

Welcome to English 210: Technical Writing (online version)

Instructor: Kathryn Zipperian

Office Location: (SLO Campus) Building 6800, Office # 6804

Phone: 805-546-3100, ext. 2584

Email: kzipperi@cuesta.edu (Use this email for initial contact with me only; thereafter, use the internal Blackboard email unless otherwise instructed.)

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

Required Texts: Please buy the following texts before the first day of class so that you will be able to do assigned work from the books the first week of class.

1. Markel, Technical Communication, 8th edition (must be this edition)
2. Alred et al., Handbook of Technical Writing, 8th edition (must be this edition)

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 do not register for this course without checking with Counseling to be sure that you are ready for an online learning environment. As well, 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.

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 class, 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, and your space will be taken by someone else who is waiting to add the class.

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. Click on the Log In link; a dialog box will appear.
3. Log in: Your login ID is firstname_lastname. Your password, until you change it, is STUDENT.

Note: Many students think that distance education will be easier somehow than a face-to-face class, only to discover that the workload is different but by no means less time-consuming or difficult. 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 2000 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.)
- Working email account

For success in this course, you must have access to a reliable, working computer; a working email account; and a functioning, reliable Internet connection. You should also have a backup plan should your system or your Internet provider fail since technological problems not related to me or to Blackboard are your problem. Since you will email all of your assignments to your classmates and me via Blackboard's internal email system, you must at least have a basic understanding of how to use email, navigate the Internet, and communicate online.

Note: Please submit all formal writing assignments (listed under "Assignments" at the course site) for grading in .doc format so that I can read and provide feedback on your submissions.