ENGL 2338: Technical Writing

Spring 2016 | Dr. Worlow | PH 310

Sections:	.007 and .009
Class Times:	Section 007	TR 11:00 AM – 12:20 PM
	Section 009	TR 12:30 - 1:50 PM
Office:	CARH 604
Office Hours:	TR 4:00 - 5:20 PM & by appointment
Email:	worlow@uta.edu
Syllabus Rev.:	7 January 2016

Contents

Course Description

What is technical writing? You can think of technical writing as including technical and professional writing and communications, and in this class, you will learn how to prepare several kinds of technical writing documents. These documents include brochures, resumes and cover letters, instructional materials, and formal reports. Furthermore, you will work on revising and editing a document that requires you to use all of the skills you will learn in this class as you help prepare documentation for Meals On Wheels, Inc. of Tarrant County (MOW). Before you begin working on these projects, you will also experience a crash course in writing style that emphasizes concision and clarity and in basic graphic design.

In all cases, you should focus on creating documents that keep their readers' goals and needs in mind even as you try to fulfill *your* purposes in these documents. If First Year Writing (1301 and 1302) taught you to prepare persuasive documents for community and academic audiences, then this course teaches you to prepare persuasive documents for most any other audience.

ENGL 2338: Technical Writing
This course covers the processes of researching, drafting, designing, editing, and revising technical reports, proposals, instructions, resumes, and professional correspondence for specific audiences. Prerequisites: ENGL 1301, ENGL 1302.

Required Texts & Materials

Sims, Brenda R. *Technical Communication*, Third Edition ISBN: 9781465280244. 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 (or easy access to cloud or other forms of storage)
- 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)
- A MavID with "MavMoney" for Pharos Printing (Pay-As-You-Go)—our printer in PH310 costs 4 cents per page, and it only prints one-sided.
  - You can find Instructions for printing here.
  - You can add money to your card or check your balance here.

Grade Breakdown

Assignments	Percentage	Due Dates
Quizzes, Homework, & Participation	15%	Daily
Style Exam	10%	2/16
Design Case Study/Brochure	15%	3/10
Resume/Cover Letter	15%	3/24
Formal Project (FP)	15%	4/12
Team Instruction Project (TIP)	15%	5/3
Team Feasibility Study (TFS)	15%	5/5

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: for example, ten grammar, spelling, or punctuation errors on a document will result in a -10 penalty to the grade (an 87% becomes 77%).

Major Assignments

Quizzes, Homework, and Participation (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.

Reading Quizzes

Daily reading quizzes to prove students have read the required material before class. These quizzes are due on Blackboard before the beginning of class. Be sure whatever computer you are using for the quiz can properly and fully run Blackboard. Students will not be able to make up quizzes. Most quizzes appear on the schedule, **but your instructor will occasionally include pop quizzes during class**.

Homework Grades

These grades usually include completion grades to show the instructor that you prepared for class by completing work outside of the class. Sometimes, this grade will include drafts of parts of major assignments.

Participation Grade

This grade depends 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
- Avoiding texting or emailing during class
- Respecting the time of the instructor and other classmates
- Communicating responsibly with the instructor about problems, absences, or other needs

For each class you miss, you lose 5 points from this grade, to a minimum of zero.

Style Exam (10%)

This exam takes place roughly four weeks into the semester and covers the Writing Style chapters in the Sims' book (chapters 7-8). 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 Writing Style, the instructor will also grade on grammar, spelling, and punctuation.
- **NB**: The Style Exam requires you to learn how to spot and how to avoid and how to revise texts for the style errors. *The Style Exam will likely be your worst overall grade for the course, and if you do not study or prepare adequately, you will not do well.* This exam has no "curve."

Design Case Study (15%)

Students will design or redesign a brochure chosen by the instructor for Meals On Wheels, Inc. of Tarrant County. The final grade depends on the written text and 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 (FP) (15%)

Students will redesign and revise documentation for Meals On Wheels, Inc. of Tarrant County. Students will begin this project early in the semester and work to complete it outside of class during most of the semester. This FP will be a team project. A formal assignment sheet for this project will be forthcoming.

Team Instruction Project (TIP) (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, but 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). You will also have an assignment sheet and detailed rubric.

Team Feasibility Study (TFS) (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, but the team can vote (if written into the contract) to remove the team member from the team. The removed team member will them 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). You will also have an assignment sheet and detailed rubric.

Class Policies

Blackboard Quizzes

Prior to each class, students are responsible for completing any reading quizzes on Blackboard. These quizzes constitute many of your primary Daily Grades in the course.

Extra Credit Opportunities

Opportunities for extra-credit may arise over the term. I will offer more information as the term progresses.

Late Work and Make-Up Policy

I will not accept any late assignments for credit. Late work earns a zero for a grade. **No exceptions.** If you know you will miss class, then you are still responsible for submitting your assignments on time. Similarly, I will not give make-up quizzes or exams except in instances of excused university absences for the exams, but you must schedule alternative exam arrangements with me in advance of the exam dates.

Turning in Assignments to Blackboard

You will submit all major assignments in this course to Blackboard. You must save all assignments submitted to Blackboard as a .pdf (unless otherwise specified) to ensure that I am able to open them on my computer **complete with your formatting**. It is your responsibility to ensure that you have saved and submitted all of your work in the correct format. **If you submit work in the wrong format, then you will receive a zero for the assignment. A hardcopy is also due in class by the deadline with those "deliverables" noted on the Rubric for each assignment.**

I will not discuss any grade you receive on an assignment until at least 24 hours have passed.

Late Enrollment Policy

Though I realize that at times enrolling in a course after the start date is unavoidable, please be advised that you are responsible for the class periods that you have missed even if you were not enrolled in the course. I will not allow you to make up missed opportunities for participation points or any other assignments that occurred before you enrolled. If you enroll in class after the start date, then your responsibility is to contact your peers in order to catch up on the schedule and any announcements that occurred in your absence. This policy also applies to students who drop and add.

Paper Reuse Policy

You may not reuse papers from prior classes in this course or any other course that you have taken at any institution. If you feel your situation constitutes a clear or significant exception to this rule, you must discuss this situation with me prior to the due date of the assignment. Otherwise, I will consider you in violation of the provisions under **Academic Integrity**.

Attendance Policy

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section for the Spring 2016 term, I will take attendance every class period. Class attendance and participation are important for this class, as lecture and class discussion material will appear on the exams. Students should read the assigned reading for the day, should complete the quiz on Blackboard *before* class, and should have any books or reading materials with them for class that day.

If you are late to class or tardy, you are responsible for coming to me *immediately after class* to tell me you were late. If you are very tardy, I reserve the right to count you absent nonetheless.

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 you can find out what we did in class when you were absent. Please note that missing class *does* affect your **Participation Grade**.

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 and those religious holidays the student informs the instructor of at the beginning of the term in writing. *These absences will **not** count as 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 arrangements with the instructor at least 48 hours prior to the absence for turning in the work. Expect no guaranteed extensions.

Classroom Behavior

Class sessions are short and require your full attention. You should work on whatever in-class activity we are working on that day. If I find you working on work for other classes, surfing the web, texting, or updating your Tumblr™/Imgur™/Whatever account, I will dismiss you from the class and count you as absent for the day. Although secondary readings are available on Blackboard in many cases, you are responsible for coming to class with a hard copy so you can refer to the text in class.

Remove all earpieces while in class. Store materials from other classes, reading not related to this class, bulky bags, and other distractions so that you can concentrate on the ENGL 2338 readings and discussions each day. Bring book(s) and e-reserve readings (heavily annotated and carefully read) to every class. Students should participate respectfully in class, should listen to other class members, and should comment appropriately. I also expect consideration and courtesy from students. Address your instructors appropriately, and communicate professionally.

According to *Student Conduct and Discipline*,

> students are prohibited from engaging in or attempting to engage in conduct, either alone or in concert with others, that is intended to obstruct, disrupt, or interfere with, or that in fact obstructs, disrupts, or interferes with any instructional, educational, research, administrative, or public performance or other activity authorized to be conducted in or on a University facility. Obstruction or disruption includes, but is not limited to, any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, or computer equipment, software, or networks. (UTA Handbook or Operating Procedures, Ch. 2, Sec. 2-202)

Students who do not respect the guidelines listed above or who disrupt other students' learning may be asked to leave class and/or be referred to the Office of Student Conduct.

Classroom Visitors

Only students officially enrolled in this section may attend class meetings. Students may not bring guests (children, spouses, friends, family) to class unless an academic request has been submitted and approved by the instructor well in advance of the proposed class visit. Children may not attend class as visitors at any time

Academic Integrity

Students enrolled all UT Arlington courses must adhere to the UT Arlington Honor Code:

> I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

> I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Discipline may include suspension or expulsion from the University:

> Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts" (Regents' Rules and Regulations, Series 50101, Section 2.2)

You can get in trouble for plagiarism by failing to indicate correctly where you are making use of the work of another or by colluding with another to prepare assignments. You are responsible to familiarize yourself with the conventions of citation by which you indicate which ideas are not your own and how your reader can find those sources. Remember your First Year Writing courses and consult a writing handbook for more information on quoting, paraphrasing, summarizing, and citing properly to avoid plagiarism. If you still do not understand, **ask your instructor**. I will refer all students caught plagiarizing or cheating to the Office of Student Conduct.

Disability Accommodation

UT 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), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

- The Office for Students with Disabilities (OSD): www.uta.edu/disability or calling 817-272-3364
- Counseling and Psychological Services (CAPS): www.uta.edu/caps/ or calling 817-272-3671

Title IX Policy

The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos. For information regarding Title IX, visit **www.uta.edu/titleIX**.

Drop Policy

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to withdraw officially if they do not plan to attend after registering. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information.

Restroom Breaks

- Students may leave the class and return without asking permission for restroom breaks.
- Be polite and quiet.

Student Support Services

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information here.

Student Feedback Survey

At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" should complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will arrive directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit http://www.uta.edu/sfs.

Final Review Week

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems, or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

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. Exit the classroom
2. Walk towards the stairwells at either end of the hall.
3. Take the stairs down until you reach the bottom floor.
4. Exit the building through the glass doors just past the bottom step.

When exiting the building during an emergency, you 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 individuals with disabilities.

Electronic Communication Policy

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students have a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

However, please note the following requirements and guidelines regarding email communications for this course:

- Include ENGL 2338.n (where *n* is the appropriate section number) and a detailed topic in the subject line of all emails. **I will not open emails that do not include a correct subject line**. (For example: *ENGL 2338.008: Question about TIP.*)
- 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. I will not check email after 5 PM.
- If you email me after noon on Friday or over the weekend, you will likely not hear back from me until Monday.

Conferences and Questions

The office hours indicated on the syllabus are for students to drop by or to make an appointment to discuss course assignments, grades, or other class-related concerns. I will be happy to make other appointment times for you if your class schedule conflicts with regular conference times or if I am not available on certain days, but please note I am only on campus on Tuesdays and Thursdays.

Syllabus and Schedule Changes

Instructors try to make their syllabuses as complete as possible; however, during the course of the semester I may be required to alter, add, or abandon certain policies/assignments. Instructors reserve the right to make such changes as they become necessary. Students will learn of any major changes in writing.

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.

Computer Etiquette

While we will be using the computers in the classroom to complete both home-work assignments and papers, you must use good computer etiquette during class time. You may not hack, surf the net, send/read personal emails, or complete work for other courses during class time. 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, but the student is then responsible for having all the software needed for the course and for using the software.

Frequently Asked Questions (FAQ)

Q. Can I turn in late work?
A. No. If your work is late, you get a zero.

Q. What if it is a couple of minutes late?
A. Tough. Do not wait until the last minute.

Q. Can I revise for a better grade?
A. No. Turn it in right the first time. Besides, in my experience, students don't "revise" so much as fix a comma or two and call that a "revision." So no, you can't revise.

Q. What if my assignment is too short/doesn't meet the minimum length required?
A. Then it earns a zero.

Q. What if my assignment is longer than the listed maximum length?
A. If you are a little over the maximum, then do not worry about it. If you are well over the maximum (for example, 10 pages rather than 5), then I am only reading and grading until page 5.

Q. Can I have an Incomplete?
A. No.

Q. Can I do anything to get a better grade?
A. Do the work in the first place the first time around. If we are approaching the end of the term and you are worried about passing, then you probably should have done more/done a better job/gotten help sooner. If I have already offered extra credit, then do that, but do not expect to change magically a failing grade into a passing one.

Q. But I need [some particular grade] for financial aid/to graduate/to get into [some program]!
A. Maybe you should have done better before this point.

Q. How many absences can I have?
A. I used to have a maximum number of absences policy, but UTA has no official attendance policy. I take roll each class, but you have no "maximum" number of absences. Of course, if you miss several classes and several daily/in-class grades, then you will fail under your own power.

Q. Can I go to the restroom?
A. Yes. Stop asking me. Just go. Be discrete and do not disrupt class, but you are not in high school anymore.

Q. Can you look at my draft for me and give me feedback?
A. Sure. Bring it by my office **as a hard copy**. **Do not bring your laptop**. I will send you on your way if you slide your MacBook towards me. *Print out your draft.* Be aware: My job is not to edit/copyedit/revise your work. I will point to issues or give you guidance on how to improve your draft, but I do not give out a formula to students for specific grades. That is, I do not say, *If you do this and this and this with your draft, you will earn an A.*

Q. But you said my draft looked fine! Why did I get [grade I do not want]?
A. Because your work earned that grade. Do not mistake "You're on the right track" or "This looks okay" for "This gets an A." A *D* is passing. A *C* reflects *average* work.

Q. But I worked so hard on this!
A. Effort does not equal competency or success.

Q. But I submitted my assignment to Blackboard/I had a Blackboard issue!
A. If it is before the deadline, try using a different browser or another computer. If that does not work, email it to me **before the deadline as an attachment**. If it is after the deadline, start thinking about how to avoid having this problem on the next assignment. If a quiz has an issue, then take a screenshot of the error and contact me before class.

Q. Do you drop any grades?
A. I typically drop a lowest non-team-based daily grade at the end of the term. If you have perfect attendance, I will drop *another* lowest daily grade.

Q. I was late to class! What should I do?
A. Come to me at the end of class to let me know you were present but late. Do not *assume* I marked you down. If you came in *very* late, then I will likely mark you absent nonetheless.

Q. What does it take to earn an *A* on an assignment?
A. For papers, projects, essays, etc., the assignment must satisfy all requirements. It must have few if any errors, and it should be engaging to read, demonstrating a mastery of the material and concepts the project addresses. It should demonstrate *excellence,* not merely *goodness, seems good, well,* or *it is doing most of what I asked you to do.* It should demonstrate all of the following: good writing style; mastery of grammar, spelling, and punctuation; effective organization; engaging content and rhetoric appropriate to the intended audience and purpose; concision and clarity; and mastery of the subject matter at hand.

For argumentative essays/projects, it should demonstrate an effective argumentative organization: an introduction and strong, clear thesis; claim-driven topic sentences for unified, coherent paragraphs; a clear, strong conclusion; convey complex ideas in simple, clear, concise prose.

For technical writing projects, it should demonstrate excellent writing style (including few if any passive constructions or other style issues) and excellent document/graphic design based upon the principles taught in class.

Q. Can I have a letter of recommendation?
A. Two things: Firstly, you cannot have a recommendation until after the class is over. I want to see if you are the kind of student I feel confident and comfortable in recommending for something. Also, I might have something to *talk about* by that point. I have used students' work and projects in my classes as specific examples to *justify* why I recommend students for scholarships, academic programs, etc. Secondly, I only write letters of recommendation for students who earned *A*'s in the course overall.

Q. Can I use Wikipedia, Ask Jeeves, About.com, Ask.com, Metafilter, Reddit, or some other general internet resource as a source in my paper/project?
A. No. You should be searching for reputable sources and have a good understanding of what reputable sources *are* and which are appropriate to the project or discipline within which you are working.

Q. What citation style should I use for my projects/assignments?
A. For Technical Writing, choose a citation style and stick to it on particular projects. Note that choice on the Style Sheet. You will have a Works Cited, References, or Bibliography section as appropriate to the style you choose.

Please note that the library can direct you to more information about those specific styles. I recommend you *avoid* using Citation Machine and similar web services to generate your Works Cited entries unless you are working with printed, hardcopy sources like books and journal articles.

Q. Where is your office? When are your office hours?
A. Look at the cover page of this syllabus.

Q. Do I need to submit a hard copy of this assignment?
A. For all major assignments *except* for the Formal Project, yes. You will submit all projects in a folder with pockets, and your hard copies should be in color and double-sided *except* for the resume and cover letter. Depending on the assignment, you may also need to include the following:

- Thumbnail sketch (-5 if missing)
- Style sheet (-10 if missing)
- (Individual and Team) Project Log(s) (-10 if missing)
- Team Meeting Minutes (-10 if missing)
- Rubric for the Assignment (-10 if missing)
- Team Evaluation Forms
- Hard copy (-10 if not in color, -10 if not duplexed/double-sided)

Q. What happens if I do not submit a hard copy for an assignment that requires one?
A. If you do not submit a hard copy in a folder, then I will count off -50 points and apply the other penalties noted above.

Q. What happens if I submit a hard copy but do not submit it on Blackboard?
A. Then I will subtract 10 points from your grade.

Q. Do you post your PowerPoints or lecture notes on Blackboard?
A. No. When I do so, no one pays attention in class. So no, I do not post any notes on Blackboard, but I will typically do so if we miss class (snow/ice days, emergencies, etc.) to help make up for lost time.

Q. Can I center [this thing on a document]?
A. No. I will count off if you center *anything* other than table cells or the MOW logo.

Q. Can I use all-caps for this heading or warning?
A. No. I will count off if you do so.

Q. What is the difference between a serif and sans serif typeface/font?
A. The body text—like this answer and its question—appears in a serif font called "Book Antiqua." Book Antiqua is an *example*

Figure 1: A serif and sans serif *G*

of a serif font. A *serif* itself is one of the flourishes and strokes at the ends of characters. Look at Figure 1. Notice how the *G* on the left has little bits at the ends of the character that the right *G* lacks. Those "bits" are serifs, and if a typeface has serifs, then it is a serif typeface. In addition, serif typefaces typically have varying stroke thickness on the characters. Notice how the left *G* has a thinner stroke along the top of the character compared to the left side of the *G.*

In contrast, the *G* on the right lacks serifs, so it is a *sans serif* font (*sans* is French for *without,* thus *without serif*). In particular, I have written that *G* in "Verdana," an *example* of a sans serif font. Also, notice how the stroke thickness tends to be more uniform than in the *G* on the left. Sans serif fonts tend to have that feature.

NB: *Serif* and *sans serif* fonts are broad *categories* of fonts. Individual fonts will be serif or sans serif. For example, good serif fonts include Times New Roman, Book Antiqua, Goudy, and Caslon. Good sans serif fonts include Verdana, Tahoma, and Helvetica.

Q. When should I use serif and sans serif fonts?
A. Use serif fonts for body text: studies show that when you have to read a good amount of text, you will read it 10-15% faster if you write it in a serif font. Those serifs help guide the eye from one letter to the next. In contrast, use sans serif fonts for headings. Sans serif fonts stand out more than serif typefaces, and you want to distinguish headings from the body. If you do not use the right kind of typeface in the right places, then I will count off points.

Q. What color should my headings be in?
A. Your headings should be in a different color than your body text (which should typically be black). That said, your headings should be in a distinct but *easily read* color that stands out from the page and the black body text. For example, this syllabus uses UTA blue (R 0/G 100/B 177) and Verdana for the headings while the body is black Book Antiqua (12 point).

Q. What goes into a Project Log?
A. A project log should record the days you worked on a project, the times on those days you worked, and how many hours you worked on that day, and it should also indicate what general activity you performed during that time for the project. You can find a simple template Word document on Blackboard that you can use and adapt. Project logs show me (and your team) how much time you put in on the project.

Q. What goes into team meeting minutes?
A. You should record the time, date, and location of the team meeting (including meetings in class), who was present, and what business or decisions you made. You should also note action items (things that the team needs to do) complete with who is responsible for them. These minutes serve as records for your team's activities, decisions, and processes.

Q. What goes into a style sheet?
A. Your style sheet records every style and formatting decision you make for a document/project. This information includes what fonts you use. For example, this syllabus's style sheet would include:

- Cover Page:
    - Main title in Verdana 48-point white with black outline
    - Semester line in Verdana 20-point white with black outline
    - Other information on cover in Verdana bold 14-point white with black outline, with information after colons indented to 2" from margin
- Margins: 1" on all sides
- Body Font:
    o Book Antiqua 12 point black, ½" indent from margin, full justification with automatic hyphenation
    o Block quotes indent a further ½" and use 10 point size with blank space before and after
- Captions: Verdana 9-point black bold under the image
- Headings:
    - Heading 1: Verdana 16 point UTA blue, black border on bottom
    - Heading 2: Verdana 14 point UTA blue
    - Heading 3: Verdana 12 point UTA blue, ½" indent from margin
- Footer: Technical Writing on left, semester in middle, page number on right, Verdana 12 point UTA blue, with black horizontal line above
- Accent Bar: UTA orange (R 245/G 128/B 38) accent bar on left margin (7/8" width) on all pages after cover

- Notes:
  - FAQ section starts questions with "Q:" and has questions in bold. Answers begin with "A:" in normal body.
  - Top-level bulleted lists have text indented further ½″ from body with bullets ¼″ to left, and nested bullets begin a further ½″ further indented.
  - Use filled circles for all bullets.
  - Include a blank space between paragraphs and lists.

An accurate style sheet should reflect all of that information and more. A style sheet helps keep you consistent as you design and draft a document, and you should be able to share your style sheet with a team so that everyone formats their documents *accurately* and *consistently.*

Tentative Schedule

- All readings are due the day indicated below, along with any quizzes, which you should complete on Blackboard *before* class.
- **All quizzes and Blackboard submissions are due by 11 AM on the day indicated below.**
- All assignments are due at the beginning of class unless otherwise noted.
- All readings come from the textbook.
- Major deadlines appear in blue.

Week	Date	
1	1/19	Course Introduction
	1/21	- Syllabus Quiz - Grammar Quiz - Chapter 2 Reading Quiz - Syllabus Contract - MOW Permission Form - Chapter 2: Audiences - Ad Exercise (in-class)
2	1/26	- Chapter 12 Reading Quiz - Chapter 12: Correspondence - Practice Email Exercise
	1/28	- Chapter 7 Reading Quiz - HW: Chapter 7 Exercises (bring a copy with you to class; give yourself at least 3 hours to complete) - Chapter 7: Writing Style part 1

3	2/2	• Chapter 8 Reading Quiz • HW: Chapter 8 Exercises (bring a copy with you to class; give yourself at least 3 hours to complete) • Chapter 8: Writing Style part 2
	2/4	Writing Style Workshop
4	2/9	• Long Style Quiz • Practice Style Exam • Workshop
	2/11	Writing Style Workshop
5	2/16	Style Exam (be sure to have your MAVID and money on your card for printing)
	2/18	Word Orientation
6	2/23	• Chapter 6 Reading Quiz • Chapter 6: Organizing Content • Assign Design Case Study/Brochure
	2/25	• Chapter 11 Reading Quiz • HW: Text Organization/Rewrite for Brochure Content • Chapter 11: Visual Information
7	3/1	• HW: Visual Content for Brochure • Chapter 10: Graphic and Document Design
	3/3	• HW: Brochure Draft • HW: Brochure Style Sheet • Thumbnail due in class • Brochure Workshop
8	3/8	• HW: Revised Brochure Draft • Brochure Workshop
	3/10	• Final Brochure Draft due • Chapter 13 Reading Quiz • Assign Resume/Cover Letter
	3/15	**Spring Break**
	3/17	
9	3/22	• HW: Draft of Resume & Cover Letter • Workshop
	3/24	• Cover Letter & Resume Final Draft Due • Assign teams • Chapter 18: Instructions • Assign Team Instruction Project • Approved TIP topics by end of class

10	3/29	• Signed Team Contracts due in class • Thumbnail for TIP in class • Assign Formal Project • TIP Workshop
	3/31	• HW: First Draft of TIP • TIP Workshop
11	4/5	• HW: Revised Draft of TIP • TIP Workshop
	4/7	• Rough Draft of TIP (hard copy) in class • Peer Review of TIP
12	4/12	• TIP Final Draft Due • Chapter 15 Reading Quiz • Chapter 15 • Assign Team Feasibility Study (TFS) • Approved topics for TFS by end of class
	4/14	• HW: Style Sheet • HW: Thumbnail for TFS in class • TFS Workshop • First draft of Methods section due by end of class
13	4/19	• HW: Completed Methods section • TFS Workshop • **NB**: I must approve your Methods section before you can gather data.
	4/21	• HW: All elements but results for draft of TFS • TFS Workshop
14	4/26	• Survey and Taste Testing for TFS • **NB**: If you are absent today, then you will suffer a 20-point penalty on your individual project grade. • All teams planning surveys or taste tests must be ready at beginning of class.
	4/28	• HW: Full Draft of TFS • TFS Workshop
15	5/3	• TFS Final Draft Due • HW: Rough Draft of FP • FP Workshop
	5/5	• HW: Revised FP Draft Due • FP Workshop • **Final FP Draft due on Blackboard by 11:59 PM** • **Folders for FP due by 5:20 PM in Dr. Worlow's office**
Finals	N/A	**This course has no final exam.**

Syllabus Contract

I have read and understood the syllabus, and I agree to abide by the course policies.

_____
Print Name

_____   _____
Signature   Date

Permission to Use Student Writing

Student's Name_____

Class Number and Section_____

Instructor Name_____

I give my permission for my writing to be used as an example of student work and/or as a teaching tool for future classes. I understand that my name will be removed from my work before it is shared with other students. I also give my permission for my writing—specifically my Design Case Study/Brochure and Formal Project—to be shared with Meals On Wheels, Inc. of Tarrant County for their possible use.

Student's signature_____

UTA ID_____ Date_____