Western Technical College
THE eSSENTIAL EXPERIENCE

10801195 Written Communication

Instructor and Class Information

Instructor Name	Tracy Helixon, M.A., English, M.S., Ed.
Email	HelixonT@westerntc.edu
Phone	(608) 785-9296
Office Location	Coleman 237
Instructor Office Hours	Mondays, 10:20-11:20 / Wednesdays, 10:20-11:20 / Fridays, 9:10-10:10
Section Number	0009
Start Date	9/9/2015
End Date	12/16/2015
Meeting Times	Mondays and Wednesdays, 9:10 to 10:10
Meeting Location	Western Tech College, Modular Education Center 105
Course Website	blackboard.westerntc.edu

Course Information

Course Description

Students use the writing process to complete written projects. In the process of doing so, students analyze audience and purpose; generate ideas for writing; employ appropriate rhetorical strategies; research, synthesize, and organize information; use an approved documentation system for research writing; use technology to format documents appropriately; and follow grammar and punctuation rules. (Students repeating Written Communication for the third time must have approval from the Dean.)

Total Credits   3.00

Pre/Corequisites

Prerequisite   10801120 Beginning Composition   OR   Placement Test Scores ACT 19+ (English), COMPASS 75+(Writing), ASSET 45+ (Writing), ACCUPLACER (Sentence Skills) 76+

Textbooks

Subject & Strategy: A Writer's Reader. 13th Edition. Copyright 2014. Eschholz, Paul. Publisher: MacMillan Higher Education. **ISBN-13**:978-1-4576-3691-2. Required.

Learner Supplies

- **A two-pocket folder for turning in final assignments**

Core Abilities

1. Demonstrate ability to think critically
2. Demonstrate ability to value self and work ethically with others in a diverse population
3. Use effective communication skills
4. Use technology effectively

Course Competencies

1. Establish document purpose
2. Apply audience analysis techniques
3. Employ rhetorical strategies
4. Generate ideas for writing
5. Research outside sources
6. Synthesize information from sources
7. Organize document content
8. Write final text from drafts
9. Design document format
10. Critique one's own writing and others' writing
11. Edit document based on conventions of standard English

Grading Information

Instructor Grading Information

All required program course grades (including General Studies and electives) applied toward graduation must be recorded as a "C or better" or as "Pass" (in the case of Pass/Fail) grades.

Western's Grading Scale:

Percentage	Grade
93-100	A
88-92	AB
83-87	B
78-82	BC
70-77	C
60-69	D
<60	F

The class consists of 400 points:

Assignment	Points Possible
Online Quizzes	72 points, 18% of final grade
Illustration Essay Plan	12 points, 3% of final grade
Researched Essay Plan	16 points, 4% of final grade
Illustration Essay	90 points, 22.5% of final grade
Researched Essay	120 points, 30% of final grade
Narrative Essay	80 points, 20% of final grade
Final Presentation	10 points, 2.5% of final grade

Final point totals equate to the following final grades:

372-400=A
352-371=AB
332-351=B
312-331=BC
280-311=C
240-279=D
Below 240=F

Additional information about each assignment will be made available on the course website as the trimester progresses.

*Please note that if you do not complete an assignment, Blackboard may not include it in your percentage. Always use point totals, and not Blackboard's percentages, when using Blackboard to check your progress.

Guidelines

Required Resources

The following resources are necessary for success in the course. If you anticipate trouble accessing any of these resources, please see me.

- **Blackboard Course Website**—This website is your home base for this course. This is where you will find the course syllabus, calendar, assignments, virtual class lectures, and class discussions. You can log in to the site at http://blackboard.westerntc.edu .
- **Western's Online Writing Center (OWC)**—This website is a source of valuable information for writers. It is designed specifically for Western students, and it includes a variety of information about writing, as well as an online Communication Skills instructor to whom you may submit work. You can find the site at http://www.westerntc.edu/writingcenter/ . **I encourage you to take advantage of this resource and to submit papers for feedback well before they are due.**
- **Regular Access to a Computer and the Internet—**To be successful in the course, you will need to have regular access a computer and the Internet. Please back up your work, and make arrangements to use another computer if you experience technology problems with your primary computer. *Technology problems will not excuse late or missing work.*

Class Participation and Course Conduct

Each of you has valuable ideas to contribute to the class! Please share classroom-related ideas, and offer positive encouragement to your classmates who do the same.

You have the right to learn in a comfortable, positive environment. Please help to promote that environment by treating classmates and your instructor with courtesy, respect, and appropriate language while in the classroom and online. Please note that conversations that normalize or glorify dangerous behaviors, such as binge drinking, are not acceptable in the classroom.

Attendance

Regular attendance is essential to your success in the course; you cannot learn the skills that the class is designed to teach if you are not here when we discuss them. While you will not be graded directly on number of absences, **many class sessions include points for in-class work, and missing those classes will result in a loss of points for those assignments.** One-time exceptions may be made for documented extenuating circumstances.

Online Tasks and Time Commitment

Because this is a blended course that meets two hours per week instead of the traditional three, the other hour of meeting time will be covered on the course website. **Please plan to spend approximately two to three hours per week outside of class for each week's online session. Additionally, this section of the course is lab-based, meaning that you will complete many of your assignments** *during* **our face-to-face class sessions. However, any work not completed during class must be completed outside of class before the next class session begins. The amount of outside work will vary with each student; please adjust your study time as necessary to be successful in the course.**

Because people begin this class with a variety of skill levels, it may take one person four hours to complete an assignment and earn an "A," while it may take another person twelve hours to complete the same assignment and earn a "C."   Because this is a college-level course, your grade on each paper will be based solely on the ways in which the quality of the final project meets the skills that the assignment was designed to teach. Quality of work is often improved when students use resources including the Online Writing Center and the Academic Success Center.

Announcements

Updates and general course information will be posted in the "Announcements" section of the Blackboard course website. This section will automatically appear on your screen when you log in to the course; please check this section each time you log in.

Missed Classes

If you miss a class, please take the following steps:

1. Consult the course calendar to see what you missed and what is due for the next class session.

2. Speak with a classmate about what you've missed.

3. E-mail Tracy with any specific questions after completing the above steps. Because we often cover several concepts in each 60-minute session, I am not able to review all of the covered materials in an e-mail format.

Class Cancellations

While it is my intention to hold class on each scheduled session, if I must cancel class due to illness or emergency, the cancellation notice will be posted on the bulletin board outside of the General Studies office in Coleman 100. I will also make every attempt to send a class-wide cancellation e-mail through Blackboard, so please make sure that your e-mail address is updated in Blackboard's system. Finally, **to keep the course on track in the case of a cancelled class session, I will post course information on Blackboard, and students will be responsible for reading and completing any posted assignments before the next class session meets.** If I have not posted anything on Blackboard by the time the cancelled class was scheduled to meet, it is safe to assume that you do not need to complete any activities, other than the ones already listed in the course calendar, before the next class session.

Weekly Assignments

Each week, you will have a folder of assignments posted in Blackboard to complete for that week. These assignments may include textbook readings, quizzes, drafting, and worksheets. Many of the tasks will be completed during class. Any tasks not completed in class are assigned outside of class as the "blended" portion of the course.

Missing In-Class Work

If you are absent on an in-class work day or draft workshop, you may make up **partial** points by collecting and applying feedback from the Online Writing Center or the Academic Success Center, completing the form at the end of this syllabus, and including the form in the folder with your final essay.

Returned Essays

I begin grading papers on the day when papers are due, and I respond to them in the order received. Essays will always be returned within two weeks of submission, and often sooner than that. Your final grading will include the completed grading rubric and general comments about the paper. If you are interested in going over the paper with me in more detail, please don't hesitate to schedule a time for us to meet.

Online Quizzes

Online quizzes will be posted in the assignments folder on the week when they are due. After we have gone over the answers to the quizzes during class, late online quizzes cannot be taken for credit.

Final Papers/Late Paper Policy

Final papers will include revisions based on the writing workshops, optional tutor feedback from the ASC or the OWC, and your own editorial choices. Final papers should be formatted according to MLA guidelines.

I offer a one-day grace period for **all final papers *except the final research essay*.** You may submit those assignments up to one class day after the due date with no point deduction. While students are still eligible for full points on grace period papers, instructor comments on those papers will be limited, and those papers may be returned later than papers submitted on the due date.

After the one-day grace period, a ten-percent point deduction per day applies. Papers received after the grace period will be returned with a point total and a general comment, but no instructor comments within the text of the paper.

I may make a **one-time exception** to this policy for documented, extenuating circumstances.

Each paper must be submitted as a prerequisite to passing the course. No papers will be accepted during the final week of classes.

Plagiarism

Plagiarism is presenting someone else's words or ideas as if they are your own. Each of the following is an example of plagiarism:

1. A student turns in a paper that s/he did not write.
2. A student takes word-for-word information from a source and does not put quotations marks around those words. ***Even if the student identifies the source, if the direct words do not have quotations marks around them, it is plagiarism.***
3. A student takes someone else's ideas, puts those ideas in his or her own words, and does not identify the source for the original idea.

If you are using words or ideas from someone else, be sure to make that known in your paper. If you have questions about this, please ask.

Papers that contain blatant plagiarism (as determined by the instructor) will receive a grade of F, will be reported to the college, and may result in further disciplinary action from the college. Papers that contain unintentional or questionable plagiarism (very brief documentation errors with the source still mentioned someplace in the paper) will receive a significant grade deduction.

Spelling and Mechanics

This course assumes, as a prerequisite, that students will write clear, understandable sentences and have minimal spelling errors in their final drafts. To that end, and to support your spelling and mechanics skills, final drafts with a distracting number of spelling and mechanics errors will be returned to the writer for revisions to sentence-level errors. Although the grade for the paper will not increase with the revisions, the revised paper must be resubmitted **within ten school days** for the paper's original score to be recorded and included in final grade calculations. This policy is not intended, in any way, to be punitive; instead, it is designed to help you to build your sentence-level skills. I encourage you to visit the Academic

Success Center for assistance with your revisions.

Disability Services

If you are in need of support services or reasonable accommodations for a disability, please contact me and also the staff in Disability Services, located in the Welcome Center on the La Crosse campus. The phone number for Disability Services is 608-785-9875.

Dropping the Course

I hope to work with each of you throughout the trimester to help you achieve your goals in the course. If something comes up that could block your progress in the course, let's talk! If you do choose to stop participating, though, please be sure to drop the course; all students listed on the roster at the end of the course must receive a course grade. Since the final drop date varies from course to course, it is the student's responsibility to identify the drop date for each class for which the student is enrolled. You may drop a course by logging on to your "My Western" account or by contacting Enrollment Services at (608) 785-9553.

Special Circumstances

If extenuating circumstances make it difficult for you to complete an assignment on time, please let me know as soon as possible. In most cases, I will require documentation of the circumstances before making exceptions to course policies. If an extenuating circumstance does arise, I will be as flexible as possible without compromising the standards of the course.

Student Veterans

If you are a student veteran, thank you for your service. Western has many resources available; please don't hesitate to let me know if you have questions or concerns. I'm glad you're here!

Computerized Classrooms

Because computers are valuable writing tools, our classes have been scheduled in a computerized classroom. During Written Communication class, the computers are to be used for class-related assignments only. If you are using computers for purposes other than Written Communication projects, I may ask you to leave the classroom.

Students in this course will be held accountable to the computer use policies published in the student handbook, found online through Western's website or available for purchase in the Campus Shop. Please see me if you would like assistance accessing the handbook.

Campus Construction

If campus construction causes you to be late for class, **please join us anyway!** Just come in quietly and find a spot to sit.

Welcome!

Your success in this course is our shared goal.

Missed Workshop Make-Up Form

Please print this form, and include it under the grading rubric with your final paper. Each student may complete **up to two make-up sessions per essay**. Generally, make-up sessions are eligible for up to 60% of the points possible for the specific item on the rubric. One-time exceptions may be made for documented extenuating circumstances.

Name_____Missed Activity _____

Date of Activity_____

For missed drafting days, please answer the following questions:

When did you draft outside of class (day and time)?_____

What did you accomplish during this time?

What challenges did you encounter while drafting?

For missed workshop days, please answer the following questions:

If you visited the ASC for feedback, when did you go (date and time)?

_____

If you submitted your assignment to the OWC for feedback, when did you submit it (day and time)?_____

How did the feedback impact your final paper?

*If extenuating circumstances warrant consideration of full credit, please briefly explain on a separate, stapled sheet of paper, and include any relevant documentation.