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ENG 4760-600 Special Topics in Professional Writing

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ENG 4760-600 Studies in Professional Writing: Accessibility (3 Credit Hours)

Professor: Dr. Donna Binns

Online "Office" Hours: Mondays 4:00 pm—6:00 pm, Wednesdays, & Thursdays
4:30 pm—5:30 pm. Schedule Zoom conferences well in advance.

E-mail: djbinns@eiu.edu; **E-mail Dr. Binns directly through Panthermail
instead of D2L**

English Department Phone Number: 217-581-2428

Course Catalog Description: (3-0-3) Focused study of professional writing, designed to enhance understanding of workplace writing and provide experience in producing it. Topic will vary semester to semester. May be repeated once for credit. WC

Learning Objectives:

1. Use effective professional communication strategies to create accessible materials and high-quality projects
2. Demonstrate understanding of principles of and research on professional communication and accessibility
3. Use communication and collaboration strategies to solve hypothetical and real workplace problems
4. Adapt general professional communication principles (related to content, organization, tone, and design) to specific audiences, purposes, and contexts
5. Use revision and editing to improve your own and others' writing

Required Texts:

Practical Web Inclusion and Accessibility: A Comprehensive Guide to Access Needs by Ashley Firth

Inclusive Design for a Digital World: Designing with Accessibility in Mind by Regine M. Gilbert

Don't Make Me Think Revisited: A Common Sense Guide to Web and Mobile Usability by Steve Krug

Rhetorical Accessibility: At the Intersection of Technical Communication and Disability Studies by Lisa Meloncon

Course Requirements: In this class, you will complete writing assignments of various genres, including one case project. You will also complete discussion posts, assignment drafts, and peer responses that will be a significant portion of your "Daily Work" grade. Assigned reading will be vital to successful completion of course assignments and posts, so keep up with the reading schedule. Finally, you will complete a final project at the end of the semester that involves a self-analysis and a revised writing assignment

from the class to demonstrate your success at attaining the course learning objectives. Students must complete all Writing Assignments, the Case Project, and the Final Project to be eligible to pass the course. The writing assignments serve, in part, as your opportunity to show what you have learned from assigned chapters and discussions.

Make certain that you read the “News” messages from Dr. Binns. They may include reminders for upcoming assignments, schedule changes, if needed, and/or other relevant class news. **Although you will not be required to create a website in this course, professional writers may be assigned to work with IT professionals who create/manage organization websites.**

Daily Work: There will be a substantial amount of online daily work through D2L, such as peer responses as well as class and online discussion posts (see rubrics available under “Content”). These activities will take place on our D2L Discussion Board. Read the directions for each discussion post closely so that you don't miss any aspects of the assignment. Some posts require responding to peers, so there may be more than one step to complete. Dr. Binns will assign the drafts you review for peer responses. More details for each discussion topic, such as specific discussion questions, will be posted with instructions from Dr. Binns on the Discussion Board. Students must follow the EIU Netiquette guidelines that are posted under "Content" in D2L.

Grading:

The percentage breakdown for graded work is as follows:

Daily Work	20%
Case Project	20%
Writing Projects	30%
Final Project	30%

Grading Scale

A= 90% to 100%

B= 80% to 89%

C= 70% to 79%

D=60% to 70%

F=59% and below

Deadlines: Due dates for D2L posts, writing assignments, and the final portfolio are listed on the course calendar in the syllabus. Discussion posts, drafts, peer responses, writing assignments, and the final portfolio should be submitted by 11:59 pm on the dates listed on the syllabus calendar. Late penalties appear below under "Late Work." The course schedule is subject to changes at my discretion.

Late Work: Late work that is not excused by Dr. Binns (due to extenuating circumstances only) will be penalized by 10% of the maximum possible points for each day it is late.

Contacting Dr. Binns: You may contact Dr. Binns by e-mail (djbinns@eiu.edu). **E-mail Dr. Binns directly through Panthermail rather than trying to e-mail through D2L.** The voice recognition software Dr. Binns uses is not compatible with the D2L e-mail system. Panthermail tends to be more reliable, also. Dr. Binns will usually contact students through their officially provided EIU e-mail addresses through Panthermail.

Writing Center: I encourage you to use EIU's Writing Center located at 3110 Coleman Hall. This free service provides one-to-one conferences with writing consultants who can help you with brainstorming, organizing, developing support, documenting, and revising your papers. The Writing Center is open to work with any student from any major at any stage of his or her writing process, and its system of one-to-one conferences demonstrates value and respect for individual writers, all of whom can benefit from feedback about their works in progress.

To schedule an appointment, you can drop by the Writing Center (3110 Coleman Hall), or you can call [581-5929](tel:581-5929). Skype conferences may be available. If you visit, bring your work in progress (including a copy of the assignment) and an idea of what you would like to work on—planning, prewriting, organization, support, documentation, editing, etc. See the Writing Center Website <<http://castle.eiu.edu/writing/>> for more information.

Plagiarism: Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards. In accordance with English Department and University policies, "Any teacher who discovers an act of plagiarism—'The appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation as one's original work' (Random House Dictionary of the English Language)—has the right and responsibility to impose upon the guilty student an appropriate penalty up to and including immediate assignment of the grade of F for the assigned essay and a grade of F for the course."

Using AI to write course discussion responses or writing assignments also constitutes plagiarism.

If you have any questions about citing a source, please contact your professor to avoid the aforementioned issues.

Students Needing Accommodations: If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Accessibility and Accommodations. All accommodations must be approved through that office. Please stop by McAfee 1210, or call 217-581-6583 to make an appointment.

Resources for Student Well-Being: You can find that list of resources here: [https://www.eiu.edu/fdic/Student%20 Well-Being 26-July-2022.pdf](https://www.eiu.edu/fdic/Student%20Well-Being%2026-July-2022.pdf).

The Student Success Center: Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (www.eiu.edu/~success) for assistance with time management, text taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to McAfee 1301.

D2L Assistance: If you need assistance with D2L, call, email or chat options are also available on the "My Home" page after logging on D2L. Other D2L resources including a D2L Orientation course for students are available on the same page. For technical questions regarding other software, hardware, network issues, EIU NetID/password, or Panthermail, contact the ITS Helpdesk at 217-581-4357 during regular business hours, or submit a help ticket at <https://techsupport.eiu.edu/>. If you have a question regarding course content, contact your instructor.

Important University Dates:

- Students with questions about these deadlines should contact the Registrar [(217) 581-3511 or records@eiu.edu]
- Aug. 25: Last day to add a class
- Sept. 1: Last day to drop a course with no grade
- Sept. 1: Last day to withdraw from all classes with full tuition and fees refund
- Sept. 18: Last day to withdraw from all classes with 50% tuition and fees refund
- October 15: Deadline to Initiate Late Retroactive Withdrawal Request
- Nov.3: Last day to withdraw from a class

English Teacher Certification Students: Students seeking Teacher Certification in English Language Arts should request each of their English Department professors to complete the "Application for English Department Approval to Student Teach" before the end of the semester. This online evaluation form is available here: <https://www.eiu.edu/english/machform/view.php?id=19831>.

ENG 4760 Online: Course Calendar (Fall 2023)

The due dates and assignments listed on this calendar are subject to change at the professor's discretion. Reading and writing assignments, discussion posts, drafts, peer responses, and the final project are due by 11:59 pm for the dates listed on this calendar. Reading assignments are from our textbooks unless otherwise indicated. Discussion posts, assignment drafts, and peer responses will be due to our Discussion Board (under "Communication") on D2L. Writing assignments and the final portfolio will be due to our course Dropbox (under "Assessment") in D2L. Keep up with reading assignments. Although I rarely, if ever, give quizzes, you should apply reading assignments in our writing assignments and discussion posts.

8-21 Discussion 1 Post Due to Discussion Board; Read Course Syllabus plus; Gilbert Chapter 1

8-23 Discussion 1 Part 2; Firth Chapters 1-2

8-25 Read at least 3 Video Game Accessibility Reviews from one or more of the following websites: <https://daggersystem.com/review/>;

[Who Better to Review a Game for Accessibility Than a Disabled Gamer? | Digital Trends](#)

[Can I Play That? - For Disabled Gamers, By Disabled Gamers](#)

8-28 Discussion 2; Firth Chapter 3; Review video game accessibility guidelines at <http://gameaccessibilityguidelines.com/> and <https://accessible.games/accessible-player-experiences/>

8-30 Discussion 2 Part 2; Firth Chapters 4-5

9-1 Discussion 3; Firth Chapter 6

9-4 Labor Day No Classes

9-6 Discussion 3 Part 2; Firth Chapter 7

9-8 Discussion 4; Firth Chapter 8

9-11 Draft of **Writing Project #1: Video Game Accessibility Review** Due to Discussion Board for Peer Responses

9-13 **Writing Project #1: Video Game Accessibility Review** Assigned Peer Responses Due to D2L Discussion Board

9-15 **Writing Project #1 Due: Video Game Accessibility Review** due to D2L Dropbox by 11:59 pm

- 9-18 Gilbert Chapters 1-3
- 9-20 Krug Chapters 1-5; *Technical Communication* Chapter 17 (D2L under Content)
- 9-22 Discussion 5; Gilbert Chapters 4-5; Krug Chapter 6

- 9-25 Discussion 5 Part 2 Gilbert Chapter 6; Krug Chapter 7
- 9-27 Discussion 6; Gilbert Chapters 7 and 9
- 9-29 *Technical Communication* Chapter 13 (D2L under Content); Work on **Writing Assignment #2: Website Accessibility Report**

- 10-2 Draft of **Writing Project #2: Website Accessibility Report** Due for Peer Response to D2L Discussion Board
- 10-4 **Writing Project #2: Website Accessibility Report** Peer Responses Due to D2L Discussion Board
- 10-6 **Writing Project #2: Website Accessibility Report** due to D2L Dropbox by 11:59 pm

- 10-9 Krug Chapter Chapters 8-10
- 10-11 Discussion 7; Krug Chapters 11-13
- 10-13 Discussion 7 Part 2 Gilbert Chapter 10

- 10-16 Discussion 8; *Rhetorical Accessibility* Chapters 1-2
- 10-18 Discussion 8 Part 2; *Rhetorical Accessibility* Chapters 4 and 8
- 10-20 Fall Break

- 10-23 Draft of **Writing Project #3: Smartphone or Tablet App Accessibility Report** Due for Peer Response to Discussion Board
- 10-25 **Writing Project #3: Smartphone or Tablet App Accessibility Report** Peer Responses Due to Discussion Board
- 10-27 **Writing Project #3: Smartphone or Tablet App Accessibility Report** Due to D2L Dropbox by 11:59 pm

- 10-30 Find forms to revise for the Case Project
- 11-1 Discussion 9; *Technical Communication* Chapter 16 (D2L under Content)
- 11-3 Discussion 9 Part 2

- 11-6 Firth Chapter 10
- 11-8 Firth Chapter 9
- 11-10 Work on **Case Project Proposal and Revised Forms**

11-13 **Case Project Proposal and Revised Forms** drafts due to D2L Discussion Board for Peer Response by 11:59 pm

11-15 **Case Project Proposal and Revised Forms** Two Assigned Peer Responses due to D2L Discussion Board by 11:59 pm

11-17 **Revised Case Project Proposal and Revised Forms** due to D2L Dropbox by 11:59 pm

11-20—11-24 Enjoy Thanksgiving Break

11-27 Work on **Final Project**

11-29 **Final Project** draft due to D2L Discussion Board for Peer Response by 11:59 pm

12-1 **Final Project** Two Assigned Peer Responses due to D2L Discussion Board by 11:59 pm

12-4 Work on Revising **Final Project**

12-6 Work on Revising **Final Project**

12-8 **Final Project** Due to D2L Dropbox by 11:59 pm