Instructor ~ Claire Andres  
Instructor’s email ~ claire.andres@utsa.edu  
Office hours ~ MWF 9:00 to 10:00  
T/TH 1:00 to 3:00 (or by appointment)  

Class Times ~ MWF 12:00 -12:50  
Class Location ~ MB 1.206  
Office Location ~ MB 2.414  

Required Texts & Materials:  
2) Either a flash drive or CD’s to copy info from your class computer (you can also email work to yourself)  
3) You will be printing quite a few assignments: I would suggest putting aside about $10 for printing costs  
4) Note: Students should check Blackboard frequently for announcements and assignments  

Course Objectives:  
Students will be given the opportunity to become familiar with various forms of technical writing and the conventional norms used in these forms of writing. Particular emphasis will be placed on understanding the importance of: writing for a particular Audience and Purpose; writing in a clear and concise style; using appropriate grammar, spelling, and punctuation; and using design effectively to increase the readability and attractiveness of a document. Students will be provided the opportunity to increase their skills in these areas and others.  

Academic Honesty Policy:  
All students are expected to adhere to The University’s statement defining Scholastic Dishonesty. In the case of violations, university procedures will be strictly enforced.  

University’s statement defining Scholastic Dishonesty:  
“Scholastic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act.  

This statement is found in the Student Code of Conduct and is available on-line at http://www.utsa.edu/infoguide/appendices/b.html.  

Disability Service:  
Support services, including registration assistance and equipment, are available to students with documented disabilities through the Office of Disability Services (DSS), MS 2.03.18. Students can contact that office at 458-4157 to make arrangements. More information is available at http://www.utsa.edu/disability/students.htm  

Grades:  
Major Projects (see list below for breakdown) 60 %  
Homework & Class assignments 5 %  
Quizzes 15 %  
Final Project 20 %  
Attendance see page 2  
Participation see page 2  
Grade Calculation:  90 to 100 % = A , 80 to 89 % = B, 70 to 79 % = C, 60 to 69 % = D, below 60% = F
**Attendance Policy:**

*Unexcused absences:*
- 0 or 1 absence = 2% added to final grade
- 2 - 3 absences = no grade change
- 4 or more = 2% deducted from final grade for each absence

*Late Arrival:* Three late arrivals count as an absence

*Excused Absences:* To have an absence excused, you must turn in a completed excused absence form (available on Blackboard). If you have a planned absence, forms should be turned in the week prior to the absence; unplanned absence forms must be turned in on the day you return to class. Appropriate documentation for the reason for the absence is required. An absence is **not** excused until your instructor has approved the absence and signed the form. You are responsible for scheduling all make-up work with the instructor, completing it, and turning it in on the required dates.

*Homework Grades:* Homework and projects are due at the beginning of class on the assigned dates. No late assignments will be accepted except when a student has an excused absence or in certain cases when the instructor approves an exception. No assignments will be accepted via email, unless specifically assigned to be turned in that way.

**Participation Policy:**

Students who are disruptive, inattentive, or who clearly have not done the assigned readings may have up to 10% deducted from their final grade. Some common disruptions you will want to avoid are: using cell phones during class, using the computers during lectures, using time allotted for classwork on anything but classwork, getting up and leaving the room during lectures, being late, etc. Before any deductions are made a student will be given a warning.

**Major Projects:**

- Fact Sheet: 20% of major projects grade
- Brochure: 20% of major projects grade
- Business Letter: 15% of major projects grade
- Resume: 10% of major projects grade
- Instructions: 25% of major projects grade
- Portfolio: 10% of major projects grade

**THE FINAL IS SCHEDULED FOR** Tuesday, May 3 from 1:30 to 4:00. You are responsible for making sure that this is the scheduled time & being on time for the final.