Course Syllabus

The North Central Texas College (NCTC) Course Syllabus provides the following as required by the Texas Higher Education Coordinating Board (THECB):

1. a brief description of the course including each major course requirement, assignment and examination;
2. the learning objectives for the course;
3. a general description of the subject matter of each lecture or discussion; and
4. any required or recommended readings.

Contact information for the instructor is also provided. The Course Syllabus also provides institutional information to indicate how this course supports NCTC’s purpose and mission. Information specific to a particular section of the course will be included in the Class Syllabus and distributed to enrolled students.

**Course Name & Number:** ENGL 2311 (Technical Writing)

**Semester & Year: Spring 2020**

**Catalog 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, procedures, e-mail messages, letters, and descriptions of products and services.  Practice individual and collaborative processes involved in the creation of ethical and efficient documents. [Rev. Spring 2014 THECB]

**Prerequisite.**Satisfactory placement test score or passing grade in ENGL 0305.

**Instructor's Name: Dr. Marsha Decker**

**Office Phone #: Google Voice 315-288-8059  Please leave a message**

**Instructor's Office #:Online Only**

**Email Address: Mdecker@nctc.edu**

**Office Hours: Monday through Thursday, 7:00 pm until 9:00 pm.**

**Textbooks & Materials:**Tebeaux, Elizabeth and Sam Dragga*.  The Essentials of Technical Communication*, 4th ed. Oxford University Press, ISBN: 978-0-19-9379996. [Rev. Fall 2014]

**COURSE AND COLLEGE INFORMATION**

**Learning Outcomes.** Upon successful completion of this course, students will:

Students who successfully complete English 2311 will meet the following 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. [Rev. 8-2012 THECB]

**Foundational Component Area:**Communication

**Core Objectives.** Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively.  Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

* **Critical Thinking Skills** (CT) - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
* **Communication Skills** (COM) - to include effective development, interpretation and expression of ideas through written, oral, and visual communication
* **Teamwork** (TW) - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
* **Personal Responsibility** (PR )- to include the ability to connect choices, actions, and consequences to ethical decision-making [Rev. 5-2014 THECB]

**Institutional Learning Goals.**A quality general education curriculum in all associate degree programs.

* Quality freshman and sophomore level courses in arts and sciences which parallel the lower division offerings of four-year colleges and universities.
* Quality technical programs leading directly to careers in semi-skilled and skilled occupations, and quality technical education programs up to two years in length leading to certificates and associate degrees.
* Quality programs and services in support of adult literacy and basic skills development as a mean of workforce enhancement and expanding access to higher education.

**Course Type:**Academic General Education Course (from Academic Course Guide Manual but not in NCTC Core). Academic NCTC Core Curriculum Course. WECM Course

**Program Purpose Statement.**NCTC seeks to implement its goal of providing quality freshman and sophomore level courses in arts and sciences that parallel the lower division offerings of four-year colleges and universities by offering a coherent sequence of courses with appropriate breadth and depth to prepare a student for transfer to a university.

**Departmental Purpose Statement.**The Department of English, Speech, and Foreign Language provides quality instruction to students pursuing their academic and career goals.

**STUDENT SUPPORT SERVICES**

**College Attendance Policy: Regular and punctual attendance is expected of all students in all classes for which they have registered.** All absences are considered to be unauthorized unless the student is absent due to illness or emergencies**as determined by the instructor.**  It is the student responsibility to provide documentation as to the emergency for approval and judgment by the faculty member.  Approved college-sponsored activities are the only absences for which a student should not be held liable and only when provided by a college official ahead of the absence.  **Valid reasons for absence, however, do not relieve the student of the responsibility for making up required work.**  **Students will not be allowed to make up an examination missed due to absence unless they have reasons acceptable to the instructor.** A student who is compelled to be absent when a test is given should petition the instructor, in advance if possible, for permission to postpone the exam.  A student will be dropped from a class by the Registrar upon the recommendation of the instructor who feels the student has been justifiably absent or tardy a sufficient number of times to preclude meeting the course’s objectives.    Persistent, unjustified absences from classes or laboratories will be considered sufficient cause for College officials to drop a student from the rolls of the College. From Board Policy FC (LOCAL)

The instructor should describe here his/her attendance policy based on the discipline, the course, and the pedagogical techniques. Per NCTC policy, ALL INSTRUCTORS are required to take attendance every class meeting for reporting purposes.

**Disability Accommodations:**North Central Texas College does not discriminate on the basis of disability for admission or access to its programs. The College is committed to providing equal access to its students with disabilities by providing appropriate accommodations; a variety of services and resources are made available through the ACCESS Department. Students are responsible for notifying the ACCESS Department of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, and psychological disorders are eligible for services.

The Office for Students with Disabilities (OSD) provides accommodations for students who have a documented disability. A disability is anything that can interfere with learning, such as a learning disability, psychological challenge, physical illness, or injury. Accommodations may include extra time on tests, tests in a distraction-reduced environment, volunteer note taker in class, etc.

On the Corinth Campus, go to room 170 or call 940-498-6207. On the Gainesville Campus, go to room 110 in the Administration Building (100) or call 940-668-4209.  Students on the Bowie, Graham, Flower Mound, and online campuses should call 940-668-4209 to arrange for an intake appointment with OSD.

North Central Texas College is on record as being committed to both the spirit and letter of federal equal opportunity legislation, including the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2009, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112). [http://www.nctc.edu/student-services/disability-services/index.html  (Links to an external site.)](http://www.nctc.edu/student-services/disability-services/index.html)

**EEOC Statement:**North Central Texas College does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in the employment or the provision of services.

**Financial Aid, Scholarships, and Veterans Services:** The Financial Aid Office is responsible for administering a variety of programs for students who need assistance in financing their education.  The first step for financial aid is to complete a FAFSA.  For more information, please visit your nearest Financial Aid Office: http://www.nctc.edu/financial-aid/index.html.

**Student Success Center**

The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals. The center links students to FREE tutoring, including a Writing Center, a Math Lab, and free online tutoring.  The program helps students acclimate to college by providing free interactive online workshops. For more information, please visit your nearest Student Success Center.

Student Success offers academic coaching, tutoring, including a Writing Center, and a Math Lab to assist new students acclimate to college by providing computer lab services for prospective students. [http://www.nctc.edu/student-services/student-success/tutoring/index.html (Links to an external site.)](http://www.nctc.edu/student-services/student-success/tutoring/index.html)

First generation students can also participate in TRIO which offers specialized services.

[https://www.nctc.edu/student-services/trio-student-support-services/trio-services.html (Links to an external site.)](https://www.nctc.edu/student-services/trio-student-support-services/trio-services.html)

**Completion Center**

The NCTC Completion Center is a comprehensive student engagement program that increases retention and completion rates of first-time, low income students. Services include:

Success coaching to address students’ academic and non-academic challenges and issues; Success Seminars, and a centralized career readiness and job placement program.

[http://www.nctc.edu/student-services/completion-center/index.html (Links to an external site.)](http://www.nctc.edu/student-services/completion-center/index.html)

**Career Services Center**

The NCTC Career Services Center is the place you can go for educational and career planning. Services include: Career/Degree Exploration, Job Search Tools and Resources, Resume and Professional Portfolio Development, Interview Skills and Preparation. Our Career Advisors partner with you in making your educational journey an efficient process towards a rewarding career. [http://www.nctc.edu/career-services/index.html (Links to an external site.)](http://www.nctc.edu/career-services/index.html)

**Counseling and Advising**

Support Services, Counseling and Advising staff offer a variety of services to current and prospective students, such as College 101, placement testing, academic advising and course registration, transfer assistance, and College Success seminars (Time Management, Study Skills, Test Anxiety, Choosing a Major, Learning Style Strategies, Career Exploration) and much more.  [http://www.nctc.edu/counseling-advising/index.html (Links to an external site.)](http://www.nctc.edu/counseling-advising/index.html)

**Testing Service Center**

The mission of NCTC Testing Services is to provide high-quality testing services that adhere to the professional standards and guidelines to meet the needs of students, faculty, and community members. [http://www.nctc.edu/testing-center/index.html (Links to an external site.)](http://www.nctc.edu/testing-center/index.html)

**Early Alert and CARES**

The NCTC Early Alert program assists students who are at risk of failing or withdrawing from a course. Faculty and staff may refer students through the Early Alert process at any point in the semester in an effort to provide appropriate intervention and access to support services. Examples of behaviors that could prompt an Early Alert referral could be missing assignments, failing tests, excessive absences, or personal circumstances impacting academic performance. A student submitted as an Early Alert will be contacted by an [academic advisor or success coach (Links to an external site.)](http://www.nctc.edu/counseling-advising/index.html) through text, phone, and/or via their NCTC e-mail address to discuss any current challenges as well as helpful resources and success strategies-we want our students to finish strong and know that education is a partnership!

The [NCTC CARES (Campus Assessment Response Evaluation Services) Team (Links to an external site.)](http://www.nctc.edu/cares-team/index.html) is concerned not only about our students' academic success, but also their emotional and physical well-being. The CARES Team promotes a safe learning environment for students, faculty, and staff and is committed to taking a proactive approach in helping our students succeed by addressing the mental, emotional or psychological health and safety of the NCTC community. As a student, you have the ability to report concerning behavior which could impact your own safety or the safety of another NCTC student, such as stalking, harassment, physical or emotional abuse, violent or threatening behavior, or self-harm. Visit the NCTC CARES site to also locate campus and community resources, or email counseling@nctc.edu to get in touch with a member of the CARES Team directly.  As always, if you feel there is an immediate threat to your own safety or welfare (or to another student), please call 911 immediately.

**Financial Aid**

Financial Aid offers financial resources for students that qualify, visit the financial aid offices for more information.   [http://www.nctc.edu/financial-aid/index.html (Links to an external site.)](http://www.nctc.edu/financial-aid/index.html)

**Student Success**

At NCTC, student success​ is progress towards collegiate goals, reached in an affordable and timely manner, under professional guidance, empowering students to serve skillfully in their chosen role within their community

**Equity**

NCTC defines equity as encompassing the practice of acknowledging individual differences and systemic disparities when developing new programs and resources for our campus community, which may sometimes challenge our own beliefs and assumptions, in order to ensure balanced educational opportunities toward completion.

**Affinity Groups**

Staff and faculty representing the Employee Resource Groups (ERG’s), along with academic advisors, counselors and success coaches, serve as mentors for NCTC’s student-centered ​Affinity Groups​.

An ​Affinity Group​ is a population of students who have specific needs, barriers or systems they are needing to navigate not only within college, but within life. Providing mentorship, support and resources for identified Affinity Groups such as Black/African American students, veterans and active military, single parents, students with disabilities, adult learners, Latinx, LGBTQ+ and students who have experienced foster care and/or homelessness, enables us to make more impactful, meaningful connections with students who are in dire need of equity and understanding.

**Last day to Withdraw:**Last day to drop a class with grade of “W” is **April 2, 2021**

**Scholastic Integrity – Plagiarism**: Scholastic dishonesty shall include, but not be limited to cheating on a test, plagiarism, and collusion. See*Student Handbook* “Student Rights & Responsibilities: Student Conduct [FLB- (LOCAL)]” #18.

*Disciplinary Actions* [*Student Handbook*, #5] “When cheating, collusion, or plagiarism has occurred beyond any reasonable doubt, the instructor may give the student or students involved an “F” on a particular assignment or in the course. [See Scholastic Dishonesty FLB (Local)] The instructor shall make a written report of the incident and the planned action to his Department Chair. The Department Chair shall report the incident and action to the appropriate instructional dean who shall review the case, notify the student and, if necessary, take further action. This may involve either probation or suspension of the student or students in question. If such disciplinary action is deemed necessary, the Dean of Student Services shall be notified, and the action shall be taken through that office.”

Plagiarism, which should be avoided at all costs, includes the following student actions:

1. Turning in someone else's ideas, opinions, theories, or work as your own;
2. Unintentionally or inadvertently turning in someone else's ideas, opinions, theories, or work as your own as the result of failing to document sources both internally and in the Works Cited;
3. Copying words, ideas, or images from someone without giving credit; Failing to put a quotation in quotations marks;
4. Giving incorrect information about the source of information, quotations, or images;
5. Changing words but copying the sentence structure of a source without giving credit;
6. Copying so many words, ideas, or images from a source that it makes up the majority of the student's work, whether or not the student gives credit.

**Please be aware that I take plagiarism very seriously.**  You may not have another person write, type, edit, or revise any parts of your Writing Assignments.  You may not use someone else’s Writing Assignment or buy one from a “professional” source.  You may not use the material on the internet or in print sources without documenting it.  Failure to follow the proper guidelines for documentation constitutes plagiarism.

Considering the severity of the issue, if you ever have any questions or concerns regarding plagiarism, please consider this an open invitation to visit with me about the issue. If I discover that a student has committed intentional plagiarism, the Writing Assignment that has plagiarized materials will receive a zero, and I will recommend to the English Department Head that the student fails the course.

**Student Rights & Responsibilities:**NCTC Board policy *FLB (Local) Student Rights and Responsibilities* states that each student shall be charged with notice and knowledge of the contents and provisions of the rules and regulations concerning student conduct.  These rules and regulations are published in the Student Handbook published in conjunction with the College Catalog.  All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.

**Student Success:**The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals.  This program also links students to FREE tutoring, including a Writing Center, a Math Lab, and free 24/7 online tutoring and helps new students acclimate to college by providing computer lab services for prospective students.  All students are invited to visit the Student Success Center on the Corinth Campus, rooms 170, 182, or 188; on the Gainesville Campus, rooms 114 or 111; on the Flower Mound Campus, room 111; and on the Bowie Campus, room 124.

**Tobacco-Free Campus.** NCTC restricts the use of all tobacco products including cigarettes, cigars, pipes, electronic cigarettes, and smokeless tobacco on campus property. NCTC is aware that tobacco use influences underage students, which cumulates unsightly tobacco litter and interferes with assuring clean air for all who come to NCTC. NCTC recognizes the health hazards of tobacco use and of exposure to second-hand smoke. Information on a tobacco cessation program is available for students, faculty, staff who wish to stop using tobacco products. We would like to "thank you" for your help in making our campuses Tobacco-Free. For questions or concerns, please contact the Office of Vice President of Student Services at 940-668-4240.

**ADDITIONAL COURSE INFORMATION: COURSE ALIGNMENT, EVALUATION OF MAJOR WRITING ASSIGNMENTS, AND OTHER AREAS OF CONSIDERATION**

**Assignments:**Course assignments (i.e., quizzes, writing dropboxes, discussion forums) are easily accessible via the [Assignments](https://nctc.instructure.com/courses/38411/assignments) tab.

**Course Alignment.**If you'd like to see how the lessons and assignments align with the course objectives and core competencies, please review this [chart (Links to an external site.)](https://docs.google.com/spreadsheets/d/1GiNOlpPX_3-d0x_-jDsdv60tTBqcz2mW8LOYGRjIeDU/edit?usp=sharing) or [this doc. (Links to an external site.)](https://docs.google.com/document/d/1XlDIXxOamfggeirZq1ysZcZHiCVY-V3ykOi-iV8E_EI/edit?usp=sharing)

**Evaluation**

* + “A” Work: This writing is **excellent** and demonstrates excellence in development, organization, style and tone, and mechanics. There is clear evidence of the writing process (invention, drafting, revision, editing, and proofreading).
		- A = 95
			* A- = 92
			* A-/B+ = 90
	+ “B” Work: This is **good** work and delivers substantial information—that is, substantial in both quantity and interest-value. It is well-developed and unified around a clear organizing principle that is apparent early in the piece. There is evidence of the writing process.
		- B+ = 87
			* B = 85
			* B- = 82
			* B-/C+ = 80
	+ “C” Work: This is an **average** piece that is generally competent in its development, organization, style and tone, and mechanics. It meets the needs for the assignment, has few mechanical errors, and is reasonably organized and developed. This piece also shows some evidence of the writing process.
		- C+ = 77
			* C = 75
			* C- = 72
			* C-/D+ = 70
	+ “D” Work: This is **below-average** work that lacks develop and is not effectively organized to facilitate reader’s understanding. The paper also shows little or no evidence of the writing process.
		- D+ = 67
			* D = 65
			* D- = 62
	+ “F” Work: This work **fails** in all aspects of the evaluation criteria.  There is no evidence of the writing process, and the paper fails in all aspects of development, organization, style, and mechanics.
		- F (work submitted and attempted) = 55
		- F (no work submitted or attempted) = 0

**Basic Needs:**Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students, Dr. Roxanne Del Rio (rdelrio@nctc.edu) for support. Furthermore, please notify me if you are comfortable in doing so. This will enable me to direct you to additional resources for support.

**Class Attendance Policy:**Attendance, in both online and face-to-face courses, is required.  Because this course progresses very quickly, I reserve the right to block from this course students who fail to complete assignments for more than one week. Students who are blocked MUST contact the registrar's office and withdraw from the course, or they will receive a semester grade of F.

**Confidentiality:**The college complies with the Family Educational Rights and Privacy Act of 1974. For more information about FERPA, please visit [https://www.nctc.edu/current-students/ferpa.html (Links to an external site.)](https://www.nctc.edu/current-students/ferpa.html).

**Email Correspondence:**I reserve 24 hours to respond to students’ emails. Emails sent to me become my personal property, and I may disclose them to third parties if I determine it’s necessary. Emails constitute correspondence between instructor and student; therefore, remember your audience when sending me emails.  Email correspondence may contribute positively or negatively to your professionalism grade.

**Gender Identity:**This course affirms people of all gender expressions and identities. If you prefer to be called a different name than is what on the class roster, please let me know. Please advise me of this preference early in the semester so that I may make appropriate changes to my records, and so I may call you by your preferred name and pronoun. If you'd like your name changed in the roster, please the Registrar's office.

**Grade Appeals and Incomplete Grades:** Students can read more about the college's grade appeal processes and procedures for assigning incomplete grades by visiting the Academic Catalog: [https://www.nctc.edu/catalog/academic-policies/grades-reports/student-grade-appeal.html (Links to an external site.)](https://www.nctc.edu/catalog/academic-policies/grades-reports/student-grade-appeal.html) and [https://www.nctc.edu/catalog/academic-policies/grades-reports/incomplete-grades.html (Links to an external site.)](https://www.nctc.edu/catalog/academic-policies/grades-reports/incomplete-grades.html).

**Late-Work Policy:**A major writing task is due on the day listed on Canvas.

 **Canvas will automatically deduct 3% points from your assignment grade for each day that the assignment is late, including weekends.** For example, if the total points available are 100 and you submit your assignment 4 days after the due date, you will lose an automatic 12 points off of the total points the assignment earns. So, let's say that your writing assignment is graded an 86 then Canvas will automatically subtract 12 points and grade it a 74.

Therefore, please make sure that you submit all assignments on time to avoid any late penalties. However, if you need an extension, please visit with me privately to make those arrangements **BEFORE** the assignment is due.

Any rough drafts of major writing assignments will not be accepted AFTER the major writing assignment is due.

However, if you need an extension, please visit with me privately to make those arrangements. I reserve the right not to **evaluate any work submitted more than seven days late. Any late work will be evaluated after the regular assignments for that week are graded.**

**Library**: Students can access online and physical resources from the NCTC campus library by visiting the library website: [www.nctc.edu/library. (Links to an external site.)](https://www.nctc.edu/library/index.html) Students can access research databases and can locate research help including tutorials and study guides, information on the hours of operation for each of the campus libraries, our online catalog, our intra- and inter-library loan services, and NCTC library policies.

**Professionalism:**Your college courses are also opportunities for you to learn what it means to be a “professional” in your field. Therefore, I expect you to act like a “professional” student in this course. Consider these suggestions:

* + Prepare and participate meaningfully in online discussion boards.
	+ Be assertive. (An assertive student exhausts all available resources of information before contacting me. In other words, read the assignment sheet carefully before e-mailing me to ask how many sources are required in your paper, and if you are unsure how to cite a source, look it up in your handbook or a credible, online source—such as The Purdue Owl or the LaunchPad handbook.)
	+ Consider the quality (and effort) of required drafts, notes, and daily assignments.
	+ Turn in writing assignments on-time and as assigned.
	+ Mind the quality and tone of email correspondence.

**Rough Drafts:**For major assignments, you will be required to show evidence of the writing process by presenting several rough drafts. If you do not show evidence of the writing process, I will not evaluate your work.

**Withdrawing from a Course:** Students can learn more about the withdraw policy and procedure by [http://www.nctc.edu/current-students/drop-withdraw-class.html (Links to an external site.)](http://www.nctc.edu/current-students/drop-withdraw-class.html).

**Writing Assignments:**All major writing assignments are required. If you fail to turn in one of the major tasks, you cannot pass the course. I reserve the right to administratively drop any student who does not submit all major assignments.

Course Summary:

| **Date** | **Details** |
| --- | --- |
| Fri Jul 24, 2020 | Page [Lesson 4: Chpts 5 and 6 Introduction-2](https://nctc.instructure.com/courses/38411/pages/lesson-4-chpts-5-and-6-introduction-2) | to do: 11:59pm |
| Mon Jul 27, 2020 | Page [Lesson 5: Chpt 10 (Instructions, Procedures, and Policies)-2](https://nctc.instructure.com/courses/38411/pages/lesson-5-chpt-10-instructions-procedures-and-policies-2) | to do: 11:59pm |
| Fri Jul 31, 2020 | Page [Lesson 7: Syllabus Infographic (continued)](https://nctc.instructure.com/courses/38411/pages/lesson-7-syllabus-infographic-continued) | to do: 11:59pm |
| Mon Aug 24, 2020 | Assignment [Course Bookkeeping: Course Introduction](https://nctc.instructure.com/courses/38411/assignments/810568) | due by 11:59pm |
| Assignment [Course Bookkeeping: Information](https://nctc.instructure.com/courses/38411/assignments/810554) | due by 11:59pm |
| Assignment [Course Bookkeeping: Quiz](https://nctc.instructure.com/courses/38411/assignments/810553) | due by 11:59pm |
| Page [Course Bookkeeping: To Know](https://nctc.instructure.com/courses/38411/pages/course-bookkeeping-to-know) | to do: 11:59pm |
| Page [Lesson 1: Chpt 1 Introduction](https://nctc.instructure.com/courses/38411/pages/lesson-1-chpt-1-introduction) | to do: 11:59pm |
| Assignment [Course Bookkeeping: Google Docs Editable Link](https://nctc.instructure.com/courses/38411/assignments/810571) | due by 11:59pm |
| Mon Aug 31, 2020 | Assignment [Lesson 1: Technical Writing on the Job Graded Discussion](https://nctc.instructure.com/courses/38411/assignments/810569) | due by 11:59pm |
| Tue Sep 1, 2020 | Page [Lesson 2: Chpt 2 Introduction](https://nctc.instructure.com/courses/38411/pages/lesson-2-chpt-2-introduction) | to do: 11:59pm |
| Mon Sep 7, 2020 | Assignment [Lesson 2: Chpt 2 Quiz](https://nctc.instructure.com/courses/38411/assignments/810562) | due by 11:59pm |
| Assignment [Lesson 2: Technical Writing Example Graded Discussion](https://nctc.instructure.com/courses/38411/assignments/810570) | due by 11:59pm |
| Assignment [Lesson 2: Audience Analysis Short Report](https://nctc.instructure.com/courses/38411/assignments/810578) | due by 11:59pm |
| Tue Sep 8, 2020 | Page [Lesson 3: Chpt 4 Introduction](https://nctc.instructure.com/courses/38411/pages/lesson-3-chpt-4-introduction) | to do: 11:59pm |
| Mon Sep 14, 2020 | Assignment [Lesson 3: Chpt 4 Quiz](https://nctc.instructure.com/courses/38411/assignments/810551) | due by 11:59pm |
| Assignment [Lesson 3: Evaluating Tech Writing Graded Discussion](https://nctc.instructure.com/courses/38411/assignments/810567) | due by 11:59pm |
| Tue Sep 15, 2020 | Page [Lesson 4: Chpts 5 and 6 Introduction](https://nctc.instructure.com/courses/38411/pages/lesson-4-chpts-5-and-6-introduction) | to do: 11:59pm |
| Mon Sep 21, 2020 | Assignment [Lesson 4: Chpts 5 and 6 Quiz](https://nctc.instructure.com/courses/38411/assignments/810559) | due by 11:59pm |
| Assignment [Lesson 4: Commands/Features in Google Docs](https://nctc.instructure.com/courses/38411/assignments/810579) | due by 11:59pm |
| Tue Sep 22, 2020 | Page [Lesson 5: Chpt 10 (Instructions, Procedures, and Policies)](https://nctc.instructure.com/courses/38411/pages/lesson-5-chpt-10-instructions-procedures-and-policies) | to do: 11:59pm |
| Mon Sep 28, 2020 | Assignment [Lesson 5: Chpt 10 Quiz](https://nctc.instructure.com/courses/38411/assignments/810557) | due by 11:59pm |
| Assignment [Lesson 5: Manual Requirements Quiz](https://nctc.instructure.com/courses/38411/assignments/810563) | due by 11:59pm |
| Assignment [Lesson 5: Manual Rough Draft (5 pgs)](https://nctc.instructure.com/courses/38411/assignments/810580) | due by 11:59pm |
| Tue Sep 29, 2020 | Page [Lesson 6: Instruction Manual, Cont.](https://nctc.instructure.com/courses/38411/pages/lesson-6-instruction-manual-cont) | to do: 11:59pm |
| Mon Oct 5, 2020 | Assignment [Lesson 6: Progress Report Discussion](https://nctc.instructure.com/courses/38411/assignments/810566) | due by 11:59pm |
| Assignment [Lesson 6: Manual Complete Rough Draft](https://nctc.instructure.com/courses/38411/assignments/810581) | due by 11:59pm |
| Tue Oct 6, 2020 | Page [Lesson 7: Instruction Manual, Cont.](https://nctc.instructure.com/courses/38411/pages/lesson-7-instruction-manual-cont) | to do: 11:59pm |
| Mon Oct 12, 2020 | Assignment [Lesson 7: Manual Final Copy](https://nctc.instructure.com/courses/38411/assignments/810582) | due by 11:59pm |
| Assignment [Lesson 7: Peer Reviews](https://nctc.instructure.com/courses/38411/assignments/810583) | due by 11:59pm |
| Tue Oct 13, 2020 | Page [Lesson 8: Chpt 3 (Writing Ethically)](https://nctc.instructure.com/courses/38411/pages/lesson-8-chpt-3-writing-ethically) | to do: 11:59pm |
| Mon Oct 19, 2020 | Assignment [Lesson 8: Chpt 3 Quiz](https://nctc.instructure.com/courses/38411/assignments/810556) | due by 11:59pm |
| Assignment [Lesson 8: Identifying a Problem in Your Community](https://nctc.instructure.com/courses/38411/assignments/810561) | due by 11:59pm |
| Assignment [Lesson 8: Library Orientation](https://nctc.instructure.com/courses/38411/assignments/810585) | due by 11:59pm |
| Tue Oct 20, 2020 | Page [Lesson 9: Chpt 9 (Proposals and Progress Reports)](https://nctc.instructure.com/courses/38411/pages/lesson-9-chpt-9-proposals-and-progress-reports) | to do: 11:59pm |
| Mon Oct 26, 2020 | Assignment [Lesson 9: Availability and Work Habits Survey](https://nctc.instructure.com/courses/38411/assignments/810558) | due by 11:59pm |
| Assignment [Lesson 9: Chpt 9 Quiz](https://nctc.instructure.com/courses/38411/assignments/810555) | due by 11:59pm |
| Assignment [Lesson 8: Annotated Bibliography](https://nctc.instructure.com/courses/38411/assignments/810584) | due by 11:59pm |
| Tue Oct 27, 2020 | Page [Lesson 10: Project Proposal (continued) and Chpt 8 (Technical Reports)](https://nctc.instructure.com/courses/38411/pages/lesson-10-project-proposal-continued-and-chpt-8-technical-reports) | to do: 11:59pm |
| Mon Nov 2, 2020 | Assignment [Lesson 10: 1st Progress Report](https://nctc.instructure.com/courses/38411/assignments/810552) | due by 11:59pm |
| Assignment [Lesson 10: Chpt 8 Quiz](https://nctc.instructure.com/courses/38411/assignments/810564) | due by 11:59pm |
| Assignment [Lesson 10 Proposal Rough Draft (3 pages)](https://nctc.instructure.com/courses/38411/assignments/810572) | due by 11:59pm |
| Tue Nov 3, 2020 | Page [Lesson 11: Project Proposal (continued)](https://nctc.instructure.com/courses/38411/pages/lesson-11-project-proposal-continued) | to do: 11:59pm |
| Mon Nov 9, 2020 | Assignment [Lesson 11: 2nd Progress Report](https://nctc.instructure.com/courses/38411/assignments/810550) | due by 11:59pm |
| Assignment [Lesson 11: Proposal Rough Draft (Complete)](https://nctc.instructure.com/courses/38411/assignments/810573) | due by 11:59pm |
| Tue Nov 10, 2020 | Page [Lesson 12: Project Proposal (continued)](https://nctc.instructure.com/courses/38411/pages/lesson-12-project-proposal-continued) | to do: 11:59pm |
| Tue Nov 17, 2020 | Page [Lesson 13: Chpt 11 (Oral Presentations)](https://nctc.instructure.com/courses/38411/pages/lesson-13-chpt-11-oral-presentations) | to do: 11:59pm |
| Fri Nov 20, 2020 | Assignment [Lesson 12: Proposal Final Copy](https://nctc.instructure.com/courses/38411/assignments/810574) | due by 11:59pm |
| Mon Nov 23, 2020 | Assignment [Lesson 13: Chpt 11 Quiz](https://nctc.instructure.com/courses/38411/assignments/810560) | due by 11:59pm |
| Assignment [Lesson 13: Oral Presentation](https://nctc.instructure.com/courses/38411/assignments/810575) | due by 11:59pm |
| Tue Nov 24, 2020 | Page [Lesson 14: Chpts 7 and 12](https://nctc.instructure.com/courses/38411/pages/lesson-14-chpts-7-and-12) | to do: 11:59pm |
| Mon Nov 30, 2020 | Assignment [Lesson 14: Chpts 7 and 12 Quiz](https://nctc.instructure.com/courses/38411/assignments/810565) | due by 11:59pm |
| Assignment [Lesson 14: Cvr Ltr and Resume](https://nctc.instructure.com/courses/38411/assignments/810576) | due by 11:59pm |
| Tue Dec 1, 2020 | Page [Lesson 15: Semester Letter of Reflection](https://nctc.instructure.com/courses/38411/pages/lesson-15-semester-letter-of-reflection) | to do: 11:59pm |
| Mon Dec 7, 2020 | Assignment [Lesson 15: Semester Letter of Reflection](https://nctc.instructure.com/courses/38411/assignments/810577) | due by 11:59pm |
|  | Calendar Event [First Day of Class](https://nctc.instructure.com/calendar?event_id=159250&include_contexts=course_38411) |   |

[How to use Canvas](https://nctc.instructure.com/courses/38411/assignments/syllabus)

**Prev monthNext monthDecember 2020**

| Calendar |
| --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| 29 November 202029Previous month | 30 November 202030Previous monthClick to view event details | 1 December 20201Click to view event details | 2 December 20202 | 3 December 20203Today | 4 December 20204 | 5 December 20205 |
| 6 December 20206 | 7 December 20207Click to view event details | 8 December 20208 | 9 December 20209 | 10 December 202010 | 11 December 202011 | 12 December 202012 |
| 13 December 202013 | 14 December 202014 | 15 December 202015 | 16 December 202016 | 17 December 202017 | 18 December 202018 | 19 December 202019 |
| 20 December 202020 | 21 December 202021 | 22 December 202022 | 23 December 202023 | 24 December 202024 | 25 December 202025 | 26 December 202026 |
| 27 December 202027 | 28 December 202028 | 29 December 202029 | 30 December 202030 | 31 December 202031 | 1 January 20211Next month | 2 January 20212Next month |
| 3 January 20213Next month | 4 January 20214Next month | 5 January 20215Next month | 6 January 20216Next month | 7 January 20217Next month | 8 January 20218Next month | 9 January 20219Next month |