Professional and Technical Writing

ENGH 388-003 Fall 2022 | 3 Credit Hours
Online | M/W: 12:00 -1:15 PM

Instructor: John Walter
Office: Online via Zoom
Office Hours: Mondays: 2:30-3:30 PM | Wednesdays 9:15-10:15 AM & by appointment
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Course Overview

Course Description

This course gives you the opportunity to gain the tools you'll need to leverage communication effectively for a variety of professional situations and audiences. Emphasizing a rhetorical approach, this class will focus on providing you with a wide range of analytical skills to understand how to best operate in future professional and workplace environments where communication is necessary.

In this class, you will also learn by doing. By the end of the class, you will have practiced communicating a variety of concepts in some of the most important and common technical genres, including proposals, web documentation, executive summaries, and presentations. Most importantly, you will able to leverage the skills gained in this class in any number of the specialized communications situations you may find yourself in during your career.

Prerequisites

ENGH 302 is recommended.

Method of Instruction

Our synchronous online course session will be held using the Zoom platform. For information on downloading and using Zoom, see the section on Zoom below.

Each class will include some time devoted to one or more of the following four activities:

- Discussion of readings
- In-class presentations
- Mini-lectures
- In-class writing actives (individual or group)
- Project work

Accessing Our Course Sites

Our course will use Blackboard to host course materials and Zoom for our synchronous classes and office hours.

Blackboard

We're using Blackboard to host course materials and submit the majority of our work.

Accessing Blackboard

All users access Blackboard through the myMason portal. To access Blackboard, log in to mymason.gmu.edu using your GMU NetID and Patriot Pass Password and select the Courses tab.

Blackboard Help

For help on using Blackboard, please see the GMU ITS Knowledge Base Category: Blackboard for Students: its.gmu.edu/article-categories/teaching-learning/blackboard/tl-s/

Zoom

We're using Zoom for class and for office hours.

Accessing Zoom (If needed)

Zoom is a cloud-based web conferencing tool for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems, and is available via web browser, desktop application, and mobile app.

If You Are New to Zoom

Go to gmu.zoom.us/signin and log in using your NetID and Patriot Pass Password to join the Mason institutional license.

If You Have Used Zoom Before

Go to zoom.us/profile and log in. Select Sign Me Out From All Devices located at the bottom of your profile page. Log out of the web session.

Then go to gmu.zoom.us/signin and log in using your NetID and Patriot Pass Password to join the Mason institutional license.

Zoom Help

For general help on how to use Zoom, please go to support.zoom.us/hc/en-us.

For help with your GMU Zoom account, including how to log in and download Zoom apps that integrate with GMU's Outlook calendar, please go to its.gmu.edu/service/zoom/.

Goals and Learning Outcomes

Course Goals

This class will give you the opportunity to develop the following skills that will optimize your communicative capacities in the workplace:

Objective 1

Rhetorics of Professional and Technical Writing. Learn the rhetorical skills necessary for producing effective communication in the workplace, including analysis of audiences, genres, and situations typical to professional and technical writing.

Objective 2

Genres of Professional and Technical Writing. Produce technical and professional communication that demonstrates an awareness of audience, anticipated genre expectations, and professional prose through both individual and collaborative writing experiences.

Objective3

Practices of Professional and Technical Writing. Apply the key competencies of professional and technical communication by building practices such as research, collaborative writing, workshop and peer review, and revision and editing.

Texts and Materials

Required Materials

The required texts and materials for this course are.

Subscription

- *Eli Review*, https://elireview.com/. $12.50 for three months. (Please wait until I provide additional instructions).

Texts

- Readings made available via our course Blackboard and online as listed in the Weekly Schedules.

Required Software

To succeed in this course, you should have access to the following software both in and out of class:

- **Microsoft Office compatible software**. As a GMU student, you have free access to Microsoft Office 365 ProPlus products: masonlive2.gmu.edu/MicrosoftStudentAdvantage/.
  - o Note: Many word processing and presentation programs, including Open Office, Apple's Pages and Keynote, and Google Docs can open and saving as Microsoft Office documents. What software you use is up to you if you can read and save files as .doc/.docx and .ppt/.pptx.
- **PDF annotation software.** You can find a list of free PDF annotation programs for both Windows and MacOS at pdf.iskysoft.com/edit-pdf/free-pdf-markup-tool.html.
- **Class for Zoom** (accessed via computer app or mobile device): https://www.class.com/install-guides/.)
- **Zoom** (accessed via computer app, mobile device, or web browser): its.gmu.edu/service/zoom/
- **Web browser**.
- An active **Mason email account** that you check regularly. Per university policy, I will only send or respond to emails sent via your Mason email account.

Assignment Descriptions

We have assignments and activities for the course. Some are required, and some are optional.

Required Assignments

The following assignments are required to be eligible to be eligible to use the B-level Specifications Grade Sheet (i.e., be eligible for a B-level grade).

- **Course Progress Reports.** You will submit two 150-250-word Course Progress Reports roughly 1/3 and 2/3 of the way through the course. In these reports, you will discuss your progress to date, and include an updated Specifications Grade Worksheet.
- **Course Reflection Memo.** At the end of the semester, you'll write a 500-750-word memo in which you reflect upon course and the work you have done this term. With the memo, you will submit both a completed Specifications Grading Worksheet and the Specifications Grade Sheet indicating your final grade.
- **Ethics in Your Profession Memo.** For this assignment you will analyze and compare the code of ethics for two professional organizations and compose a 750-word memo report describing your findings.
- **Genre Memo Report.** In this assignment, you will write a brief memo report in which you analyze and report on the conventions of a specific genre.
- **Recommendation Report.** For this assignment, you will develop criteria by which to analyze and evaluate your major program here at GMU, and then prepare a recommendation report for your department in which you offer recommendations for building upon the program's strengths and addressing its weaknesses.
- **Technical Definition Project.** For this assignment, you will research a disciplinary specialty within your major or chosen profession and write a 250-500-word technical definition for that specialty.

Activities

These activities are low-stakes assignments designed to help support our projects and practice class concepts. The number of each kind of activity you need to complete will depend upon the grade you're seeking for the course.

- **In-class Activities.** In-class activities are informal in-class assignments designed to engage with and practice course content in a variety of ways. Activities will often, but will not always, be collaborative. Some of these in-class activities will lead into Worksheet assignments. The number of in-class activities you need to complete will depend upon the grade you are aiming for in the course. Please see the Grade Specification Sheets for more information.
- **Worksheets.** Rather than busywork, worksheet assignments ask you to apply course concepts or to submit sections from current projects to help you keep on task. Many of these assignments will begin as in-class activities. The number of worksheet assignments you need to complete will depend upon the grade you are aiming for in the course. Please see the Grade Specification Sheets for more information.

Optional Assignments

These optional assignments can help you increase your grade

A-level Assignment

To be eligible to use the A-level Specifications Grade Sheet (i.e., be eligible for a grade of A, A+, or A-), you must complete the Required Assignments above and this A-level Assignment.

- **A-level Project: Technical Report: Current Issues.** For this assignment, you will choose a current issue in your field, research the topic, and then write an informational report for other undergraduates in your major. In your report, you will identify three challenges represented by the issue and discuss how those challenges may be addressed.

Optional Projects

These optional assignments can be used to boost your grade.

- **Résumé Project.** For this assignment, you will develop and revise two professional résumés.

- **Document Design Project.** For this assignment, you will use the principles of good document design to repurpose a Sparkfun.com tutorial or part of the Shenandoah National Park website to create a 1-2-page handout.

Grading

Specifications Grading

In this course we will use a modified form of Specifications Grading rather than the traditional model of assigning points to each activity and calculating grades based on how many points are earned.

In Specification Grading, you are required to successfully complete (meet expectations) a set amount of work. Successfully completing the required amount of work on time will earn a final grade of "B."

Doing additional work and doing work that exceeds expectations can result in a higher grade, and not completing the required work, submitting work late, and/or submitting work at a quality that doesn't meet expectations can lower your grade.

The Grade Specifications Sheets specify the required amount of work and the required quality of work for specific grades, and the Grade Specification Worksheet allows you to track your progress toward the grade you wish to target and the options you have to achieve that desired grade.

Assignment Grading

All assignments are graded on a modified Pass/Fail system using the following scale:

- **Meets Expectations (ME/8.5).** The assignment represents competent college-level writing and achievement by responding to the specified rhetorical situation. It meets, to some degree, all the assignment requirements, and employs some key strategies for communicating ideas to the targeted audience. When appropriate, the assignment has a central focus, presents some support, and moves from point to point in an orderly fashion; sentence-level errors do not significantly prevent comprehension.

- **Exceeds Expectations (EE/10).** The assignment represents work that exceeds expectations by sophisticatedly anticipating and responding to possible reader questions; using a wide range of appropriate supporting evidence; structuring arguments and analyses to create a fluid reading experience; providing unexpected insights, and/or using language with care and facility.

- **Under Expectations (UE/7).** The assignment seems to represent a good-faith attempt but does not yet meet expectations. Most assignments may be revised and resubmitted.

- **Not Assessable (NA/0).** The assignment was not submitted, does fulfill the assignment, or is otherwise not ready for assessment. See the guidelines for the specific assignment to determine whether it may be submitted late or revised and resubmitted.

-L Suffix to Grades

Work that receives a late penalty will be marked with a "-L" suffix to the grade to mark it as late. For example, a project that meets expectations but is submitted after the grace period will receive a grade of "ME-L/8.5."

Communication

Announcements and Reminders

I will use the Blackboard Announcement tool to make most class-wide announcements. These announcements will be sent to your GMU email address and remain in the Blackboard announcement section for an appropriate amount of time (usually a week or until a specific date).

Occasionally, I will send class-wide messages directly via email.

Blackboard Discussion Forums

Please use Blackboard's Discussion Forums to ask questions and request specific instruction.

General Course-related Questions

I will set up two specific sections in our course Blackboard Discussion Board for you to ask questions and initiate discussions. They are:

- **Ask a Course-Related Question.** Please use the *Ask a Course-related Question* forum to ask general questions about the course, including assignments, readings, due dates, resources, etc., rather than emailing me directly. Likewise, if you have such a question, please check the forum first, to see if your question has been answered.
- **Let's Talk About….** Please use the *Let's Talk About…* forum to identify topics you'd like us to discuss in class during our class sessions. Requests should be posted by 10:00 PM the day before we meet. You can make requests closer to class time, but I might not be able to come as prepared as I could be.

Private questions about your grade and the like should either be asked during office hours or sent via your Mason email account.

Contacting Your Instructor

How to contact your instructor.

Office Hours

During my office hours, I will be available via Zoom (see the link in our Blackboard course site). I will use the waiting room feature, so if I do not let you in immediately, it means I'm meeting with another student.

If I am meeting with another student and you are unable to wait, please send me an email requesting an appointment.

Scheduling an Appointment

If you are unable to meet during my regularly scheduled office hours, I am available by appointment.

To schedule an appointment, please send me an email asking for an appointment, and provide me with a list of your availability for the next 3 or 4 days, including evenings and weekends. (I'm usually not available for appointments on evenings and weekends, but I can sometimes meet at those times.)

When I reply, I will identify a time that works for both our schedules and sign you up for that time.

Outside of Office Hours

The best way to contact me outside of office hours is by email using your MasonLive email account. **For privacy reasons, I will only send class-related email to official GMU email addresses**.

Please give me a full 48 hours to respond. If after 48 hours you have not heard from me, assume that I did not receive your message and feel free to send a follow up message.

Be Specific

If you are looking for me to provide you with specific information or are asking me to perform a specific task for you, please state that upfront. You can offer an explanation or context in the following paragraph(s).

Professionalism

Class-related emails should be considered a form of professional communication. Please use an appropriate, informative subject heading, a professional salutation or greeting, and sign off with your first and last name.

Do Not Respond to Class-wide Messages

Please do not respond to the class-wide messages. Instead, please start a new email with a topic-specific subject heading.

Replies to class-wide messages become part of that message thread, and when 2 or 3 or 6 students reply to the same class-wide message, it becomes difficult for me to track each individual discussion, making it much more likely that I will lose track of a message.

Course Policies

Appropriate Use Policy

You are expected to abide by GMU's Responsible Use of Computing policy, available at universitypolicy.gmu.edu/policies/responsible-use-of-computing.

Attendance and Engagement During Class Sessions

While I will not take attendance during our class sessions, success in this class will require active attendance and engagement, and you must be present to complete in-class activities. You are able to miss 6 in-class activities without penalty.

Ideally, you should come to class ready to engage with the course material and other students.

Class Cancelation Policy

I do not expect to be cancelling class anytime this semester, but on the chance that I need to, I will post an announcement in Blackboard, send the announcement out as an email, and contact the English Department to let them know I have cancelled class.

If I must cancel class, I will provide recordings and slide decks for any planned lectures along with an alternative In-class Activity assignment for everyone to complete.

Depending upon the circumstances that led to me needing to cancel class, I will either include that information with the original announcement or as a follow up message as soon as I am able to do so.

If the University announces cancellation of online classes, we will adhere to the policy of the cancellation, and I will send out a follow-up announcement.

Whatever the reason for a class cancellation, you will be expected to keep up with the work for the week.

Class for Zoom Session Recordings

I will record our class sessions and post the videos to our course Blackboard site, and they will only be accessible to students enrolled in this section of ENGH 380.

Recording/Privacy Policy

Student recordings class without consent of the students and instructor is a privacy violation for all members of the class and is a violation of GMU's Honor Code. Likewise, submitting course materials to online study sites is an Honor Code violation. For more information, please visit the Office of Academic Integrity website at https://oai.gmu.edu.

Conduct in Class Spaces

While you are free—even encouraged—to disagree with me or other students, your comments should be intellectual rather than personal, and conversational rather than confrontational. Our class space is an environment in which we can learn from each other, where topics are open for careful and respectful consideration.

That said, I will not tolerate mean, closed-minded, or discriminatory language or actions of any kind. Please respect the diversity and opinions of your classmates and adhere to the letter and spirit of GMU's non-discrimination policy and diversity statement in all classroom proceedings.

Connectivity Issues with Blackboard.

If you can't access Blackboard to submit an assignment:

- Most assignments come with a grace period, so connectivity issues shouldn't be a problem.
- If you find yourself up against the grace-period deadline or if there is no grace period, please email me the assignment and then submit it as soon as you can.
- If there is a site-wide outage at the client side (i.e., GMU servers are down or otherwise inaccessible), I'll know, and we'll adjust due dates accordingly.

GMU Nondiscrimination Policy

universitypolicy.gmu.edu/policies/non-discrimination-policy

George Mason University is committed to providing equal opportunity and an educational and work environment free from any discrimination on the basis of race, color, religion, national origin, sex, disability, veteran status,

sexual orientation, gender identity, age, marital status, pregnancy status or genetic information. George Mason University shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations.

The University is dedicated to ensuring access, fairness and equity for minorities, women, individuals with disabilities, and veterans (as covered by law) in its educational programs, related activities and employment. George Mason University shall thus maintain a continuing affirmative action program to identify and eliminate discriminatory practices in every phase of university operations.

GMU Diversity Statement

stearnscenter.gmu.edu/purpose-and-mission/mason-diversity-statement/

George Mason University promotes a living and learning environment for outstanding growth and productivity among its students, faculty and staff. Through its curriculum, programs, policies, procedures, services and resources, Mason strives to maintain a quality environment for work, study and personal growth.

An emphasis upon diversity and inclusion throughout the campus community is essential to achieve these goals. Diversity is broadly defined to include such characteristics as, but not limited to, race, ethnicity, gender, religion, age, disability, and sexual orientation. Diversity also entails different viewpoints, philosophies, and perspectives. Attention to these aspects of diversity will help promote a culture of inclusion and belonging, and an environment where diverse opinions, backgrounds and practices have the opportunity to be voiced, heard and respected.

The reflection of Mason's commitment to diversity and inclusion goes beyond policies and procedures to focus on behavior at the individual, group and organizational level. The implementation of this commitment to diversity and inclusion is found in all settings, including individual work units and groups, student organizations and groups, and classroom settings; it is also found with the delivery of services and activities, including, but not limited to, curriculum, teaching, events, advising, research, service, and community outreach.

Acknowledging that the attainment of diversity and inclusion are dynamic and continuous processes, and that the larger societal setting has an evolving socio-cultural understanding of diversity and inclusion, Mason seeks to continuously improve its environment. To this end, the University promotes continuous monitoring and self-assessment regarding diversity. The aim is to incorporate diversity and inclusion within the philosophies and actions of the individual, group and organization, and to make improvements as needed.

File Management and Data Backup

As part of managing your files well, you should keep backups of your electronic data separate from your computer's hard drive and portable storage devises. Hard drives crash, computers get stolen, laptop power cords fail, USB drives get lost (or even eaten by dogs). Despite including such policies in syllabi for well more than a decade, I have had students lose their only copies of a project for each of the reasons listed above (and by other means as well). So, please, keep backup copies of your work so this does not happen to you.

As part of a larger file management and data backup system, I strongly advise using your GMU Microsoft OneDrive or obtaining and using a cloud storage service such as Google Drive or DropBox.

Final Deadline

All work must be submitted by 9:00 AM, December 12.

GMU Email

Students must activate their Mason email account and check it regularly. For privacy reasons, all class-related emails will be sent only to students' official GMU email addresses.

Language Equity Policy

A number of you speak multiples languages. I'm aware of the strengths of multilingual writers and the challenges faced by writers whose language is not always valued in academia or the workplace. I will not penalize students for grammar/word choice errors that don't prevent the reader from understanding the writing.

Because this class doesn't include instruction in grammar and mechanics, I don't evaluate/grade your writing based on grammar, mechanics, and word choice, and I won't provide detailed feedback on grammar, mechanics, or word choice unless you explicitly ask me to.

What this course does focus on is disciplinary writing conventions, so in that context we will

discuss conventions of language usage and style as rhetorical issues so that you may make rhetorically informed choices.

For more in-depth help, you can book an appointment with the Writing Center list grammar/word choice concerns on your appointment form.

Late Work

Each assignment has a specific deadline, and any assignment submitted after that deadline is late. (If the assignment is due on Sept. 15, 11:30 PM Eastern Time, then any assignment submitted after 11:30 PM on Sept. 15 is late.) The penalty for late assignments varies depending upon the kind of assignment and are detailed on the assignment guidelines.

Limited Grace Periods

Because we live busy, hectic lives, and because we are still not out of the pandemic even if we are meeting in person, many assignments come with grace periods.

Memos, Projects, Reports, and Worksheets

These assignments come with a 3-day grace period.

While these assignments are "late" after their due date, late penalties don't apply until 72 hours after the due date. For example, if worksheet is due 1:00 PM, Sept. 15, it is late, but will not incur a late penalty (marked with the "-L" suffix) until after 1:31 PM, Sept. 18.

These grace periods are built into the schedule to help you manage busy lives. Please do not trick yourself into thinking that the end of grace period is the *real* due date. If you wait until the last minute of a grace period to finish an assignment and you run into a problem, your options for extensions are limited.

In-class and Peer-review Activities

Because of the time-sensitive nature of these activities, they do not have a grace period but will be accepted when submitted late.

Life Happens Pass

You have one (1) *Life Happens Pass* that you may use to submit any one Memo, Project, or Report up to 3 days after the end of the grace period. **The *Life Happens Pass* cannot be applied to In-class Activities.** The *Life Happens Pass* cannot be used to submit work after 9:00 AM, December 12.

The *Life Happens Pass* may be used in conjunction with one or more *One-day Crisis Passes* to gain additional time.

One-day Crisis Passes

You have three (3) *One-day Crisis Passes* that you may use to submit Memos, Projects, Reports, and Worksheets up to 24 hours after the end of the grace period. *One-day Crisis Passes* **cannot be applied to In-class and Peer-review Activities**, nor may they be used to submit work after 9:00 AM, December 12.

One-day Crisis Passes may be used individually or combined together or with a *Life Happens Pass* to gain additional time.

Midterm Grades

You will receive a midterm grade based on the work of the first portion of the semester, which you can view in PatriotWeb. The midterm grade's purpose is to help you understand how well you are doing so that you can make any adjustments necessary. It is not meant to predict your final grade, as the work in the second half of the semester may be weighted more heavily.

Notice of Mandatory Reporting of Sexual Assault, Interpersonal Violence, and Stalking

As a faculty member, the instructor for this course is designated as a "Responsible Employee," and must report all disclosures of sexual assault, interpersonal violence and stalking to Mason's Title IX Coordinator per University Policy 1412.

If you wish to speak with someone confidentially, please contact one of Mason's confidential resources, such as the Student Support and Advocacy Center (703-380-3686, 33686 on campus) or Counseling and Psychological Services (703-993-2380, 32380 on campus). You may also seek assistance from Mason's Title IX Coordinator by calling 703-993-8730 (38730 on campus) or emailing cde@gmu.edu.

View the Title IX Campus Resources: https://diversity.gmu.edu/sexual-misconduct

Revision Policy

Projects, the Literature Review Proposal, and Weekly Reading Notes may be revised in consultation with the instructor.

Work submitted two or more weeks after the due date cannot be revised if it earns a grade higher than Not Assessable.

Whether or not it was submitted on time, work assessed as **Not Assessable** must be revised to receive credit.

Due to end-of-term time constraints, work submitted after November 27 cannot be revised.

Statement on Plagiarism

It is expected that students adhere to the George Mason University Honor Code as it relates to integrity regarding coursework and grades: "To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the University Community have set forth this: Student members of the George Mason University community pledge not to cheat, plagiarize, steal and/or lie in matters related to academic work." More information about the Honor Code, including definitions of cheating, lying, and plagiarism, can be found at the Office of Academic Integrity website at http://oai.gmu.edu

Mason's Composition Program recognizes that appropriately attributing sources is a learning process. This class will include direct instruction in source integration, documentation, and citation strategies in a range of rhetorical situations, and follows the CWPA Best Practices for Defining and Avoiding Plagiarism. Instructors in the Composition Program support the Mason Honor Code, which requires them to report suspected instances of deliberate plagiarism to the Mason Honor Committee.

Reusing Coursework/Self-plagiarism

Students should also be careful to avoid self-plagiarism, the practice of re-using their own academic work in two courses or contexts. If you wish to use your research or writing from another course, project, or context in our section of 380,

please speak to me first. The instructor needs to approve every instance in which previous research and portions of previous writing might be used in two different courses. Failure to consult with the instructor might result in a failing grade for the assignment and/or a referral to the Academic Integrity Office.

Citation

Any time you use material derived from specific sources, whether directly quoted passages, summaries, or paraphrases of facts, opinions, explanations, or ideas, you are ethically obligated to let your reader know who deserves the credit. We will use a range of citation forms and styles in this course, and you are responsible for properly using the form appropriate to the assignment and situation in question.

Students with Disabilities

Students with documented disabilities are legally entitled to request certain accommodations. Accommodations must be made through the Office of Disability Services at 703-993-2474.

Submitting Class Work

Assignments are due at the time specified by the due date and should be submitted via Blackboard unless otherwise noted. Submitted work should follow any formatting guidelines described in the assignment.

Syllabus Change Policy

This syllabus is subject to change. All changes will be announced in class, in Blackboard, and via email.

Each syllabus has a version number in the header, and I will indicate the current version of the syllabus in the Syllabus section of our Blackboard site along with an archive of any earlier version and a Changelog describing changes between versions.

Seeking Help with the Course

General Questions

For general questions about course assignments, readings, and other course-related questions — the kinds of questions you might ask in an in-person class — please use the Discussion Forums

in Blackboard. In many cases, other members of the course may be able to answer your question before I can.

I will monitor these questions and answers and add in my own answers and clarifications.

From Your Instructor

While we will use the Discussion Forums in Blackboard for general questions, please do address private and personal questions to me.

I am available during my office hours to discuss course work, look over drafts, etc. My time is limited outside of office hours, but if you are not able to make my office hours, we can schedule an appointment.

That said, don't overlook the importance of personal responsibility and pre-planning. If you're struggling with something, ask for help right away. This class doesn't lend itself to procrastination or last-minute work and, like most of your professors, I'm not available in the middle of the night, and you can't rely on me being available right before an assignment is due.

From Your Peers

While I expect you to do your own work, I encourage you to work with each other. Working together can include learning about different potential resources and telling each other about them and how to use them, forming study groups to talk through research and writing problems, offering feedback outside the peer-review process, and acting as proof-readers of each other's work. The one caveat here is that each of you needs to do your own work.

For instance, while teaching each other how to use various resources is fine, writing up a description of a resource that everyone submits as their own work is not; likewise, while offering revision feedback and proofreading a classmate's essay is strongly encouraged, making those revisions and changes for your fellow students is not appropriate.

Note: If a classmate, friend, or family member reviews or helps you edit/proof-read a project, I ask that you include a brief note telling me and summarizing the help you received.

In short, getting help is fine as long as you 1) acknowledge the help, and 2) make sure that they are helping you think about the work and learn from it rather than simply doing the work for you.

From the University Writing Center

writingcenter.gmu.edu | (703) 993-1200 | Johnson Center 227E

Take advantage of the Writing Center space and peer consultants as you work on written assignments in this course.

You can book a free 45-minute appointment to meet with a consultant in person or on Zoom or to submit a draft for written feedback. Consultants will work with you on any phase of a writing project. They can help you develop your ideas, provide feedback on a draft, answer your questions, and show you strategies for brainstorming, organizing, drafting, revising, and editing. Schedule your appointment to allow plenty of time for revising your paper afterwards.

To make an appointment, go to writingcenter.gmu.edu, register with the center, and make an appointment using the online scheduler. Watch this short video (https://youtu.be/LA-B0Szoe28) for more detailed guidance on making an appointment, and send any questions wcenter@gmu.edu.

From the ESL Opt-In Program

writingcenter.gmu.edu/consulting/esl-writing-support | (703) 993-1200 | Johnson Center 227E

The Writing Center's ESL Opt-In program offers additional support for multilingual and international students to work one-on-one once or twice a week with the same tutor over the course of the semester. For more information, please visit the Writing Center's ESL Writing Support page.

Writing Center Studio Space

Beginning this year, the Writing Center is encouraging students to come in and use Johnson Center 227E to work on their writing projects independently or in groups. They have whiteboards and some great nooks for settling in to write or collaborate.

From the Library

library.gmu.edu/ | multiple locations

Librarians are available to help with your research online and in-person. More information on library services is available here. The library's website offers tutorials, research resources, and databases that we'll use throughout the semester.

Important Campus Resources

CAPS (Counseling and Psychological Services)

https://caps.gmu.edu | (703) 993-2380 | SUB 1, suite 3129

CAPS offers free counseling and academic workshops and a 24/7 student crisis line: (703) 993-2380. Services are provided by professional counseling and clinical psychologists, social workers, and counselors. CAPS' individual and group counseling, workshops and outreach programs are designed to enhance students' personal experience and academic performance.

Office of Disability Services

https://ds.gmu.edu | (703) 993-2474

Students with documented disabilities are legally entitled to request certain accommodations. Accommodations must be made through the Office of Disability Services at 993-2474.

Office of Diversity, Inclusion and Multicultural Education

odime.gmu.edu | (703) 993-2700

The Office of Diversity Programs and Services supports our diverse student and faculty population. The office is committed to the success of all members of the Mason community. Throughout the year, it sponsors a variety of programs for students and faculty. It works specifically with African Heritage, Hispanic/Latino, Asian/Pacific American, American Indian, and Lesbian, Gay, Bisexual, Transgender, and Questioning populations.

Office for Academic Integrity

oai.gmu.edu | (703) 993-6209

The mission of the Office for Academic Integrity (OAI) is to promote and support academic integrity throughout the university community by educating its members, fostering an environment where students can be recognized for high levels of integrity, creating opportunities for leadership and personal growth, and upholding the university honor code through a student-based honor committee.

Office of the University Registrar

https://registrar.gmu.edu | (703) 993-2441

Contact the registrar for information about student records and transcripts; registration, including adding or dropping the course; the Schedule of Classes or University Catalog; academic policies and degrees; student eligibility for NCAA athletic participation; Veteran's educational benefits; and tuition status.

Stay Mason Student Support Fund

https://ulife.gmu.edu | smfund@gmu.edu

The Mason Emergency Assistance Fund is designed to provide temporary, short-term assistance to students experiencing financial hardship. The fund is available to all students, regardless of immigration status. For information and updates about available funding, visit Student Emergency Assistance Funding — Fall 2021 — University Life (gmu.edu)

Student Support and Advocacy Center

https://ssac.gmu.edu | (703) 993-3686 | SUB 1, Suite 3200

SSAC offers educational programming, one-on-one consultations, and resources in the areas of interpersonal violence, personal wellness, and alcohol and drug use.

Student Support and Advocacy Center

ssac.gmu.edu | (703) 993-3686 | SUB 1, Suite 3200

The SSAC believes that students are most successful when they are healthy and happy and we strive to help students find that balance for themselves. SSAC staff offer students one-on-one support, interactive programming and on and off campus resources. Some of the topic areas we address are healthy relationships, stress management, nutrition, sexual assault, dating/domestic violence, stalking, drug and alcohol use and sexual health.
24-hour Sexual and Intimate Partner Violence Crisis Line: 703-380-1434

Important Dates

Project, Research Activities, and Weekly Reading Notes due dates are included here. For a complete list of assignment due dates, please see the weekly schedules. These due dates are subject to change and any changes will be announced via Blackboard and email.

Weekly schedules and individual assignment sheets supersede any dates listed here, and if and assignment sheets, we will use the later date.

Schedule of Important Dates

Date	Event
August 22	Course Begins
August 26, 5:00 PM	Worksheet 1: Profile due
August 29, 11:30 AM	Worksheet 2: Researching Your Subdiscipline due
September 2, 5:00 PM	Worksheet 3: Defining Your Subdiscipline due
September 7, Noon	Technical Definition Peer-feedback draft due
September 9, 5:00 PM	Technical Definition Peer-feedback due
September 14, 11:30 PM	Technical Definition Submission draft due
September 23, 5:00 PM	Course Progress Report 1 due
September 25, 11:30 PM	Worksheet 4: Genre Data due
September 30, 5:00 PM	Genre Memo Report Peer-feedback draft due
October 3, 11:30 PM	Genre Memo Report Peer-feedback due
October 7, 5:00 PM	Genre Memo Report Submission draft due
October 28, 5:00 PM	Course Progress Report 2 due
November 22, 11:30 PM	A-level Project Submission draft due
December 4, 11:30 PM	Recommendation Report Submission draft due
December 9, 5:00 PM	Course Reflection Memo due
December 12, 9:00 AM	All course work must be submitted