

Welcome to English 210: Technical Writing and Oral Communication

Online Spring 2012

Instructor: Kathryn Zipperian

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Prerequisite: Successful completion of English 201A (formerly English 1A, freshman composition) or equivalent with a grade of C or better.

Required Text: Please buy the following text before the first day of class so that you will be able to do assigned work the first week of class.

Markel, Technical Communication, 9th edition (must be this edition)

Strongly Recommended Text:

Alred et al., Handbook of Technical Writing, 9th or 10th edition

Required Materials:

Microphone (to allow you to make oral recordings)

Course Description

English 210 offers an overview of the principles of technical writing, as well as an in-depth discussion and application of rhetorical principles, both oral and written, as they pertain to technical writing. As part of the course, students will study methods, resources, and common formats used in technical environments.

Class Meetings

There are no mandatory face-to-face meetings for this course, but regular access to the Internet is required. However, you will be required to log on to the course site a minimum of four (4) times a week, so do not plan to work on this course only on the weekends. Also, I will be contacting you via your Cuesta email prior to the start of the course, so please check your Cuesta email regularly in the week before school starts and the week that school starts.

Online Learning

If you have never taken a class online, please be aware that you will have to face much of the learning curve on your own. While I can help you somewhat once you are in the courseroom (Blackboard), you do need to have good computer skills and quick learning abilities. As well, if you are new to online classes, you should definitely sign up for a Blackboard (BB) tutorial or get someone who has taken online courses to help you the first few weeks of class. You can find a good tutorial at the following address: <http://blackboardsupport.calpoly.edu>. I suggest you access the tutorial BEFORE this class starts.

Add Codes

I do not give out add codes before the second day of classes. If you wish to get into the course before it begins, keep trying to get a spot through Banner. When a student drops, his or her spot is available to the first person who accesses the online registration system. For this reason, it is

important to keep checking Banner. If you cannot get a spot in the course before classes begin, please contact me the first day of the semester, and I will try to get you in. **I do not add students after the fourth day of the semester.**

Logging On

Note: Even if you are registered, you will not be able to access this course prior to the first day of the semester.

Once the course begins on the first day of the semester, log on immediately and post your introduction. If I do not see your introduction posted and evidence of your having logged on and started downloading the materials by the third day of the semester, you will be dropped. I repeat: Log on by the third day or risk being dropped.

In order to log on to your BB account, please follow these instructions:

1. Go to the Blackboard site at <http://blackboard.cuesta.edu/> using your Internet browser.
2. Find this course, English 210, in your list.
3. Click on the Log In link; a dialog box will appear.
4. Log in: Your login ID is firstname_lastname. Your password, until you change it, is STUDENT.

Note: For success in this course, be sure you have both the time and the technology to undertake it.

Disabled Students

If you are a student with a verified disability, please discuss your needs for accommodations with me as soon as possible but no later than the second day of the course.

RECOMMENDED SYSTEM REQUIREMENTS FOR THIS COURSE

In order to participate in an online class from home, your system will need to meet the following requirements:

- Computer - Pentium-class or Macintosh with PPC or Intel Processor
- Operating system - Windows 98 SE or Mac OS 10.2 or above
- Microsoft Word 2003 and above or ability to create .doc documents with track changes capability
- 32 MB of RAM or above
- Internet Service Provider (e.g. Comcast, Charter, MSN, AT&T, Earthlink, etc.)
- 56kbps speed modem or higher (DSL or Cable Modem is best)
- Internet browser (I recommend Mozilla Firefox; AOL is not recommended due to problems navigating BB.)

You should also have a backup plan should your system or your Internet provider fail because technological problems not related to me or to Blackboard are considered your problem.