

Introduction to Technical Writing: Fall 2014

ENGL 2338.005:	TR 5:30-6:50 pm		Preston Hall (PH) 310
Instructor:	Dr. Christian Worlow	Office:	Carlisle Hall (CARH) 604
Email:	worlow@uta.edu	Office Hours:	TR 3-4:30 pm

Email Information

- Include ENGL 2338.005 and a detailed topic in the subject line of all emails; I will not open emails that do not include a correct subject line.
 - Sign your first and last name at the bottom of each email, so I know who you are.
 - I check email daily, except on the weekends. I try to respond to emails within 24 hours.
 - If you email me after noon on Friday or over the weekend, you will likely not hear back from me until Monday.
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Office Hour Information

- If no one schedules an appointment with me for my office hours, I may choose to use the time another way, so make sure to send an email setting up an appointment to let me know you are coming. You may do walk-in meetings, but I cannot promise to be available or there if I am unaware that you are coming.
 - I am only on campus on Tuesdays and Thursdays (TR).
 - Sometimes, the department schedules meetings during my office hours, and if that happens, I will not be in my office. Always let me know in advance that you are coming, so I can let you know if I have a conflict.
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Course Description

ENGL 2338 Introduction to Technical Writing

Sophomore-level course focused on a process-oriented introduction to writing, especially for nursing, science, pre-engineering, and business students. This course includes understanding the writing situation and provides students the opportunity to practice writing in response to professional and technical situations. Students will learn improved writing style and be introduced to design concepts, business writing, and instruction writing. This course includes both individual and collaborative projects. Prerequisite: ENGL 1301, ENGL 1302.

Essential Competencies

Essential competencies for this course include the ability to

- Read and analyze technical documents
 - Write clear, concise, and visually appropriate technical prose for the intended readers in response to various types of assignments
 - Discuss, in class and in small groups, technical documents
 - Use a personal computer with various word processing, e-mail, and graphics software applications.
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Required Course Materials

Required Book (1)

Sims, Brenda R. *Technical Communication*, Second Edition ISBN: 978-1-4652-0242-0 Publisher: Kendall Hunt Publishing

- Only this edition of the textbook is acceptable for the course.
- You will need the book to pass this course.
- You must have the book by the first full week of class—no extensions for failing to purchase the book.

I also *recommend* a good writing handbook (or website) that you can refer to for grammar, spelling, punctuation, and style.

Required Materials

- Paperclips
 - USB Drive
 - Headphones to plug into computer for video instructions
 - Standard School Supplies: Pens, Pencils, Paper, etc.
 - UTA Email address that you check daily (you can set up this address to forward to your primary email address)
 - Reliable Internet access (use UTA library if you cannot access the Internet from home)
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Course Objectives

- To learn to write clearly, concisely, and correctly
- To learn the value of good writing skills in business and industry
- To learn and practice writing various technical documents common in business and industry
- To learn to use word processing to create effective technical documents
- To learn to write and work as a member of a team
- To learn word processing programs that foster writing
- To learn editing, tracking, and commenting skills
- To learn advanced computer graphic and design programs for the business world

Course Policies

- You must attend class regularly. You cannot perform well in this course unless you attend class. If you miss class for any reason, you are responsible for all material covered and all assignments made.
- If you are unable to attend class for some reason, please e-mail me.
- If you are more than 5 minutes late by the technical writing lab clock, you are absent. On the fifth absence, you will receive a WF or F in the course.
- Submit all assignments on time. I do not accept late papers. If you are having trouble completing an assignment, talk with me at least two days before the assignment is due. If you use Turn In or e-mail an assignment to me because you have to miss class, then you must bring a physical copy with you to the next class.
- Any assignment not prepared specifically according to instructions in format, organization, or style may receive a grade of F.
- If you miss a quiz because you did not arrive to class on time or missed class, you cannot make up the quiz and will receive a grade of zero.

Extra Credit

Extra Credit opportunities will pop up in class, and I will offer them when they do. If you miss the opportunity, you will not be able to take the option later.

Late Work

I will **not** accept late assignments for any reason. In case of an emergency, make sure you have a friend or relative deliver the assignment to me by the due date at the beginning of class.

Emergency Exit Procedures

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit: (1) go right down the hall; (2) go down the stairs to the first floor; (3) take the exit to the right. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will arrange to assist handicapped individuals.

Plagiarism Information

According to the university catalog, term cheating includes, but is not limited to:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations.
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- The acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; or
- Any other act designed to give a student an unfair advantage.

The term plagiarism includes, but is not limited to:

- The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full or clear acknowledgment; and
- The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person or agency engaged in the selling of term papers or other academic materials. (Student Catalog 92)

In my class, plagiarism includes:

- Turning in any material (even one sentence) that is not your own without acknowledging the source.
- Turning in material that is identical to a classmate's material.
- Using material from a previous course.
- Any student caught plagiarizing may be given an F in the course, and his or her actions will be reported to the Office of Student Rights and Responsibilities—no exceptions.

Attendance Information

At The University of Texas at Arlington, taking attendance is not required. Rather, faculty members are free to develop their own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I will take attendance every class period. On the sixth absence, you may receive a WF or F in the course.

Missed Class

If you miss a class, do **not** come to me to ask what you missed. I recommend you exchange emails with your classmates, so that you can find out what we did in class when you were absent.

Excused Absences

The only excused absences recognized by the University of Texas at Arlington are those wherein a student is representing the university in an official capacity. *These absences will **not** be excused without appropriate documentation.* Athletes and other students who will miss class for an official university activity **must advise me in writing at least 48 hours in advance of the absence.** Notice only lets the instructor know that a student will be missing class; this notice does not extend due dates for

assignments or allow the student to make up missed quizzes. Students must make arrangements with the instructor at least 48 hours prior to the absence for turning in the work. No guaranteed extensions.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UTA. Students engaging in unacceptable behavior will be directed to leave the classroom, and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc.

Headphones and Music

I do allow students to listen to their own music on headphones during workshop portions of the class as long as the volume is low enough that students can hear me if I need to bring something to their attention.

Cell/Mobile Phones

- To avoid distractions during lectures, I expect students to mute their phones and keep them out of sight.
- Students may listen to music on headphones during workshop time, but students should avoid texting, checking email, or surfing the Internet.
- If a student is expecting an important call that he or she needs to take during class, the student should:
 - Inform the instructor before class begins.
 - Arrange for notes from another student before class if leaving is necessary.
 - Go out into the hall to answer the phone and have the conversation.

Restroom Breaks

- Students may leave the class and return without asking permission for restroom breaks.
- Try to time exit or entrance when the instructor is changing slides or switching activities, so the exit or entrance causes the least amount of disruption.
- Be polite and quiet.

Student Tardies

- If a student is running late, come to class anyway. Even hearing part of a lecture can help students understand the necessary concept.
- Be quiet and respectful when entering the classroom late. The instructor is probably already teaching, and lateness should not disrupt the lecture.
- If a student is late to class on a day when an assignment was due at the beginning of class, the student will receive a zero on the assignment. I do not take late work.
- Ask another student for notes over what you missed if you are late.

- Speak with the instructor after the lecture if you have a *really* good reason for being late (accident, emergency of some kind).
- Having to work is never an accepted reason for being late to class.

Leaving Early

- If a student must leave early, let the instructor know before class.
- Ask another student to give you notes on anything you miss by leaving early.
- Having to work is never an accepted reason for leaving class early.

Computer Etiquette

While we will be using the computers in the classroom to complete both homework assignments and papers, you must use good computer etiquette during class time. Hacking, surfing the net, sending/reading personal emails, or completing work for other courses during class time is strictly forbidden. Failure to adhere to these rules will result in dismissal from the classroom and will count as a zero on any daily work for that class day.

Students may bring their own laptops or tablets to class, however, the student is then responsible for having all the software needed for the course and for using the software.

Americans with Disabilities Act

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the Americans with Disabilities Act (ADA). All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate because of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. You can find information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX

The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit www.uta.edu/titleIX.

Course Evaluation (Grades)

Grading Scale

Range	Letter	Category	Description
90–100	A	Excellent	Reserved for Excellence
80–89	B	Good	You've gone above and beyond
70–79	C	Average	You've done everything I asked you to do
60–69	D	Below Average	You're doing below average work
Below 60	F	Failing	You did not meet the minimum requirements

Grade Evaluation

Assignments	Percentage	Due Dates
Quizzes, Homework, Surveys, & Professionalism	15%	Daily
Style Exam	10%	Sept. 16
Design Case Study/Brochure	15%	Oct. 9
Resume/Letter	15%	Oct. 16
Formal Project	15%	Dec. 4
Team Instruction Project	15%	Nov. 4
Team Feasibility Study	15%	Nov. 25

Students should demonstrate a mastery of grammar, spelling, and punctuation (GSP) as well as the writing skills developed in Composition & Rhetoric I and II. In the professional world, these kinds of errors make you seem unprofessional. All GSP errors found on assignments will result in a -1 point penalty per error: ten grammar, spelling, or punctuation errors on a document will result in a -10 penalty to the grade (a 87% becomes 77%, for example).

Assignment Descriptions

Quizzes, Homework, Surveys, and Professionalism (15%)—This part of the grade is a combination of daily quizzes over assigned readings, completed homework that is separate from the major projects, and how each student behaves toward the professor, other classmates, and with respect to class times.

Quizzes—Daily reading quizzes to prove students have read the required material before class. These quizzes will take place at the beginning or the end of class, and students will only be able to complete the quizzes during those time. Students will not be able to make up quizzes if they are late to class or leave early. Most quizzes will be announced in the schedule, but your instructor will occasionally include pop quizzes during class.

Homework—Usually completion grades to show the instructor that you did prepare for class by completing work outside of the class. Sometimes, this grade will include drafts of parts of major assignments.

Surveys—To continually improve my teaching and give students a regular avenue for feedback, I often ask you to take surveys at the end of lectures. Surveys are completion grades only and part of your professionalism grade.

Professionalism—This grade is based on student behavior such as arriving on-time for class, arriving prepared for class, staying for the entire class period, handing in work on time in the appropriate format, speaking respectfully to classmates and instructor, avoiding playing games, texting or emailing during class, respecting the time of the instructor and other classmates, and communicating responsibly with the instructor about problems, absences, or other needs.

Style Exam (10%)—This exam takes place four weeks into the semester and covers chapters 7 and 8 in the Sims' book. Students will have 80 minutes (one class period) to complete the exam. The exam includes three sections:

- Part I is worth 76 points, and includes eight sentences. Students choose six of the eight sentences to answer. Each answer includes
 - Identifying all of the problems with the sentence with the correct style terms.
 - Including the word or phrase that makes up the style problem in parenthesis next to the style term for the error.
 - A rewrite of the sentence that corrects all the errors from the original sentence without creating new errors.
- Part II is worth 20 points, and includes two paragraphs. Students choose one of the two paragraphs to rewrite and correct all style errors. Students do not have to identify errors in this portion of the test; they only rewrite the paragraph.
- Part III is worth 4 points. The grading is all or nothing for this section. Students must correctly name all eight "to be" verbs for this part.
- In addition to the new information from the lectures for Chapters 7 and 8, the instructor will also grade on grammar, spelling, and punctuation.

Design Case Study (15%)—Students will design or redesign a brochure chosen by the instructor. The final grade will be based 50% on the written text and 50% on design. Students will receive an assignment sheet and a detailed rubric.

Resume/Letter of Application (15%)—Students will write a resume and a letter of application (also known as a cover letter) to apply for a job in their field. Students will receive an assignment sheet and a detailed rubric.

Formal Project (15%)—Students will receive an assigned research topic from a real world client and must create a manual with good style and design that covers the research performed. Students will begin this project early in the semester and work to complete it outside of class during most of the semester.

Team Instruction Project (15%)—Students will work in teams of 3-4 to collaborate on a set of instructions. Teams will create team contracts for handling students who fail to do their work as well for setting team expectations. If a team member fails to complete their part of the work on time, the rest of the team must complete the work or risk a lower grade, however, the team can vote (if written into the contract) to remove the team member from the team. The removed team member will then be responsible for doing an entire project individually, and it will be due on the same day as the team project.

Students will keep minutes of their team meetings, and they will turn in a final product to the instructor on the due date. If the final product does not meet the assignment requirements, all team members will fail the assignment, thus team members must work proactively to complete the work on schedule even if someone fails to do their part. The reason for these strict rules is to teach the students to respect deadlines and complete projects on time with a team (and sometimes in spite of the team).

Team Feasibility Study (15%)—Students will work in teams of 3-4 to collaborate on a 10-12 page feasibility study. The teams will remain the same from the Team Instruction Project, and students will use the same team contract. If a team member fails to complete their part of the work on time, the rest of the team must complete the work or risk a lower grade, however, the team can vote (if written into the contract) to remove the team member from the team. The removed team member will then be responsible for doing an entire project individually, and it will be due on the same day as the team project.

Students will keep minutes of their team meetings, and they will turn in a final product to the instructor on the due date. If the final product does not meet the assignment requirements, all team members will fail the assignment, thus team members must work proactively to complete the work on schedule even if someone fails to do their part. The reason for these strict rules is to teach the students to respect deadlines and complete projects on time with a team (and sometimes in spite of the team).

Readings and Assignments

All dates are subject to change by instructor

Half-week to Offset Thanksgiving Break

R 8/21	What We Will Learn	Introduction to Course Email Etiquette Exchange email addresses with at least two people in the class.
	What to Read Before Class	Nothing
	What is Due Today	Syllabus Quiz (in class) Grammar Quiz (in class) Profile Survey (in class or HW if we run out of time)

Week 1

T 8/26	What We Will Learn	Audience Analysis Mac OS Basics
	What to Read Before Class	Chapter 2 (Audience & Writing for Readers)
	What is Due Today	—Chapter 2 Quiz (taken at beginning of class) —Bring a personal set of headphones to class with you today—we may plug them into the computer for video tutorials.
R 8/28	What We Will Learn	Memos, Letters, and Emails
	What to Read Before Class	Chapter 12
	What is Due Today	—Chapter 12 Quiz (taken at beginning of class) —Practice Email to Instructor

Week 2

T 9/2	What We Will Learn	Style (Part I)
	What to Read Before Class	Chapter 7
	What is Due Today	—HW: Exercises 1-6 at end of Ch 7 (Turn in to Blackboard before class) —Chapter 7 Quiz (taken in class—open notes)
R 9/4	What We Will Learn	Style (Part II) Prep for Long Style Quiz
	What to Read Before Class	Chapter 8
	What is Due Today	—HW: Exercises 1-11 end of Ch 8 (Turn in to Blackboard before class) —Chapter 8 Quiz (taken in class)

Week 3

T 9/9	What We Will Learn	Long Style Quiz (counts twice) Hand out Take Home Practice Exam
	What to Read Before Class	Review Chapters 7 & 8
	What is Due Today	—Long Style Quiz (taken in class—counts 2x)
R 9/11	What We Will Learn	Review Practice Exam
	What to Read Before Class	Review Chapters 7 & 8
	What is Due Today	—HW: Practice Exam (Blackboard Turn In before class)

Week 4

T 9/16	What We Will Learn	Style Exam
	What to Read Before Class	Review Chapter 7 & 8
	What is Due Today	—Style Exam (Physical Copy & Blackboard Turn In end of class)
R 9/18	What We Will Learn	MS Word and Graphics Orientation Introduction to Project Logs Introduction to Formal Project
	What to Read Before Class	Nothing
	What is Due Today	—Upload to Blackboard documents created in class during orientation.

Week 5

T 9/23	What We Will Learn	Organizing Information and Headings
	What to Read Before Class	Chapter 6
	What is Due Today	—Ch 6 Quiz (taken in class)
R 9/25	What We Will Learn	Creating Visual Information
	What to Read Before Class	Chapter 11 (Design)
	What is Due Today	—Ch 11 Quiz (taken in class) —HW: Header and Organization Text Rewrite (upload before class in Blackboard; bring e-copy to class with you)

Week 6

T 9/30	What We Will Learn	Introduction to Design
	What to Read Before Class	Chapter 10 (Design)
	What is Due Today	—Ch 10 Quiz (taken in class) —HW: Visual Representations (upload before class in Blackboard; bring e-copy to class with you of revised text and visual representations)
R 10/2	What We Will Learn	Workshop: Brochure
	What to Read Before Class	Nothing
	What is Due Today	—In Class: Project Log, Style Sheet, & Thumbnail Sketch (show me the sketch, and upload the style sheet and project log to Blackboard at the end of class)

Week 7

T 10/7	What We Will Learn	Workshop: Brochure
	What to Read Before Class	Nothing
	What is Due Today	—HW: Draft of Brochure (upload before class in Blackboard and give B&W physical copy to instructor at beginning of class)
R 10/9	What We Will Learn	Resumes and Letter of Application
	What to Read Before Class	Chapter 13 (Job Correspondence & Resumes)
	What is Due Today	—Final Brochure (upload before class in Blackboard—turn in physical copies at beginning of class) —Ch 12 & 13 Quizzes (taken in class)

Week 8

T 10/14	What We Will Learn	Workshop—Resumes and Letters
	What to Read Before Class	Nothing
	What is Due Today	—HW: Drafts of Resume and Letter (upload to Blackboard by beginning of class; bring physical and e-copies to class with you)
R 10/16	What We Will Learn	Progress Reports
	What to Read Before Class	Your Research for Your Formal Project
	What is Due Today	—Final Copies of Resume & Letter (upload before class in Blackboard and bring physical copies to instructor by beginning of class) —Formal Project Progress Report 1 (upload at end of class)

Week 9

T 10/21	<p>What We Will Learn</p> <p>What to Read Before Class</p> <p>What is Due Today</p>	<p>Instructions</p> <p>Chapter 18 (Instructions)</p> <p>—Ch 18 Quiz (taken in class)</p> <p>—Team Contract (end of class—upload and signed physical copy) —To receive credit, every member of the team must upload a copy of the contract to Blackboard</p> <p>—Instructor approved topic by end of class on sign-up sheet</p>
R 10/23	<p>What We Will Learn</p> <p>What to Read Before Class</p> <p>What is Due Today</p>	<p>Workshop—Instructions</p> <p>Nothing</p> <p>—HW: Style Sheet and First Text Only Draft of Instructions (upload before class in Blackboard and bring physical copy by beginning of class, bring e-copy to class)</p> <p>—HW: Thumbnail Sketch of Instructions (make sure all team member names are on page.)</p> <p>—To receive credit, every member of the team must upload all of these parts to Blackboard</p>

Week 10

T 10/28	<p>What We Will Learn</p> <p>What to Read Before Class</p> <p>What is Due Today</p>	<p>Workshop—Instructions</p> <p>Nothing</p> <p>—HW: Revised written and Tested Instructions (upload before class in Blackboard and bring physical copy by beginning of class, bring e-copy to class)</p> <p>—To receive credit, every member of the team must upload this draft to Blackboard.</p> <p>—Be ready to work on the design of your instructions in class.</p>
R 10/30	<p>What We Will Learn</p> <p>What to Read Before Class</p> <p>What is Due Today</p>	<p>Workshop—Instructions</p> <p>Peer Review Day</p> <p>Nothing</p> <p>—Be ready to put final touches on your Instructions in class—need e-copies.</p> <p>—HW: Upload latest draft to Blackboard (upload before class in Blackboard and bring physical copy by beginning of class, bring e-copy to class)</p> <p>—To receive credit, every member of the team must upload the draft to Blackboard.</p> <p>—Peer Review (in-class—upload at end)</p>

Week 11

T 11/4	What We Will Learn	Feasibility Studies
	What to Read Before Class	Chapter 15 (Formal Reports)
	What is Due Today	—Final draft of Instructions (upload before class in Blackboard and bring physical copy by beginning of class) —Ch 15 Quiz (taken in class)
R 11/6	What We Will Learn	Workshop: Feasibility Study
	What to Read Before Class	Nothing
	What is Due Today	—Formal Project Progress Report 2 (upload before class) —Instructor Approved Topic for Feasibility Study (sign up sheet in class) —First Draft of Methods Section (upload at the end of class)

Week 12

T 11/11	What We Will Learn	Workshop—Feasibility Study
	What to Read Before Class	Nothing
	What is Due Today	—HW: Complete draft of Methods (including any survey questions) section and Style Sheet, (upload before class in Blackboard and bring physical copy by beginning of class, bring e-copy to class) <i>—Instructor must approve your methods section before you begin testing.</i>
R 11/13	What We Will Learn	Workshop—Feasibility Study
	What to Read Before Class	Nothing
	What is Due Today	—HW: Draft of summary (minus results and recommendation), introduction, layout with charts of results section (no data yet), and basic design elements--(upload before class in Blackboard and bring physical copy by beginning of class, bring e-copy to class).

Week 13

T 11/18	What We Will Learn	Workshop—Feasibility Study In-Class Team Surveys and “Taste Tests.”
	What to Read Before Class	Nothing
	What is Due Today	—Teams planning surveys must be ready at the beginning of the class. —You must attend this class period, or you will lose 20 points from your individual project grade.
R 11/20	What We Will Learn	Workshop—Feasibility Study
	What to Read Before Class	Nothing
	What is Due Today	—All results from testing should be complete. —HW: Draft of summary, results, introduction, discussion/analysis/ conclusion, and recommendation text with design elements (upload before class in Blackboard and bring physical copy by beginning of class, bring e-copy to class).

Week 14

T 11/25	What We Will Learn	Formal Project Workshop
	What to Read Before Class	Nothing
	What is Due Today	—Completed Feasibility Study (by beginning of class—physical copy and Blackboard upload) —Formal Project Progress Report 3 —First draft of Formal Project (upload to Blackboard before class)
R 11/27	What We Will Learn	Thanksgiving—No Class Today
	What to Read Before Class	
	What is Due Today	

Week 15—Final Exam Schedule

T 12/2	What We Will Learn	Formal Project Workshop
	What to Read Before Class	Nothing
	What is Due Today	—Second Draft draft of Formal Project (upload to Blackboard before class)
R 12/4	What We Will Learn	Formal Project Workshop
	What to Read Before Class	Nothing
	What is Due Today	—Final Draft of Formal Project (upload to Blackboard by end of class) —Must upload a .docx and .pdf file of this project.