.cuny.edu

Office Hours: T 10:30 a.m. to 11:30 a.m.
                         TH 5:00 p.m. to 6:00 p.m.
                         Other times on a case-by-case basis (contact me).

You can also send me your questions (but not assignments) via email. If an email response is necessary, you can usually expect it within 24 hours.

COURSE INFORMATION

Course Name: Specialized Communication for Technology Students

Credits: 3
Course Format: Computer-aided classroom
Course Meeting Times: TH 6:00 p.m. to 8:30 p.m. (N-601B)

Pre-requisites: ENG 1101

Catalog Description: "A course designed to develop oral and written communication skills which are required of engineering technologists in writing technical reports and in presenting their content orally. In developing writing skills, course work will cover filling out pre-printed report forms, learning the principles of formal and informal report writing and writing both of these types of repo rts, the documented and researched report, composing letters and writing resumes. In developing speaking skills, course work includes expressing ideas clearly and concisely in oral reports, organizing information and summarizing. This course develops students' writing and speaking skills through assigned readings and performances in both areas."

ENG 1133 is designed to push you far beyond your existing capabilities and limitations in writing for a technical workplace. In this course, you will practice useful, professional communications defined by a variety of conceptual processes, technical tools, and genres.

As part of your work in ENG 1133, you will be responsible for the thorough study and review of course readings, and the development of an extended writing project that demonstrate effective professional practice. **This will require extensive time and dedication on your part**, but the reward will be your greatly enhanced ability to communicate things to others that are important to you, and in a more professional way. This, in turn, will open up yet unseen opportunities for innovation and leadership as your career develops. In other words, if you do your job this course will change your life.

This course stresses competencies in the following areas:

Standard Business English (SBE) ● Genre awareness ● Rhetorical structure ● Audience ● Tone ● Document formatting ● Template design ● Acquiring and using data wisely ● Project development

Format:	**THIS ENG 2575 COURSE IS IN A TWICE-A-WEEK 15-WEEK FORMAT.** To be successful in this course, you must be prepared for *significant* weekly work that involves both reading and writing. Generally, you will have shorter assignments due on Thursday, and longer assignments due on Tuesday.
Capabilities:	This course requires you to be able to already do the things listed below:

- Work independently and responsibly on challenging material under continuous deadlines.
- Produce documents in written Standard Business English with good design.
- Use MS Word and OpenLab with confidence.
- Maintain cloud or USB flash storage for backing up your work.
- Access to stable high-speed Internet.
- Ability to visit a research location within NYC.
- Use a computer keyboard and mouse confidently.
- Conduct online research using search engines and the digital library.

Textbooks:	All readings will be provided by instructor.

COURSE STRUCTURE

ENG 1133 (E140) is a 15-week regular semester course that meets once per week for 150 minutes each meeting. The course also maintains a OpenLab site and Google Drive folders for your individual work. The presentation of this course is a combination of short lectures and presentations, class discussions, small group work, and hands-on workshops.

You can expect to do at least six hours per week of outside reading, research, and writing for this class. You should break this work up over the entire week and the weekend. You will need to be prepared for discussion activities each class. Your preparedness is **crucial** to the intellectual quality of our class, your learning, and your preparation as a professional in your field.

More than 90% of the students who fail or drop this course do so because they are unable to keep pace with the workload. Less than 10% fail or drop because of the difficulty of the material.

Course Competencies: The course competencies for ENG 1133 are determined by the College and can be found here: http://www.citytech.cuny.edu/english/docs/courses/ENG1133.pdf

Blackboard: This course does not use the Blackboard OLS.

CUNY OpenLab: Our OpenLab course site can be found here --
                        https://openlab.citytech.cuny.edu/corbetteng1133fall2018/.

Google Drive: You will use an individual Drive folder that I share with you to turn in your work. You will upload your completed assignments to this individual folder for my review. Only you and I will have access to your individual folder. Your shared folder is the only way I accept course materials for evaluation.

CLASS POLICIES

Student Responsibilities: Students are expected to be familiar with CUNY and City Tech policies and procedures. Many of the important policies and procedures are in the College Catalog on the City Tech website, located here:

http://www.citytech.cuny.edu/catalog/docs/catalog.pdf

Additionally, you must accept full responsibility for the consequences of your words, your actions, as well as any classes and/or work that you miss. You must come physically, emotionally, and intellectually prepared to perform under the pressures associated with a structured learning environment.

Most importantly, remember these conditions of success in any writing class:

- Do not panic.
- Stay focused.
- Ask questions.
- Never give up!

Instructor Duties: As your professor, I commit to communicating openly and frequently with you about this course. I will maintain a professional and safe learning environment that adheres to the policies of the College. You can expect a reply to communication, be it via e-mail, through Slack, or in person, within 24 hours (when necessary). If you have a problem with this class, my evaluation of your performance, or any other aspect of our professional relationship, please reach out to me to discuss your concerns.

Class participation: Obviously, you are expected to participate. Students who participate in the intellectual life of a course learn more, earn better grades, are more prepared to excel in the professional workforce, and achieve more in their lives.

                        As the professor of this course, I am responsible for creating and maintaining the conditions that facilitate your learning, but only you can actively engage those conditions. If you are not actively participating in this class then you are wasting your precious money and time, and worse, you will not acquire the degree of skill necessary to ensure your future success in the professional workplace.

Attendance: Your attendance is recorded and reported to the college according to City Tech policy. Because this course is designed as a hands-on experience (meaning that you actually *work* in class) missing even one class will impair your ability to complete future assignments. Student who miss multiple classes typically fail the course and do so in an excruciating fashion.

                     If you decide not to complete the course, be sure to drop the class. **Do not simply stop attending or you will earn a WU grade.** A WU grade will put a hold on your university account, freeze your financial aid, and initiate a "claw back" of any financial aid you received for this course. It's a bad situation that you can easily avoid. There are no excused absences**.** Be professional about your attendance and you will suffer less.

Late arrival: Arrive for class and be prepared to begin on time. Late arrivals are disruptive and disrespectful to your peers. They also earn you special prizes. Likewise, do not prepare to leave until you are dismissed. Plan in advance for adverse travel conditions like MTA delays. My advice is to treat this class like a job--show up on time, leave on time, be communicative about your needs, and get your work done.

New York City College of Technology Policy on Academic Integrity: Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion. The complete text of the College policy on Academic Integrity may be found in the College Catalog.

Submitting Work: All work must be posted to your Google Drive folder by the time and day specified on the assignment sheet. Typically, you will submit assignments as a document file (.doc, .rtf, or .docx). Please name your file with the assignment name, and your last name. For example, *Research Paper 1_Smith*. For the sake of sanity (primarily mine), I do not accept <u>or even acknowledge</u> coursework that is submitted by email.

City Tech Email: Official course communications will be delivered to your student email. If you contact me by email, please do so from an email address that I (and my spam filter) can discern belongs to you. Student e-mail can be accessed at: <u>http://cis.citytech.cuny.edu/Student/it_student_email.aspx</u>.

Electronic Devices: College-wide policy prohibits you from using personal communications devices for non-instructional purposes in class, which is from 11:00 a.m. until 12:015 p.m. Your use of these devices disrupts class business. If you must use your phone, please excuse yourself from the classroom. Do not engage in texting conversations or video watching while in class. Please remove your listening accessories before you enter the classroom.

Recording: No audio-visual recording of any person for any purpose is allowed in the classroom without a signed media release form from every person in attendance (including me) or an ADA accommodation. Violating this rule will result in academic misconduct sanctions at the College level.

Use of Social Media: Please do not use class time to explore or update these sites.

Class Cancellation: Official closures will be announced on local public radio stations and the City Tech website. If you are unable to safely come to campus, please notify me via email. Coursework is due whether we have class or not.

GRADING METHODS

As your professor, I use a variety of evaluation methods for your work, including holistic rubrics, analytical rubrics, non-rubric responses, and credit for completion. Graded evaluations in this course are on a points system. You will receive points for each assignment that is graded based on how well it meets the criteria articulated on the assignment sheet. The value of the total points you earn in this course will be divided by the points possible to determine your final letter grade for the course.

Generally speaking, points equivalent to the grade of C will be awarded to work that is "average." You can earn a C by showing up to our class meetings, doing the course work, and fulfilling all of the course objectives to a modest degree. The grade of B is awarded for work demonstrating qualities that appreciably exceed what might be expected of "average." An A is an honor grade, signifying consistent quality and effort that is often "outstanding."

Late Work: This course moves quickly through material and requires continuous work. Late assignments dramatically disrupt your ability to learn. Students who get behind almost always fail the course. **I can't emphasize this enough – consistently late work results in failure.**

      All assignments are due by the time and date specified on the assignment sheet. Late assignments (except the final project) will be accepted after the deadline at my discretion. Late assignments disrupt the flow of the course and receive significantly less feedback from your professor, which impairs your ability to improve. Assignments more than two weeks late are generally not accepted.

Grading Scale:

Grade	% Attained
A	93-100
A-	90-92.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	70-76.9
D	60-69.9
F	59.9-0

ASSIGNMENTS

This is a writing-intensive course. You can expect to work six or more hours per week outside of class for this course. This is not the maximum amount of time investment necessary to prepare you for the professional challenges that lie ahead—it is the average.

This is what you will be doing for this course:
- Carefully read approximately 20 to 40 pages from class prepation and research sources per week.
- Contribute substantively to our class activities and discussions every class meeting.
- Complete regular (at least weekly) writing assignments and projects related to course topics up to approximately 7,500 words for the semester.
- Design and write approximately 2,500 words of revised specialized communications documents.

For each assignment, you will receive detailed assignment sheets. For projects, you will receive an extended overview as well as detailed assignment sheets for each step in the project. These assignment sheets will explain how each assignment (or step) should be completed and how it will be evaluated.

Assignment Table:

Course Work	Percentage of Grade (approximate)
Project #1	15%
Project #2	15%
Project #3	25%
Assignments	30%
In-Class Writing	15%
Total	100%

Extra Credit: Opportunities for extra credit in this class do appear. Unless you are actively engaged in the work of the course, you will not be in a position to earn them.

STUDENT ASSISTANCE

Office Hours: I am available to you in Namm #520 on a first-come, first-served basis. Please let me know that you are coming so I can prepare for your visit.

I cannot stress enough the importance of using my office hours as part of a successful course strategy. They are the place where we can work one-on-one when you need it the most.

Technical Assistance: If your technology problem is not directly related to the content of the course, I will not be able to help you. Help is available at the Student Computer Help Desk at the Information Booth on the first floor of the Namm Building. Consultants are available by phone at (718) 260-4900. You can receive help online (if you are connected) here: http://cis.citytech.cuny.edu/Student/it_student.aspx.

These services are available Monday through Friday, 9:00 a.m. to 5:00 p.m.

If you encounter a problem, seek help immediately. **Do not be complacent and do not wait until the last minute.**

Learning Center: Please consult with me via email or during office hours when you have questions about how to do a particular assignment, or how to develop your ideas. Many students find that the workshops and tutoring assistance of The College Learning Center are also helpful. The College Learning Center can be found in the Atrium of the Namm Building at AG-18.

Disability Statement: City Tech complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations to students with documented disabilities. Please contact The Center for Student Accessibility at (718) 260-5143 for more information. The resource office is located in the Artrium Building, Room A-237.

If you have a documented disability that requires academic accommodations, please see me in private so that we can discuss the accommodations that you need in this class**. It is best to do this at the beginning of the course**.

COURSE CALENDAR

This course calendar will help you to create your schedule and properly budget your time. Prior to each class you will receive a more detailed synopsis of what you need to prepare for our next meeting. As the class develops, this calendar may change to meet the objectives and needs of the class. You will be notified of these changes in class.

Date	Class Topic(s)	Readings	To Do
8/30 W1	**Course Introduction** Learning to question The value of communication skills in technical professions		
9/6 W2	**Technical Communication** Technical writing process Dealing with highly technical sources of information		Final Project Assigned
9/13 W3	**Information/Content/Knowledge** Information search and retrieval Dealing with highly technical sources of information		

Date	Topic		
9/20 W4	**Design Thinking** Design basics Toolbox for design and visualization		
9/27 W5	**Project Writing** Preparing reports Proposals and progress reports		
10/4 W6	**Team Skills Workshop** Assessing Communications styles Designing workflow		
10/11 W7	**Group Writing Charette**		
10/18 W8	**Professional Self-Advocacy Writing** Creating career narratives Frameworks for success		
10/25 W9	**Basic Project Analyses** Re*visioning (aka "Pivoting") Multi-modal thinking		
11/1 W10	**Document Prototyping** Paper prototyping Template design		
11/8 W11	**Specifications** Determining requirements Organizing requirements		
11/15 W12	**Writing Charette**		
11/22	No Class		
11/29 W13	**Writing Charette**		

12/6 W14	**Writing Charette**		ePortfolios (except for final project) Due
12/13	No Class		
12/20 W15	**Final Business** Final Portfolio Presentations Final Thoughts The Final Question		Final Projects Due (on ePortfolio)