English 235 Online
Technical Writing,
Sustainability Focused
Project-Based and
Community-Engaged & Civic Education (CECE)
Spring 2021

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Office Location: R230 and online
Office Hours: Online and by appointment

Course Information

English 235 focuses on the development of professional skills in research, design, and communication of technical information. Emphasis is on audience analysis, clear and effective writing style, and the use of visual elements to create documents in a variety of professional report formats, such as memos, proposals, progress reports, completion reports, and instruction manuals. Also, because it is sustainability, CECE, and project focused, you will read, analyze, and discuss selections related to climate change and complete a group CECE project to improve sustainable practices in your community.

▪ **Books and Required Materials**
   -*Practical Strategies for Technical Communication, Third Edition,* by Markel and Selber*,* digital version or paper version (see Canvas for more information)
   -*Drawdown,* edited by Paul Hawken, digital version or paper version (see Canvas for more information)
   -access to computer/laptop and reliable internet service
   -8 ½ x 11 white, lined paper for all handwritten work
   -Black pen or pencil for all handwritten work
   -Red or green pen for editing

Course Outcomes

After completing this class, students should be able to:

- Writing and Critical Thinking Outcomes

- Write documents such as summaries, instruction manuals, analyses, proposals, and research reports, using accepted professional formats
- Design a research strategy to solve a specific problem for a specific client
- Conduct secondary and primary research
- Propose a clearly reasoned, convincingly supported solution to a client's problem
- Paraphrase, summarize, and quote information with integrity and document sources accurately, following the accepted form for the field of inquiry
- Design visually effective documents and presentations
- Practice the Writing Process - revise and edit to improve clarity, economy, and rhetorical effectiveness

- Sustainability Focused Outcomes

- Apply understanding of the effect of the current use of earth by humans in the context of environmental stresses such as pollution, global warming, habitat loss, etc.
- Explain how sustainable thinking and decision-making contribute to solutions for current and emerging social, environmental and economic crises.
- Present manufacturing and service operation strategies that promote sustainable development in local, regional and global environments.

- BC General Education Competency Requirement: Connections

The ability to identify and explore connections, themes, and patterns in the social and natural world, and to see commonalities within dissimilar circumstances. Specific topics that fit within this area include:

- Self-Assessment/life goals
- Group processes
- Ethics
- Global Citizenship
- Historical and Intellectual Perspectives
- Cultural Diversity
- Science and the Natural World
- Technology and Society

How Outcomes Will be Met

Classwork: *Check Canvas daily for assignments.* Prepare your classwork before the due date and be ready to turn it in or discuss it on the due date. Including assignments, readings, discussions, and projects, you should expect to spend **10-15 hours each week** for this 5 credit class. The more effort and time you put into this class, the more you will learn and get out of it.

Participation: Participation means logging into Canvas regularly, reading the texts, participating in group work, completing assignments, and asking and answering questions. You are responsible for your learning, and I expect you to actively participate in every aspect of the class, Canvas, the assignments, and the textbooks.

Online Literature Circles: Literature Circles are a weekly online synchronous group activity and all students are expected to participate. Literature circles are meant to help you analyze, think critically about, and discuss the assigned readings related to climate change.

Technical Document Writing Assignments: You will do several technical document writing assignments throughout the quarter to give you an opportunity to practice the Writing Process. Through reading the textbook, you will learn about different types of technical writing and then create writing or report samples based on topics related to your group project or provided by me.

CECE Sustainability Group Project: You will work with 1-2 other students on a quarter-long CECE and sustainability-focused project. You will identify and work to help improve sustainable practices in a place of your choice and present your ideas to the people in power to make this change. Throughout this quarter-long group project, you will use the technical writing skills you have learned and apply them to real-world situations to have a positive impact on the community.

Grading Policies

Your grade will depend on the quality of your work, your effort, and how you apply what you have learned. Points may be subtracted for assignments turned in late.

The grade you earn will be based on the following:

Technical Document Writing Assignments	**40%**
CECE Sustainability Group Project	**30%**
Literature Circles	**15%**
Participation and homework	**15%**

Grading Scale:

A = 92-100%	C = 72-77%
A- = 90-91%	C- = 70-71% (lowest passing grade)
B+ = 88-89%	D+ = 68-69% (repeat course)
B = 82-87%	D = 60-67% (repeat course)
B- = 80-81%	F = below 60% (repeat course)
C+ = 78-79%	

Classroom Learning Atmosphere

Affirmation of Inclusion: Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

College Anti-Discrimination Statement: Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

Confidentiality and Mandatory Reporting: As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2441

and more information can be found at www.bellevuecollege.edu/titleix/. For further information and contacts, please consult College Anti-Discrimination Statements.

Academic Integrity: The principle of academic honesty underlies all that we do and applies to all courses at Bellevue College. One kind of academic dishonesty is plagiarism, which may take many forms, including, but not limited to, using a paper written by someone else, using printed sources word-for-word without proper documentation, and paraphrasing or summarizing the ideas of others without acknowledging the source. In short, plagiarism is passing off someone else's ideas, words, or images as your own; it amounts to intellectual theft--**whether or not it was your intention to steal.** Bellevue College instructors have access to commercial plagiarism detection software, so please be advised that **any work you submit will be tested for plagiarism**.

Participating in academic dishonesty in any way, including writing a paper or taking a test for someone else, may result in severe penalties. Dishonestly produced papers automatically receive a grade of "F" (0 points) without the possibility of make-up. The Dean of Student Services will also be notified of such conduct, and repetition of the behavior will result in progressively more serious disciplinary action (for example, an instructor may recommend that the student fail the course for a second offense or even that a student be expelled for a serious offense, such as stealing an exam).

Information about Bellevue College's copyright guidelines can be found at: College Copyright Policy
This link provides a good, short summary of how to avoid plagiarism: Avoiding Plagiarism

Student Code of Conduct: Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Stu-

dent Code of Conduct at: [Student Code](#)

Important Resources

Bellevue College E-mail and access to MyBC: **All students registered for classes at Bellevue College are entitled to a network and e-mail account.** Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: [***Create Email***](#)

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Technology Help Desk](#)

Disability Resource Center (DRC): The Disability Resource Center serves students with disabilities. A disability includes any physical or mental impairment that substantially limits one or more major life activities. Common disabilities include physical, neurological (e.g. Autism, ADD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access to programs, activities, and services, please contact the DRC.

The DRC office is located in building B Room 132. You can contact the DRC by stopping by B132, calling our desk at 425-564-2498, emailing drc@bellevuecollege.edu, and Deaf students can reach us by Skype (account name **DRCatBC**). For more information about the services we offer, including our Initial Access Application, visit our website at www.bellevuecollege.edu/drc.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. [Contact Autism Spectrum Navigators](#) (ASN). Email and phone number is on the web page. ASN is located in the Library Media Center in D125.

Accessibility: The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not ac-

cessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

Academic Success Center: All students should be aware of the many tutorial services provided by the [Academic Success Center](#). If you need free tutorial help, please visit them in D204.

Safety: If you feel threatened or see something that may indicate trouble, please report it right away at [Report Concerns.](#) We all need to help keep our campus safe for everyone.

**Instructor reserves the right to modify the syllabus with adequate notice to the students.