**ENGL 2338: Technical Writing**

**The University of Texas at Arlington**

**Fall 2017**

**Instructor:** Dr. Nancy Rosenberg England

**Email (best way to reach me):** nengland@uta.edu or nrosenberg@uta.edu

**Office/Hours:** Carlisle Hall 606. Noon-12:50 MWF and by appointment (no office hours during Final Exam Week)

**English Department Office:** 817-272-2692 (msg.)

**Faculty Profile:** <https://www.uta.edu/profiles/nancy-england>

**Blackboard:** [elearn.uta.edu](http://www.elearn.uta.edu)

**Section:** 2338-004 **Class Meetings:** MWF 9-9:50 Preston Hall 310

**Section:** 2338-005 **Class Meetings:** MWF 11-11:50 Preston Hall 310

**Required Textbook and Materials:**

|  |  |
| --- | --- |
| tech | * *Strategies for Technical Communication in the Workplace*, 3rd edition (2016), Eds. Laura J. Gurak and John M. Lannon
* Notebook for Response Journal (separate from class notes)
* UTA email address that you check daily
 |

**Description of Course Content:** This course covers the processes of researching, drafting, designing, editing, and revising technical reports, proposals, instructions, résumés, and professional correspondence for specific audiences. Prerequisites: ENGL 1301, ENGL 1302.

**Student Learning Outcomes:** Upon successful completion of this course, you should be able to:

* Understand technical writing as an essential skill for your career.
* Describe the characteristics of your target audiences and write in a way that meets their information needs.
* Improve your writing style and write in concise and clear language.
* Observe and follow appropriate generic conventions for common technical and professional documents.
* Design documents to help readers easily locate, understand, and retain information.
* Revise documents for organization, style, and design.
* Write and work as a member of a team.
* Design and deliver effective presentations.

**Brief Descriptions of Assignments:**

All due dates are listed on the Course Schedule and will be discussed in class.

* **Assignment 1: Informational Interview.**  p. 42 General Application #1. You will set up an interview of a professional in your field about the role of communication (including global, collaborative, and digital communication) in his or her work. Ask at least five detailed questions. Submit questions and answers, and a one-page summary of the interview.
* **Assignment 2: Job Application Letter and Résumé.** p. 173 General Applications #1 and #2.
* **Assignment 3: Research Proposal to Instructor for Final Formal Report.** p. 347 General Application #2.
* **Assignment 4: Progress Report on Final Formal Report.** p. 300 General Application #1. Strategies and samples pp. 284-86. One page.
* **Final Formal Report/Oral Report**. p. 325 General Application #2 (sample pp. 314-23); p. 403 General Application #1. Oral Report: Each student will present a 5-7 minute summary of their Final Formal Report with a visual aid of either a PowerPoint or Prezi.
* **Quizzes.** Be prepared for quizzes to be given at the beginning of classes on days that chapter readings listed on the Course Schedule are due. You may not take a quiz if you arrive after it has been administered; we will discuss quiz answers immediately following each quiz.
* **Response Journal.** Bring a notebook (composition or one-subject spiral) for your Response Journal to each class. It will include Homework Applications and In-class Exercises. You will date and title each entry. The Response Journal will be collected periodically throughout the semester and should therefore be separate from your class notes.

**Grade Distribution:**

Your final grade for this course will consist of:

* Assignment 1: Informational Interview 10%
* Assignment 2: Job Application Letter and Résumé 15%
* Assignment 3: Research Proposal to Instructor for Final Report 15%
* Assignment 4: Progress Report on Final Formal Report 10%
* Final Formal Report/Oral Report 20%
* Quizzes 15%
* Response Journal 15%

**Total:**  100%

**Attendance:** After accruing four unexcused absences in a T/Th class or six unexcused absences in an M/W/F class, students will be penalized one point off their final grade for each additional absence.  In other words, there is a direct one to one ratio.  After you have used up your allowance for absences, you will lose one point of your final grade for each day missed. The U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

**Grading**: Final grades will be calculated as follows: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=59 and below.

**Peer Reviews:** There will be peer review workshops (dates listed on Course Schedule). Ten points are deducted from the assignments final grades for missed peer reviews.

**Late Assignments**: For each calendar day late, assignments will receive a ten percent deduction. Work is not accepted after three late days. If you must be absent, your work is still due on the assigned date.

**Expectations for Out-of-Class Study**: A general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, beyond the time required to attend each class meeting, students enrolled in this 3-credit course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**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 officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

**Disability Accommodations:** UTArlington 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).Only those students who have officially documented a need for an accommodation will have their request honored. 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](http://www.uta.edu/disability) and 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

**Counseling and Psychological Services, (CAPS):** [www.uta.edu/caps/](http://www.uta.edu/caps/) and 817-272-3671. CAPS is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination 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*](http://www.uta.edu/hr/eos/index.php)*.*

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated.*For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](../../../Downloads/jmhood%40uta.edu).

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to 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 in their courses by 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. Additional information is available at <https://www.uta.edu/conduct/>.

**Electronic Communication:** 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 are assigned 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>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**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, which is located on the first floor of Preston Hall. 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 make arrangements to assist individuals with disabilities.

Students are also encouraged to subscribe to the MavAlert system that will send information in case of an emergency to their cell phones or email accounts. Anyone can subscribe at <https://mavalert.uta.edu/> or <https://mavalert.uta.edu/register.php>

**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](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). 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 at <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center** (2nd Floor of Central Library) offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

**The English Writing Center (411 Central Library)**: The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework.

**Fall 2017 Hours**

9 am-8 pm Monday-Thursday

9 am-3 pm Friday

12 pm-5 pm Saturday & Sunday

Register and make appointments online at http://uta.mywconline.com. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all programs and services.

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

**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 be informed of any major changes in writing.

**Course Schedule 2338**

Chapter readings and assignments are due on the day they are listed. Bring a hard copy of your syllabus, your textbook (*Strategies for Technical Communication in the Workplace)*, and your Response Journal to each class.

|  |  |  |
| --- | --- | --- |
| **Week**  | **Date** | **Readings/Assignments Due** |
| **1** | FRI8/25 | Introduction to course, syllabus/policies |
| **2** | MON8/28 | Bring hard copy of syllabus and signed Syllabus Contract |
| **2** | WED8/30 | Ch. 1, Ch. 4, and pp. 177-85 in Ch. 10 (memos)Open Syllabus Quiz |
| **2** | FRI9/1 | Ch. 2Assign “Assignment 1: Informational Interview” (p. 42 General Application #1): **Next week, you will set up an interview of a professional in your field about the role of communication (including global, collaborative, and digital communication) in his or her work. Ask at least five detailed questions.** |
| **3** | MON9/4 | Labor Day HolidayNo Class |
| **3** | WED9/6 | Ch. 16 and Ch. 21Assign Final Formal Report and Oral Report (p. 325 General Application #2; p. 403 General Application #1). |
| **3** | FRI9/8 | Ch. 16 and Ch. 21 Continued |
| **4** | MON9/11 | Ch. 5 |
| **4** | WED9/13 | Ch. 3 |
| **4** | FRI9/15 | **DUE Draft of “Assignment 1: Informational Interview”** (p. 42 General Application #1). Bring two hard copies of questions and answers, and one-page summary of the interview (MLA or APA format) for Peer Review Workshop. |
| **5** | MON9/18 | Ch. 6 |
| **5** | WED9/20 | Ch. 9 |
| **5** | FRI9/22 | **DUE “Assignment 1: Informational Interview”** (p. 42 General Application #1). Upload to Blackboard.Assign “Assignment 2: Job Application Letter and Résumé” (p. 173 General Applications #1 and #2). |
| **6** | MON9/25 | Ch. 7 |
| **6** | WED9/27 | Ch. 8 |
| **6** | FRI9/29 | **DUE Draft of “Assignment 2: Job Application Letter and Résumé”** (p. 173 General Applications #1 and #2). Bring two hard copies to class for Peer Review Workshop. |
| **7** | MON10/2 | Ch. 10 |
| **7** | WED10/4 | Ch. 15 and Ch. 17 |
| **7** | FRI10/6 | **DUE “Assignment 2: Job Application Letter and Résumé”** (p. 173 General Applications #1 and #2). Upload to Blackboard.Assign “Assignment 3: Research Proposal to Instructor for Final Formal Report” (p. 347 General Application #2). |
| **8** | MON10/9 | Library Session |
| **8** | WED10/11 | Ch. 15 and Ch. 17 Continued |
| **8** | FRI10/13 | **DUE Draft of “Assignment 3: Research Proposal to Instructor for Final Formal Report”** (p. 347 General Application #2). Bring two hard copies to class for Peer Review Workshop. |
| **9** | MON10/16 | Ch. 11 |
| **9** | WED10/18 | Ch. 12 |
| **9** | FRI10/20 | **DUE “Assignment 3: Research Proposal to Instructor for Final Formal Report”** (p. 347 General Application #2).Assign “Assignment 4: Progress Report on Final Formal Report” (p. 300 General Application #1). |
| **10** | MON10/23 | Appendix A: Documenting Sources (p. 405-13)Library Session |
| **10** | WED10/25 | Ch. 13 |
| **10** | FRI10/27 | Ch. 14 |
| **11** | MON10/30 | Conferences |
| **11** | WED11/1 | Conferences |
| **11** | FRI11/3 | Conferences |
| **12** | MON11/6 | **DUE “Assignment 4: Progress Report on Final Formal Report”** (p. 300 General Application #1). Upload to Blackboard. |
| **12** | WED11/8 | Ch. 18 |
| **12** | FRI11/10 | Ch. 19 |
| **13** | MON11/13 | Ch. 20 |
| **13** | WED11/15 | Ch. 21 Review (Oral Presentations) |
| **13** | FRI11/17 | **DUE Draft of Final Formal Report** (p. 325 General Application #2). Bring two hard copies to class for Peer Review Workshop. |
| **14** | MON11/20 | Second Peer Review Workshop of Final Formal Report |
| **14** | WED11/22 | Conferences |
| **14** | FRI11/24 | Thanksgiving HolidayNo Class |
| **15** | MON11/27 | Oral Reports (p. 403 General Application #1) |
| **15** | WED11/29 | Oral Reports |
| **15** | FRI12/1 | Oral Reports |
| **16** | MON12/4 | Oral Reports |
| **16** | WED12/6 | **DUE Final Formal Report** (p. 325 General Application #2). Upload to Blackboard.Last Day of ClassOral Reports |

**ENGL 2338 Syllabus Contract**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Permission to Use Student Writing (Optional)**

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 others.

Student’s signature

UTA ID Date