

Instructor Information	
Instructor	Chelsey Galloway
Email	daigleca1@lamarpa.edu
Phone	(409) 984-6321
Office	Student Center - Room: 409
Office Hours	M&W = 8-11am, T&TR = 1:30-2:30pm, F = 12-2pm Or by Appointment
Additional Contact Information	Email is the BEST method to reach me, and I accept emails any time, nights and weekends included.
Course Information	
Description	Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, email messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents
Required Textbooks	<i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i> There is NO textbook for this course; all materials will be provided through Blackboard.
Additional Materials/Resources	• Consistent access to a <i>computer (not just a cellphone)</i> with the <i>internet</i>. • Sufficient familiarity with <i>Blackboard</i>-- everything we do will be through this platform! • General understanding of <i>Microsoft Office</i> (through your MyLSCPA), especially <i>Word</i> and <i>Outlook</i>.
Corequisites/Prerequisites	TSIA2 Completion in English, Language Arts, and Reading.
Learning Outcomes	1. Recognize, analyze, and accommodate diverse audiences. 2. Produce documents appropriate to audience, purpose, and genre. 3. Analyze the ethical responsibilities involved in technical communication. 4. Locate, evaluate, and incorporate pertinent information. 5. Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate. 6. Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling. 7. Design and test documents for easy reading and navigation.
Core Objectives	* Communication skills: Students will demonstrate effective written, oral and/or visual communication. * Critical Thinking Skills: Students will engage in creative and/or innovative thinking, and/or inquiry, analysis, evaluation, synthesis of information, organizing concepts and constructing solutions. * Teamwork: Students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view. * Social Responsibility: Students will demonstrate intercultural competency and civic knowledge by engaging effectively in local, regional, national and/or global communities. * Personal Responsibility: Students will demonstrate the ability to connect choices, actions and consequences to ethical decision-making.
Lecture Topics Outline	• Introduction to Technical Writing • Audience Analysis • Document Design • Writing Instructions • Writing Resumes and Cover Letters

- Writing Emails and Letters
- Proposals
- Reports
- Policies and Procedures
- Descriptions of Products and Services
- Collaborative Writing
- Verbal, Visual, and Multimedia Communication
- Editing and Revising
- Document Usability Testing
- Research-Based Essay Writing

Major Assignments Schedule

Week 1: Introduction to Technical Writing
 Week 2: Audience Analysis
 Week 3: Document Design
 Week 4: Writing Instructions
 Week 5: Writing Resumes and Cover Letters
 Week 6: Writing Emails and Letters
 Week 7: Proposals
 Week 8: Midterm Project Proposal
 Week 9: Reports
 Week 10: Policies and Procedures
 Week 11: Descriptions of Products and Services
 Week 12: Collaborative Writing
 Week 13: Verbal, Visual, and Multimedia Communication
 Week 14: Editing and Revising
 Week 15: Document Usability Testing
 Week 16: Final Project Submission and Reflection

*Assignment schedule subject to change with notice.

Final Exam Date

May 14, 2025 - 12:00 AM Through May 14, 2025 - 11:59 PM

Grading Scale

90 - 100=A 80 - 89=B 70 - 79=C 60 - 69=D Below 59 = F

Determination of Final Grade

Final grades will be calculated according to the following criteria:

+ Attendance/Participation--20%

+ Weekly Assignments/Tasks--50%

+ Essay Writing/Research Project--20%

+ Final Exam Essay--10%

= Final Grade-- 100%

Course Policies

Instructor Policies

- **All assignments for this class will be available through Blackboard**, and all grades will be displayed in the Bb Gradebook.
- Assignments will vary in form: **reading exercises, writing exercises, discussion board forums, quizzes, and academic essays.**
- You will be asked to demonstrate your reading and writing skills in various ways in this class, but I will do my best to provide specific instructions and examples for assignments, as needed.
- **Revise/Resubmit policy:** for some assignments, you will be allowed to **Revise (aka edit/fix)** the first attempt and **Resubmit** it as a second attempt in order to earn a higher grade, and some assignments will *require* that you Revise and Resubmit the assignment before you can move on to the next assignment.
- Grades for submitted assignments will be submitted in a timely manner; please understand that English is not a "simple" subject to grade, and it may take more time for grades to be returned to you due to the nature of our content.
- **Due Dates** will be set in Blackboard as needed on assignments, and an automatic 0 grade will be issued for any work that is submitted after the due date.

- **Plagiarism** can be defined as submitting another person's or AI's ideas, words, images, or data without giving that person credit or proper acknowledgment. Plagiarism, a form of academic dishonesty, is tantamount to stealing and will not be tolerated. Plagiarism is a serious issue, especially in the academic environment, and now that you are in college you are responsible for yourself and knowing what plagiarism is. Ignorance is NOT a defense. Instructors MUST be able to rely on the integrity of a student's work in order to maintain a climate for successful learning. Plagiarism reflects character; therefore, you should diligently avoid inadvertent plagiarism. When you are unsure if acknowledgment is needed, ask the teacher. **The penalties for blatant plagiarism include loss of credit for the assignment (it will be a 0, zero) and NO opportunity to rewrite it.** This may significantly lower your final grade. Furthermore, plagiarism, a form of cheating, can result in serious repercussions at the college level.

Attendance Policy

As an online class, your attendance will be determined based on Blackboard Access and Activity reports; please note that Blackboard will show me when you access our class and how much time you spend within each folder and assignment; your active "attendance" and participation in our weekly discussions and assignments will account for 20% of your overall grade in the class.

Additional Information

Institutional Policies

MyLSCPA

Be sure to check your campus email and Course Homepage using MyLSCPA campus web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through [MyLSCPA](#).

Academic Honesty

Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.

ADA Considerations

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the [Disability Services Coordinator](#), Room 117, in the Student Success Center. The phone number is (409) 984-6241.

COVID 19 Information

The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.

Facility Policies

No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.

HB 2504

This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.

Mandatory Reporting of Child Abuse and Neglect

As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see [LSCPA's Policy and Procedure Manual](#).

Title IX and Sexual Misconduct

LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit [LSCPA's Title IX website](#).

Clery Act Crime Reporting

For more information about the Clery Act and crime reporting, see the [Annual Security & Fire Safety Report](#) and the [Campus Security website](#).

Grievance / Complaint / Concern

If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.

Department Information

General Education and Developmental Studies

Chair: [Dr. Steven Zani](#)
 Email: zanisj@lamarpa.edu
 Phone: (409) 984-6431