



Written Communication – Mid-State Technical College – Fall 2011

12:00 Noon – Tuesday, Wednesday, and Thursday --- Room 133.

Instructor: Anne Dyken 342-3132 Anne.Dyken@mstc.edu Office: 106

Web site: <http://instructor.mstc.edu/instructor/ADyken/>

Texts: The Elements of Technical Writing, Third Edition. Thomas Pearsall
Easy Writer, Fourth Edition. Andrea A. Lunsford

Materials: Notebook, folder or binder, paper, flash drive (optional, but strongly recommended), e-mail account, one pack of 3 X 5 note cards and one pack of 4 X 6 note cards, note card organizer, calendar or planner.

You must be able to word process to succeed in this class. If you don't know how, I can help you with that. Stop in the ASC (126).

And remember; don't store your work in just one place.

Flash drives are easily lost and stolen. Store it there if you like, but also send yourself an emailed copy of everything you write, or save it to your H drive, or save it in both places.

You should also learn to use Gradebook so you can track your scores and grades. Check it regularly to make sure everything is accurate. Strange as it may seem, some teachers are human and make mistakes. *If you find an omission or error, please inform me politely by email and I will attend to the error as soon as I can.* There is no need to get upset when you come across a “zero” or an inaccuracy. If I don't correct your work and enter a score before the due date, the gradebook program we use automatically fills in a zero. This does NOT mean you received a zero on the assignment; it only means your teacher hasn't entered your score yet. Please read the previous sentence three times aloud. Be honest with me and I will be fair to you.

In this course, you will:

Compose a, memo, proposal and a report.
Write a set of instructions.
Write a short research paper.
Write a set of instructions.
Review some basic grammar.
Write a short response to a prompt every other week.
Take a few short quizzes.
Do a few short writing assignments in and out of class.

Attendance and late work policy:

If you attend all classes and arrive on time, you will receive 15 extra credit points at the end of the term. If you miss more than nine hours of class, your chances of passing the class will diminish; however, I will not drop you from the course. I assume you are an adult and that you are capable of dropping the course yourself if you feel you will not pass. I use Facebook to summarize what we do in class each day and each student will take a turn posting the day's events and assignments. So if you miss class, go to our page and you will get a brief overview of what we did each day. If you are opposed to using Facebook, type up the minutes for the day and email it to a student who does use FB and ask him or her to post it for you. If you miss class, please check the Facebook page for updates.

You do not need to notify me if you are going to miss class unless you are looking for advance notice on assignments or class activities. I will allow you to make up the work if you hand it in within three school days after the day you missed. Each day, the value of the assignment will decrease by 10%. After one week, it will no longer be worth points. Check the class Facebook page and the on-line gradebook for information on current and upcoming assignments.

There is no substitute for consistent effort.

Please work on your research paper consistently until it is done. Waiting until three days before it is due because you "work better under pressure" actually puts more pressure on me, and the end result is a poorly written paper, a stressed-out student, and an irritable teacher.

Grading Policy

Rumor has it that I am human and sometimes make mistakes. Therefore, **please keep ALL of your work, in chronological order, clearly labeled**, until the term is over, in case we have a question about a missing grade. If you don't want to haul all of your past

assignments with you, leave them in your file in my black crate. And just a hint: Handing a paper in outside of class (like in the hallway or in the ASC) increases the chances it will be misplaced. Make every effort to hand your work in at the same time as the rest of the class or send it to me via email.

90- 100% = A 80-89% = B 70-79%= C 60- 69% = D Below 60 = F

First drafts of assignments are optional, but recommended, as I will give you feedback and you can revise you paper accordingly. If you want me to look at a first draft, have it in one week before it is due and I will return it within 48 hours. Or, you can come and see me in the ASC (rooms 125 and 126) and I will look at your paper on the spot, provided I am not working with another student at the moment. If you want to know when I am in the ASC, please go to my home page and check my schedule. **A late assignment will lose 10% of the possible points for each day it is late, including weekends and holidays.**

Concerning the research paper, I must add that those students who had me look at a first (and sometimes second and third) draft did MUCH better on the final. I know it can be nerve wracking to have someone look at your writing and give you feedback, but it is SO worth it if a good grade is important to you.

On final drafts, I look at Format, Grammar/Mechanics, Writing Style, Quality of the Idea, Organization, and Content. If the paper is worth ten points, I will take off one tenth of a point for every error; if the paper is worth 20 points, I will take off .2 points for every error, and so on. On your final research paper, I will take one full point off for every error.

Details: ALL assignments must be word processed, double-spaced, using Times New Roman font, on white paper, with your name, date, and the name of the assignment in the upper right-hand corner. **Indicate whether it is the first or final draft.** This is very important.

Extra Credit Option: Present information on a grammar topic of your choosing at any time during the semester. You could do this as a slide show, a dramatization, a song, a YouTube video, or in a format of your choice. Keep it rated PG, of course.

Free help with any assignment is available in the ASC (room 126). Please check my schedule on my home page to see when I am there.

Learning Boosters: If you think you need extra help with your writing, grammar, punctuation, computer skills, or typing, ask me about where you can get extra help. There are so many places on the Internet that offer help in all of these areas. I will bend over backwards to help you find resources if you come and ask!

Here are some links to my favorite grammar help sites:

www.bedfordstmartins.com/writingfirst

www.chompchomp.com

<http://www.wisc-online.com/>

More links are listed on my home page.

The last link, “Wisc-online,” will take you to a Web site of many “Learning Objects,” that is, lessons developed by teachers. These little videos and games are awesome!! And they are available in all subject areas you will study here at MSTC. Written Communication Learning Objects appear under the “General Education” link.

Classroom conduct: You will begin the course with 20 Professional Conduct Points. If you conduct yourself in an unprofessional manner while in class, I will deduct points according to the severity of the infraction. Just a heads up: Texting and using a laptop for activities NOT related to what we are doing in class are the two infractions that annoy me the most. Please refer to the MSTC student code of conduct for additional information on acceptable behavior.