**English 238: Technical/Professional Writing**

**Dr. Carla Kungl**

Email: [ctkung@ship.edu](mailto:ctkung@ship.edu)

Office: DHC 007 (717-477-1716); DHC 216 (717-477-1150)

Student Support Office Hours: MW 9 – 12 in DHC 216 and by appointment in DHC 007

**ADDITIONAL UNIVERSITY AND COURSE POLICIES**

***COVID Risk Mitigation:*** Students must wear a face mask at all times in class and in the campus classroom buildings. More information about individual’s responsibility to protect the health and well-being of the entire campus community can be found on SU’s website.

COURSE POLICIES: More Things to Know

*Attendance and Tardiness:*  This is college, and the policy is pretty simple: attendance in this class is expected. To be able to learn, you need to be in our classroom environment and be in conversation with your peers and me. In other words, if you don’t come to class, your work will suffer. Missing class when collaborative assignments are due is particularly egregious. If you need to miss class, I don’t necessarily need an excuse, but I would like a head’s up so I know that you won’t be with us but that you’re still ok. **I will take attendance each class period**. See website for specifics on how many days you can miss (3) before your grade starts to go down.

Regardless of the reason, if you miss a class **you are responsible** for obtaining handouts, assignments, etc; for finding out about any changes in the syllabus (check our website); and for arriving prepared for the next class. Any assignments should still be turned in on time or will be marked as late. Contact a classmate or me to get caught up (just remember, I’ve already taught the class—you missed it—so while I am totally happy to have you come meet me to go over what you missed and provide you with any handouts, temper your expectations as to what to expect from me). Again, be responsible.

*SPRING 2022 caveat:* If you are ill, please do not come to class. Your health and well-being are important to me, and not coming to class is also the best way to protect others around you. If I get notification on your need to quarantine, such absences obviously don’t count against you. But your attendance except for this period of time should be exceptional, so you can keep up overall.

If you are out for quarantine, you need to email me immediately. I will work with you to make sure you don’t fall behind. I won’t record class sessions that you can watch later, since I don’t usually lecture and it is hard to capture a broad-based class discussion. But I will let you know if the schedule has changed and where to find handouts and homework if not specified on the schedule; you should also email me with questions---in fact, I’ll expect it. If you like, we can meet over Zoom during office hours. Otherwise, you should be able to follow along and turn in work. That said, it can be extraordinarily hard to stay caught up if you are ill or in quarantine, and I have a very broad policy concerning make-up work that is due during the time you are out. We’ll make it work.

*Late work:* You have a “time bank” for major assignments: you can either hand in one assignment 2 days late or two assignments 1 one day late. Just let me know when you want to time-bank an assignment. Otherwise, they should be uploaded to D2L or handed in within the posted time frame. In-class work is designed to measure concepts we discuss, well, in class, so it doesn’t make a lot of sense for me to collect these late. I usually coordinate these with attendance—if you are in class, you get the points.

*Participation:* See our website for specific instances of participation and what I’ll be looking for this semester. Your active participation is needed to establish and maintain a positive classroom climate for the success of all students in this course, and I expect positive classroom behaviors that are reflective of the University’s core values of respect, responsibility, and integrity.

What are some positive classroom behaviors?

* Attending class regularly
* Arriving to class on time
* Completing readings or other assignments on time so you can thoughtfully and actively participate during class time
* Productively engaging with classmates about class material
* Respectfully interacting with professor and your classmates
* Following all university and classroom expectations, including behaviors outlined in the [student code of conduct](http://www.ship.edu/dean_of_students/student_conduct/student_code/)

And some disruptive behaviors:

* Sleeping
* Using a phone to text or chat
* Making disrespectful, abusive, or intimidating comments
* Interrupting the professor or your classmates
* Holding personal conversations with classmates during formal class discussions
* Non-compliance with university expectations, [COVID-19 policy](https://www.ship.edu/globalassets/administration-finance/covid_19_recovery_and_risk_mitigation_enforcement_policy.pdf), expectations outlined in the syllabus, [student code of conduct](http://www.ship.edu/dean_of_students/student_conduct/student_code/), and/or expectations verbally covered in class

*Communication:* Maintaining communication with your professors is crucial to your success in college. We have office hours for the express purpose of meeting with students, and I encourage you to take advantage whenever you can of my office hours: to discuss a concept, to go over your work, to discuss the course in general. If you cannot see me personally, feel free to call my office (leave a message if I am not there) or to [email me](mailto:ctkung@ship.edu). A few notes on email:

* Be sure to put your name in the email or sign your name, and at the beginning of the semester especially, it’s helpful if you remind me what class you are in of mine. Professors on this campus can have up to 120 students per semester and it can take a few weeks to learn everyone’s name!
* Be aware that I may or may not get your email right away, especially if you email me in the evenings or over the weekend, and you should not expect immediate responses. However, I strive to respond to emails in a timely manner, typically within 24-48 hours.
* Along the same lines, take care when emailing me—this is a professional writing class! Pay attention to grammar, spelling, tone, and punctuation. Treat email communication as another way to practice solid technical writing.

*Plagiarism*: Plagiarism is the submission of work done by another with the intent that it be evaluated as one's own. Plagiarism is against university policy and is a very serious transgression. Any ideas found in books, articles, and the internet must be given written credit. Using material from websites is a particularly thorny issue; however, just like an article in a book, material on a website is usually copyrighted and cannot be used without giving the creator credit on your site.

Conducting research online can be very rewarding, because so many resources are available at such little effort. But the temptation to copy and paste directly from a source without quoting, paraphrasing, or summarizing properly can be a problem. If I ever have a question about the originality of your work, it will be your responsibility to provide full text of your sources and an explanation of your documentation. It is not my job to "catch" you plagiarizing; that's a waste of everyone's time.

It's also tempting to just take a sample of work I’ve posted and insert your own words into it, but this is also academic dishonesty (a line made even more slippery because of the array of professional templates out there). But there is a difference: a sample I post is the property of that student, and things like graphics, design, layout--at least in websites--are copyright protected. All this is to say: your work, even in design, needs to be your own. Templates on MSWord or other programs are designed to be shared; you’re OK swapping your work in for the Latin gibberish. But I’ll still always be grading for good document design, and these templates don’t necessarily provide that.

That said, I take plagiarism very seriously, and if I find that you have deliberately and knowingly plagiarized a paper, either by using someone’s work or by allowing someone to use yours, I will give you an “F” in the course and take the appropriate action at the university level. SU’s policy is detailed in the [catalogue.](https://www.ship.edu/life/dean-students/student-conduct/academic_policies/)

*Expected Use of Technology:* Your assignments need to be typed. Microsoft Word can be [downloaded for free](https://www.ship.edu/about/offices/technology/software/students/) onto your personal computer, and you can easily download a google doc into Microsoft Word format to hand in. If you have a different word processing program, please save your papers in either rich text format (.rtf) or as a pdf. We’ll also be using D2L regularly; copies of assignments can be found here as well as other related course content and the gradebook, and you’ll also hand in homework and assignments through the Assignments Folders on D2L. Our book has an attendant online component but this is NOT needed for this class.

We will use computers A LOT in this class, and I expect that you’ll limit their use, especially if you have your own laptop, to our class assignments and materials**. You do not need a laptop of your own**. We will share in class, use the computer lab, or use the school’s laptops. While I will never expect you to have your own computer, you are welcome to bring one to class. Troubleshooting services for your computer are located in the Ezra Lehman Library and via the SU Helpdesk at [suhelpdesk@ship.edu](mailto:suhelpdesk@ship.edu). Information relating to SU Technology can be found at: [technology](https://www.ship.edu/technology/) and [student help desk](https://www.ship.edu/technology/student/student_help_desk/).

UNIVERSITY POLICIES: what else should I know?

# *Title IX (mandatory syllabus statement):* Shippensburg University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to comply with the requirements of Title IX of the Education Amendments of 1972 and the University’s commitment to offering supportive measures in accordance with the 2020 regulations issued under Title IX, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator at [title9@ship.edu](mailto:title9@ship.edu) or by calling 717.477.1161.

The **only exceptions**to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during: 1. a classroom discussion; 2. in a writing assignment for a class; 3. or as part of a University-approved research project. Faculty members are **obligated**to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy found at [Equity, Inclusion and Compliance](https://www.ship.edu/globalassets/administration-finance/policies/101-003-protection-of-minors-policy.pdf). Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at the following [Equity, Inclusion and Compliance.](https://www.ship.edu/EIC/confidential_resources/)

*Student Support/Conferences/Help*: Please do not hesitate to see me during student support office hours or to set up a conference. You are also strongly encouraged to seek help from the tutors in the Elnetta G. Jones University Center for Student Success and Exploratory Studies, located in Mowery Hall. The Center delivers specialized, high-impact academic and student enrichment services that empower students to successfully attain their educational goals. The College of Arts & Sciences Advising Center (DHC 216) is also a good place to go when you don’t know where to go; we’ll help you find what you are looking for. Email casa@ship.edu.

Please click on the Student Support Services Tab on d2l and get to know all the ways SU staff and professors are available to you**. Remember that you are still “learning” college—it does not come naturally—and that seeking answers to your questions is a positive action.**

Finally,Shippensburg has ways to help you with “out of class” issues as well: securing textbooks, needing emergency funds, or overcoming food insecurity. I am committed to helping to take care of basic needs so that you can concentrate on your studies. Some helpful links include:

shipresources.org ; ship.edu/life/student-retention; ship.edu/life/resources/womens-center

*Accessibility Resources:*Shippensburg University is committed to providing equal opportunity for participation in all programs, services and activities. The University welcomes all students with disabilities into all of its educational programs and strives to make all learning experiences as accessible as possible.  If you feel you need an accommodation based on the impact of a disability, contact the Office of Accessibility Resources (OAR; Mowery Hall 252; [oar@ship.edu](mailto:oar@ship.edu); 717-477-1364).

*Snow Days:*If school is canceled because it is unsafe to travel to campus, we will in most cases stick to the syllabus, moving some work online. Check your email to be prepared for the next class.