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ENGL 3410
Technology for Editors and Writers
Instructor's name: Dr. Laura Miller
Office Location: TLC 2238
Office hours: MW 11:00-12:00, 2:00-3:30; Virtual hours F 10-12:30, and by appointment
Phone: 678-839-4891 (land line in office)
lmiller@westga.edu
I will check and respond to email M-F within 48 hours.
I will respond to email that comes in over the weekend by Monday afternoon.
NOTE: Materials for this class contain adult language and discuss adult situations.

Texts
This course is delivered entirely online on Courseden, using online tutorials. There are no course texts required. You will need an internet-enabled computer with a good wifi or ethernet connection. **This course cannot be taken on your phone**.

Course description
This course is designed to help you start to become proficient in the technologies useful in classrooms and in the work world that editors and writers will encounter. Some of these technologies include MS Word, PowerPoint, and Excel; Adobe Reader and InDesign, and Google functionalities. At the end of the course you should have a working knowledge of these technologies to pass the course.

Five reasons to Love this Class
1) You never knew what you don't know about Word—well, and every other tech thing you thought you knew (this happened to me in prepping this course); 2) Respect the spreadsheet; 3) This will be heckin useful when you apply for jobs; 4) The exam is actually FUN; 5) Frequent memes and GIFs from your prof.

Assignments
You will have several tests for credit, a midterm, and a final. The tests follow each unit, which is centered around one kind or one group of technologies. These technologies are explained and demonstrated in a series of often VERY short tutorials by people with sometimes VERY annoying voices. I'm sorry about that.

To access the tutorials, log on to Courseden and choose a module, then click on a video. You may be asked to log in again: simply use your UWG login and password, the same as you used to get into Courseden.

Before you begin each unit, you will be asked to take one or more pretests. It's best that you don't do well on this test, since it is there as a starting point, to gauge how much you've learned. The pretest is timed so that it will be difficult use internet searches to find the information on the test. *Pretests are not*

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part of your grade for this class but are gateways to your access to the tutorials and post-tests, which are part of your grade. So you have to take them, but not doing well is just fine, expected, even helpful.

After progressing through the videos, when you're ready, take the **post-test(s),** also timed to prevent you from hunting up answers. [The tests address **learning outcomes 4 and 5**.]

You will not be able to take the post-test without progressing through the pretest and videos. You can watch each video as often as you like until you feel sure you understand what it's demonstrating.

Your midterm and final will test your ability to do real-time tasks using the technologies you've learned.

The midterm will cover the first half of the course; the final will cover the second half, though you may want to use skills you learned in the first half of the course as well.

Your midterm will ask you to practice the skills you learned by asking you to do a large number of very specific tasks. Your final will ask you to be creative with the skills you learned, in the context of a self-awareness of your choices. [The midterm and final address **learning outcomes 1-6.]**

There are no other grades for this course, but I would be happy to hear how it's going, as it's going, and am particularly keen to get feedback on what's working and what's not. I'll open a discussion board to that effect, but feel free to email me if you need to talk about what you're doing. You are not required to participate in the discussion or interact with other class members, but I could see some really great pizza nights working together. Also, I have already seen multiple chances for excellent satire. If you make satiric videos, I'd love to see them.

What I hope is that you will find this useful: I was sort of shocked at how much I learned while prepping this course, and I hope that's your experience, too. I also hope this proves useful in your work as students and as graduates of the university, and want to hear if it does, or what will work better instead as you encounter technology you need to use.

Tech Help
As always, email if something's going wrong that isn't Courseden or IT-related. Those have to be reported to Courseden and IT. IT help for students is at https://www.westga.edu/its/ and through a pull-down AND a button on the Courseden homepage. Courseden help is here: https://uwgonline.westga.edu/students.php (there's also a pull-down and button on the Courseden homepage). Bonus: CourseDen and IT tend to get you a more immediate response than your professor, who might be teaching another class, in a committee meeting, etc.

Please note that this course cannot be taken on your phone. You will need a computer, preferably with good wifi or ether connectivity. You may be required to take your computer to ITS or to upload programs on which you'll be tested. These should be of no charge to you, but will require your active intervention

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to acquire if you don't already have them. Not having the appropriate programs will never be an excuse for not completing a task.

If you choose to use the library or lab to take this course, please be sure to bring earphones; the tutorials are voiced.

Course Learning Outcomes

Departmental
Students will

1. Understand and assess the traditions, conventions, and contexts associated with the study of the English language and its literatures.
2. Apply critical thinking skills to the analysis, synthesis, and evaluation of information and ideas from diverse oral, written, and/or visual sources.
3. Conduct research, develop organizational strategies, and compose professional documents using the academic conventions of English Studies as a discipline.

Course
Students will

4. Understand and apply appropriate technologies in assessing writing;
5. think critically about the operation of technologies on diverse written and/or visual sources; and research, develop organization strategies, and edit and write professional documents using discipline-appropriate technologies.

Grades:

Sometimes there is extra credit in this course (surveys you can take periodically). I use a standard, 10-point grading scale. I do not curve grades or drop low scores.

Pre-Quizzes:	0%
Post-Quizzes:	50%
Midterm:	25%
Final:	25%

Drop period ENDS Jan 9
Add period ENDS Jan 10
Withdrawal deadline to receive a grade of W 2/27

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Schedule of Events

Doing a unit a week will help you finish on time. Note that the midterm and final each usually take about three hours to finish; a module usually takes about twice that.

1	Unit 1: Microsoft Word
2	Unit 2: Microsoft Excel
3	Unit 3: Microsoft PowerPoint
4	Unit 4: Google Docs and Drive
5	Unit 5: Searching the Web and Electronic Databases
MIDTERM	Your midterm will be due Feb 17 at 11:59 PM
6	Unit 6: Adobe Reader and InDesign
7	Unit 7: SEO and SNS (Facebook, Instagram, Tumblr, Snapchat, Twitter, LinkedIn, etc.)
8	Unit 8: Google Scholar, WordPress, Blogger, Wix
9	Unit 9: MailChimp, SurveyMonkey, Doodle, Qualtrics (https://westga.co1.qualtrics.com/ControlPanel/?)
10	Unit 10: Canva, Piktochart, Venngage
FINAL	Your final exam will be due Apr 29 at 11:59 PM

Course Policies and Structure

This course is almost entirely self-propelled. You will need to be self-motivated enough to check in regularly, work your way through the tests, take the midterm and final on time, and contact me when you have any difficulties at all.

If you are not particularly good at time management, are doing a million things this semester, or are otherwise not going to be able to check in and do the work regularly, you might consider doing this course at another time. It's offered pretty much every semester, so it's okay to try again later.

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University Policies and Procedures

Support Contact Information
- 24/7/365 D2L Help Center: [Call 1-855-772-0423]: https://d2lhelp.view.usg.edu/
- Accessibility Services [Call: 678-839-6428]
- Center for Academic Success [Call: 678-839-6280]: http://www.westga.edu/cas/
- Center for Disability Services: https://www.westga.edu/student-services/counseling/accessibility-services.php
- Common Language: https://www.westga.edu/administration/vpaa/common-language-course-syllabi.php
- Counseling: counseling@westga.edu
- CourseDen D2L Home Page: https://westga.view.usg.edu/
- D2L UWG Online Help (8 AM – 5 PM) [Call: 678-839-6248 or 1-855-933-8946 or email: online@westga.edu]: http://uwgonline.westga.edu/students.php
- Distance Learning Library Services: https://www.westga.edu/library/resource-sharing.php
- Ingram Library Services: http://www.westga.edu/library/
- Proctored Exams: http://uwgonline.westga.edu/exams.php#student
- Student Services: http://uwgonline.westga.edu/online-student-guide.php
- University Bookstore: http://www.bookstore.westga.edu/
- UWG Cares: http://www.westga.edu/UWGCares/
- UWG Statements of Accessibility: https://docs.google.com/document/d/16Ri1XgaXiGx28ooO-zRvYPraV3Aq3F5ZNJYbVDGVnEA/edit?ts=57b4c82d#heading=h.yrqefffvts1f

Rubrics
Online Discussion Rubric
Other Rubrics
UWG Rubrics

Americans with Disabilities Act Statement
If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the Center for Disability. UWG also provides Accessibility Statements for Technology that you may be required to use for this course.

For more information on the Americans with Disabilities Act, UWG Email, Credit Hour, and UWG Honor Code policies as well as information on Academic Tutoring, Student Services, and Technical Requirements, Privacy Policy, and Accessibility Statements, please see the Common Language for Syllabus document.

UWG email policy
University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The

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purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Required common language for all syllabi

Link to information on HB280

Documentation & Plagiarism

The Department of English and Philosophy statement on plagiarism is as follows: "The Department of English and Philosophy defines plagiarism as taking personal credit for the words and ideas of others as they are presented in electronic, print, and verbal sources. The Department expects that students will accurately credit sources in all assignments. An equally dishonest practice is fabricating sources or facts; it is another form of misrepresenting the truth. Plagiarism is grounds for failing the course." For this course in particular, all out of class writing which references other material must have MLA style in-text citations and a complete, correct Works Cited page formatted to current MLA style conventions. I reserve the right to ask you to present the materials from which you cite, and to refuse to read and grade essays for which you cannot produce these materials. Should any student violate the provision of the University of West Georgia's policy on academic integrity as the Student Handbook describes it (you can get this information at http://www.westga.edu/handbook/ or http://www.westga.edu ~engdept/Plagiarism/index.html as well), I will fail the plagiarized work and may give that student whatever grade for the course I deem appropriate, including an "F," without consideration for the student's other work in the course. Any academic dishonesty will be treated in accordance with the policy laid out in the Student Handbook: it is your responsibility to understand and avoid violating these policies.

Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing. The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG. Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the Student Handbook.

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Accessibility Services
Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact Accessibility Services.

Center for Academic Success
The Center for Academic Success provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu

University Writing Center
The University Writing Center assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu

- Link to D2L/tech accessibility at UWG here:
  http://uwgonline.westga.edu/student_accessibility.php
- Link to UWG's accessibility services office: http://www.westga.edu/accessibility
- The Americans for Disabilities Act requires that all programs at the university be accessible. UWG has an accessibility office: the coordinators are available to work out with both professors and students a fair and feasible way to accommodate students. Information on accessibility may be found here: http://www.westga.edu/accessibility. Any student sanctioned by the office can make that report available to the professor. An accommodation report is binding because it is based on documentation, which meets legal standards according to ADA Section 504 and Board of Regents criteria.