

Dr. Becky Jo Gesteland
Class format: online (asynchronous)
Office: EH 449; 801-626-7083
Office hours: by appointment
Email: bgesteland@weber.edu = best way to reach me

Course Description & Learning Outcomes

English 4120 serves as the capstone course for the Professional & Technical Writing minor, emphasis and/or institutional certificate, thus preparing you for immediate job placement. In the seminar, you will review the techniques, strategies, and theories of technical writing and prepare a professional portfolio for job interviews. The practicum is based on an internship or cooperative work experience in the community, with industry, or with an on-campus organization and is the most time-intensive aspect of the course.

This is not a traditional course—you will be working at your internship 120 hours over the course of the semester and completing assignments online. Depending on your schedule and the internship you obtain, you may work 20 hours a week for 6 weeks, 10 hours a week for 12 weeks—whatever works for you. Along with the internship hours you will spend time posting status updates on your internship progress discussing topics of interest to technical writers, and assembling your professional portfolio.

If you choose to pursue the community-engaged learning (CEL) option and work with an approved community partner, you will work toward the following learning outcomes:

1. *Civic Knowledge*
Apply discipline-specific knowledge to civic engagement
2. *Civic Skills*
Solve and/or increase awareness of some civic problem

Thus, you will apply the knowledge and skills gained in this class to an actual organization, assisting in the creation of content management projects that serve a definite need in the community).

Academic Dishonesty (Cheating and Plagiarism)

As part of the Student Code ([PPM 6-22](#), 6.4.2), you are expected to be academically honest and ethical. Academic dishonesty includes: cheating; plagiarizing; colluding with others to be dishonest; falsifying information; giving, selling, or receiving unauthorized course or test information; using a tool or other aid not explicitly permitted by your instructor like generative AI (e.g. ChatGPT) to complete assignments or exams; or infringing on others' copyrights and intellectual property. Academic dishonesty can have serious consequences in the class and/or at WSU. Be sure, if you borrow an idea, to express it in language entirely your own and let the reader know the idea's source in a citation note.

ADA Note

If you require accommodations or services due to a disability you *must* contact [Services for Students with Disabilities \(SSD\)](#) in room 181 of the Student Services Center. SSD can also

arrange to provide course materials (including the syllabus) in alternative formats if necessary. For more information about the SSD, contact them at 801-626-6413 or ssd@weber.edu.

Assignments & Grades

All assignments are due by midnight. Specific criteria will be provided for each assignment.

Assignments	Points possible
Internship proposal (to me)	50
Internship contract (with supervisor)	50
Discussions (10 @10 points each)	100
Status updates (2 @50 points each)	100
Midterm evaluation (from supervisor)	100
Internship evaluation (from you)	100
Final evaluation (from supervisor)	100
Resume	100
Portfolio	300

At the end of the semester, I will add up the points you've received on the above assignments and convert them to a letter grade based on the following scale.

A = 94-100	B = 84-86	C = 74-76	D = 64-66
A- = 90-93	B- = 80-83	C- = 70-73	D- = 61-63
B+ = 87-89	C+ = 77-79	D+ = 67-69	E = 0-60

Class Materials

You have one required text this semester, which is available through the WSU Bookstore.

The Handbook of Technical Writing, 12th Edition. 2018. Alred, Oliu, and Brusaw, editors.
ISBN: 9781319058524

Community-Engaged Learning (CEL) Option

If you choose the community-engaged learning (CEL) option, you will work with an approved community partner on a pre-defined project. Please complete the [CCEL Training Videos](#) to help better prepare you to work with the community. The first video goes over the basics of GivePulse. Once you've completed the training videos, you may pick up a shirt from the CCEL office (SU 324).

Core Beliefs

According to PPM 6-22 IV, students should "[d]etermine, before the last day to drop courses without penalty, when course requirements conflict with a student's core beliefs. If there is

such a conflict, the student should consider dropping the class. A student who finds this solution impracticable may request a resolution from the instructor. This policy does not oblige the instructor to grant the request, except in those cases when a denial would be arbitrary and capricious or illegal. This request must be made to the instructor in writing and the student must deliver a copy of the request to the office of the department head. The student's request must articulate the burden the requirement would place on the student's beliefs."

Emergency Closure

If for any reason the university is forced to close for an extended period of time, we will conduct our class via WSU Online. Look for announcements through the class website and your Weber email account.

Technical Support

All assignments must be submitted to [Canvas](#). If you have any technical difficulties, please consult the experts. For

- Technical assistance, contact the IT Help desk 801-626-7777 or csupport@weber.edu
- Canvas-related issues, contact WSU Online Help desk 801-626-6499 or wsuonline@weber.edu

Schedule

Please note that the most recent schedule is on [Canvas](#).

Date	Details
Thu Jan 11, 2024	Discussion Topic Discussion 1: Beginnings
	Discussion Topic Introductions
Mon Jan 15, 2024	Calendar Event MLK HOLIDAY
Thu Jan 18, 2024	Discussion Topic Discussion 2: Language, Access & Power
Thu Jan 25, 2024	Discussion Topic Discussion 3: Xchanges
Sun Jan 28, 2024	Assignment Internship Proposal
Thu Feb 1, 2024	Discussion Topic Discussion 4: Internship
Sun Feb 4, 2024	Assignment Contract

Date	Details
Thu Feb 8, 2024	Discussion Topic Discussion 5: Job Preparation
Sun Feb 11, 2024	Assignment Resume
Thu Feb 15, 2024	Discussion Topic Discussion 6: Resume Revisions
Mon Feb 19, 2024	Calendar Event PRESIDENTS' DAY
Thu Feb 22, 2024	Discussion Topic Discussion 7: Internship Update #1
Sun Feb 25, 2024	Assignment Status Update #1
Thu Feb 29, 2024	Assignment Midterm Evaluation
Mon Mar 4, 2024	Calendar Event SPRING BREAK
Tue Mar 5, 2024	Calendar Event SPRING BREAK
Wed Mar 6, 2024	Calendar Event SPRING BREAK
Thu Mar 7, 2024	Calendar Event SPRING BREAK
Fri Mar 8, 2024	Calendar Event SPRING BREAK
Thu Mar 14, 2024	Discussion Topic Discussion 8: Perceptions of Technical Writing
Thu Mar 21, 2024	Discussion Topic Discussion 9: Internship Update #2
Sun Mar 24, 2024	Assignment Status Update #2
Thu Mar 28, 2024	Discussion Topic Discussion 10: Reflection
Sun Apr 7, 2024	Assignment Internship Evaluation

Date**Details**

Sun Apr 14, 2024 Assignment [Portfolio](#)

Sun Apr 21, 2024 Assignment [Final Evaluation](#)
