ENGLISH 3410: TECHNOLOGY FOR WRITERS/EDITORS
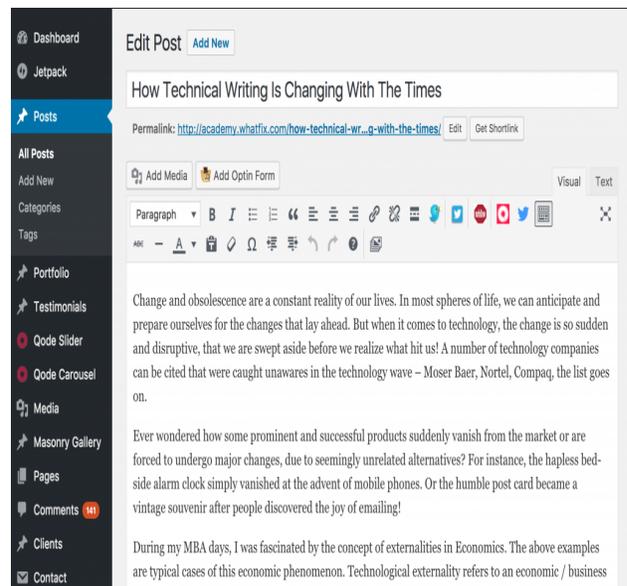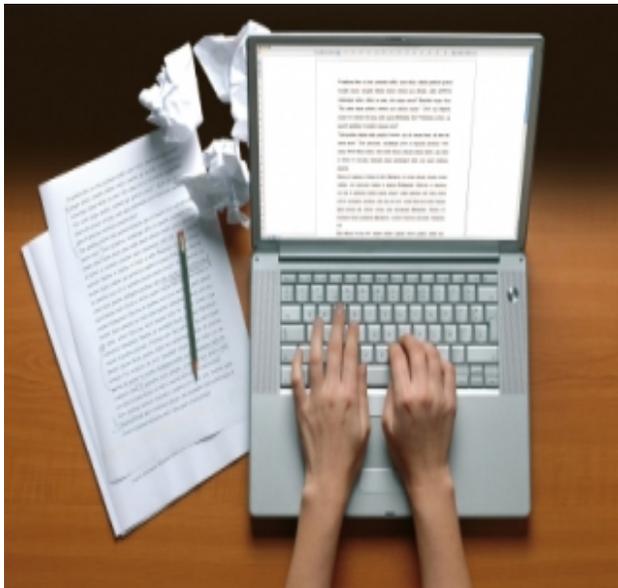
Fall 2019 * Online Class
Dr. Leah Haught
Office: TLC 2226
Office Hours: T: 3-5; Th: 3-5; or online/in person by appointment
Office Phone: 678-839-2242
Email: lhaught@westga.edu

Course Description
This course is designed to help you start to become proficient in the technologies that writers and editors will find useful, both in the classroom and in the work world. Some of these technologies include MS Word, Publisher, and Excel; Adobe Reader and InDesign; PowerPoint, and various Google functionalities. At the end of the course you should have operational knowledge of each covered technology, which should prove useful to your work as students and as professionals.

Please note, materials for this class contain adult language and discuss adult situations.

Required Texts and Instructional Resources
This course is delivered entirely online on CourseDen, using online tutorials. There are no course texts required. *This course cannot be taken on your phone.*

You will need a computer, preferably with good wifi or ethernet connectivity. You may be required to take your computer to ITS or to upload remotely certain programs on which you'll be tested. These should be of no charge to you, but will require your active intervention to acquire if you do not already have them. Not having the appropriate programs will never be an excuse for not completing a task. *Chrome is the best browser for being able to "see" everything correctly*.

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

You will progress through a series of tutorials designed to familiarize you with technologies appropriate to the classroom and the work world. You may proceed at your own pace, though you must have finished the first half of the modules by midterm (they will close at that point). You will be tested before you take a unit and when you complete a unit, so it's clear you understand and can use the functionalities of the applications and programs. You may also be asked to prove you can choose the correct applications and functions for tasks you are assigned.

Course Objectives and Learning Outcomes
Students will be able to:
- Understand and apply appropriate technologies in assessing writing;
- Think critically about the operation of technologies on diverse written and/or visual sources;
- Research, develop organization strategies, and edit and write professional documents using discipline-appropriate technologies.

Assignments and Course Structure
You will have about a dozen unit-specific tests for credit, a midterm, and a final. ***You need to complete the syllabus quiz before any of the other course content will become visible to you***.

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 am 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. If you the module you are working on gives you a choice between tutorials for a PC or for a Mac, you only need to complete the set that is related to the type of machine you are using.

Before you begin each unit, you will be asked to take one or more pretests. It is best that you do not do well on this test, since it is there as a starting point, to gauge how much you learn from each module. The pretest is timed so that it will be difficult use internet searches to find the information on the test. ***Pretests are not 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 a just fine, expected, even helpful. Put another way, you will not be able to see access the other materials in a give module until you take its pretest.

After progressing through the videos, when you are ready, take the post-test(s), which is also timed to prevent you from hunting up answers. 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 is demonstrating. ***Post-tests are worth 50% of your overall grade***.

Your midterm and final will test your ability to do real-time tasks using the technologies you have learned. The Midterm will cover the first five units; the Final will cover the second five. ***Each test is worth 25% of your overall grade***.

There are no other grades for this course, but I would be happy to hear how it is going, as it is going, and am particularly keen to get feedback on what is working and what is not. I will open a discussion board to that effect, but feel free to email me if you need to talk about what you are doing.

Grading and Revision Policies

Grades are based on student performance on each assignment. Simply turning in every assignment does not guarantee that you will receive the grade you want on those assignments, nor does earning a "good" grade on one assignment guarantee that you will earn a similar grade on the next assignment.

This class uses a standard, 10-point grading scale. I do not curve grades or drop lowest scores, nor do I offer extra credit. Post-tests are automatically graded as soon as you take them, and any answers you got wrong should be displayed for you then as well. You will have separate, detailed prompts for both your midterm and your final exam.

Schedule of Homework and Assignments

This schedule is subject to change with notice. Units are self-paced with fixed end-dates for the midterm and final only. Each unit ends with a unit test. Your access to the first five units will become void once you have completed the midterm.

When?	What?
Unit 1	Microsoft Word ***Post your self-introduction to the Introduction Discussion thread by 8/19/19 by 11:30 Take Syllabus Quiz by 8/30/19 at 11:30 PM at the latest***
Unit 2	Microsoft Publisher ***Please note that Office for Macs does not include Publisher. You still need to complete this unit because knowing the basics of what it might offer is important, and you can do so on any computer. If you want to play around in the program or use it for any of your exams, you'll need to use a campus PC if you are a Mac user.***
Unit 3	Microsoft Excel and PowerPoint
Unit 4	Microsoft Outlook, MailChimp, other mail functionalities
Unit 5	Google Drive and Docs ***Take Midterm by 10/4/19 at 11:30 PM***
Unit 6	Google Blogger, Gmail, and Scholar
Unit 7	Searching the Web and Electronic Databases

Unit 8	Adobe Reader and InDesign
Unit 9	SEOs and SNS (Facebook, Instagram, Tumblr, Snapchat, Twitter, LinkedIn, etc.)
Unit 10	Meeting Applications, Chat functions, Submittable
	Take Final by 12/6/19 by 11:30 PM

Course Policies and Expectations of Students

Deadlines and Submitting Assignments

Your Midterm and Final are due on the days and times indicated by the schedule above. You will submit your work electronically via CourseDen (or email if there happens to be server trouble). Your grade will drop by two grade scales (four points) for every day that it is late, including weekends, and I will not accept work that is over a week late. If you are having trouble with an assignment, come and talk to me *well ahead* of that assignment's due date; I do not grant last minute extensions for assignments nor can I be of much help the night before an assignment is due.

It is your responsibility to regularly back up your work and to ensure that the submitted product is formatted correctly. "My computer ate my file" and "I thought I submitted that file" are not accepted excuses for late work, so I strongly suggest you save your work to a USB drive regularly, back your work up on Google Drive or Dropbox, and double check that *all* of your submissions to CourseDen go through as planned. If you have questions or concerns about CourseDen, you should contact the Distance Learning office at http://uwgonline.westga.edu/ or https://www.westga.edu/uwgonline/online-student-guide.php; for ITS help, including downloading assistance, contact https://www.westga.edu/its/sits/index.php.

Academic Honesty

The act of plagiarism—claiming someone else's ideas, language, images, or other original materials as your own without giving full credit to your source—is a serious offense. As members of an academic community, it is important that we engage in responsible and honest communication with one another. Plagiarism, whether accidental or intentional, will result in a failing grade for the assignment in question and will, as a result, negatively impact your overall grade. Repeat offenders will fail the course and might be subjected to additional action by the University.

Submitting someone else's work as your own, resubmitting your own work done for another class, or collaborating with peers on individual assignments are also forms of academic dishonesty that will result in failing grades for the assignment.

"Classroom" Etiquette

You are not required to interact with other class members digitally or in person, outside of your "introduction post." If you do opt to participate in any of the course discussion boards, please make sure you do so respectfully. You are welcome to work through modules together, while eating pizza,

for example, but doing so is not required. If you do opt to work together, you are still expected to take the pre- and post-tests on your own.

Additional Support
I am happy to meet with you outside of class to discuss certain videos/programs, your progress on specific assignments, or any other questions/concerns you might have about what is going on in my class or your life in general. I will be in my office during the office hours listed at the top of this syllabus. On the occasion that I need to reschedule office hours, you will be given as much advanced notice about these changes as possible. If you are unable to come to office hours, let me know and we will figure out another time to meet that is convenient for us both. I am also happy to answer specific questions over email and will do so as quickly as I can. That said, please don't panic if you don't hear from me right away, especially if you send your email at, say, midnight. If, however, I haven't responded in 36 hours, feel free to send a follow up email.

The University Writing Center is another excellent resource that I encourage you to take advantage of as all writing benefits from multiple sets of eyes; indeed, professional writers workshop their pieces all of the time. You may go to the Writing Center at any stage in your writing process for any class. For more information or to make an appointment, call 678-839-6513, visit TLC 1201, or email them at writing@westga.edu. The Center for Academic Success (CAS) provides many programs, including peer tutoring for Core classes, to help all students succeed academically. For more information or to make an appointment, call 678-839-6280, visit UCC 200, or email them at cas@westga.edu.

University Policies
Student Rights/Responsibilities
Please carefully review the following Common Language for all university course syllabi at http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf. It contains important material pertaining to university policies and responsibilities. Because these statements are updated as federal, state, university and accreditation standards change, you should review the information each semester.

Accessibility Services
UWG adheres to the American with Disabilities Act (ADA), which requires that accommodations be made to make programs accessible for people with disabilities. If you are a student with a disability, please make sure to register at the Accessibility Services Office and provide me with a copy of your Accommodation Request as soon as possible. The Accessibility Services Office is located at 123 Row Hall. You may call them at 678-839-6428 or visit their website at http://www.westga.edu/counseling/4486.php.

UWG Cares
College can sometimes feel stressful. Please know that everyone at UWG is committed to supporting you to the best of our abilities; we've been in your shoes. If at any point during the semester you or someone you know starts to feel overwhelmed, I'd encourage you to call the Counseling Center (it's free and anything you discuss can remain confidential) at 678-839-6428 or visit them in Row Hall

123 from 8-5, Mon-Fri. If you need to contact a patient's advocate, call 678-839-0641 or 678-839-5338 (also confidential). For basic heath concerns, call Health Services at 678-839-6452.

If you need me to help you find a particular support service or walk with you to an office, I am happy to do that; you need to know, however, that ***I am legally obligated to report any incident of sexual assault*** as a violation of Title IX (please see the following site for more information about Title IX and your reporting options: https://www.westga.edu/hr/title-nine.php).

If you are worried about someone who does not seem to want to ask for help, visit http://www.westga.edu/uwgcares/ to file an anonymous report on that person. In case of emergency, call the UWG police at 678-839-6000. Don't be afraid to call national help lines, like the national suicide prevention lifeline at 800-273-8255 or the national sexual assault hotline at 800-656-4673 if need be, either.