**ENGL2338-013**

**Technical Writing**

**Spring 2018**

# Course Information and Instructor Contact Information

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| **Course:**  ENGL 2338-013  **Meeting Times:**  M/W/F, 11:00-11:50  **Meeting Place:**  TH 110 | **Mr. Sean Farrell**  [**sean.farrell2@uta.edu**](mailto:sean.farrell2@uta.edu)  **Location and Office Hours:**  Carlisle Hall, Room 417  MWF 10-11  **Faculty Profile:**  [www.uta.edu/profiles/sean-farrell](http://www.uta.edu/profiles/sean-farrell)  **Office Phone Number:**  817-272-2692 |

# Course Description

This course introduces students to the fundamentals of technical writing. Students are introduced to the types of documents frequently created in professional settings including project proposals, informational reports, formal letters, and emails. Students identify and perform critical steps required of professional communication including audience analysis, research, drafting, and revising. By working independently as well as collaboratively, students develop the skills required of communicators in today’s fast-paced, information driven, and collaborative workplace.

# Learning Outcomes

### Improved Writing Skills

* Identify target audience and tailor professional documents appropriately
* Develop communication strategies appropriate to different types of documents
* Brainstorm, research, draft, revise, proofread, and design documents

### Improved Professional Knowledge

* Identify key publications, associations, and conferences in intended professional field
* Identify demand and compensation for careers in intended professional field
* Identify communication expectations and types of communication dominant in intended field

### Collaboration/Team Work

* Divide tasks and develop strategies for accountability
* Develop time and work management strategies
* Improve listening and speaking skills
* Integrate a variety of view points
* Improve ability to give and receive constructive criticism

# Required Textbook

*Technical Communication, 14th ed.*, by John M. Lannon and Laura J. Gurak.

ISBN-10: 0-13-467882-6

An e-book version of this text will be available for purchase at a significantly reduced price at the UTA Bookstore.

# Major Assignments

### Practice Writing and Peer Reviews 20%

Students complete various writing assignments to gain experience with a variety of technical writing documents including memos, letters, directions, definitions, and reports.

Students also participate in peer review workshops for each major assignment by writing formal peer review reports.

### Chapter Summary Precis 10%

For most chapters in the textbook that we read, you should complete a Chapter Summary Precis. A precis is a short, 4-sentence summary of a text. The goal of a precis is to summarize the most salient features of a long text with precision, correctness, and comprehensiveness. More specific instructions for the precis will be posted on Blackboard.

### Correspondence Portfolio 15%

This assignment requires students to draft, revise, edit, proofread, and format formal letters, professional emails, and memos. This assignment is peer reviewed and evaluated by the instructor.

\* Detailed directions and grading rubric available on Blackboard.

### Job Application Materials Portfolio 15%

This assignment requires students to identify employment opportunities in their intended profession. Students draft, revise, edit, proofread, and format a cover letter and resume. Additionally, students complete a set of emails thanking interviewers for their time and consideration. This assignment is peer reviewed and evaluated by the instructor.

\* Detailed directions and grading rubric available on Blackboard.

### Definitions, Descriptions, and Instructions Portfolio 15%

This assignment requires students to draft, revise, edit, proofread, and format definitions, descriptions, and instructions. This assignment is peer reviewed and evaluated by the instructor.

\* Detailed directions and grading rubric available on Blackboard.

### Team or Individual Career Study and Presentation (T/ICS)[[1]](#footnote-1) 25%

This assignment requires students to work collaboratively (or independently) to research their chosen career, identify critical aspects of professional preparation for their chosen career, and create a series of professional documents.

Students create meeting minutes, a research proposal, an information report, and a PowerPoint. Additionally, students complete a set of individual and team evaluations. All deliverables are collected and evaluated.

\* Detailed directions and grading rubric available on Blackboard.

# Class Participation

Regular attendance is necessary for success in ENGL 2338. Students are expected to attend class regularly and to arrive on time. Excused absences include official university activities, military service, and/or religious holidays. Students must inform the instructor in writing at least one week in advance of an excused absence.

# Attendance

As the instructor of this section, I have elected to take attendance but will not factor attendance into the grade. However, you cannot makeup quizzes and practice writing I you are late or absent. Quizzes are worth 10% of your final grade. Practice writing is worth 20% of your final grade.

# Submitting Assignments to Blackboard

All major assignments and most practice writing must be submitted to Blackboard. All assignments submitted to Blackboard must be saved as a .doc or .docx file to ensure that I am able to open them on my computer. It is your responsibility to ensure that all of your work is saved in this way and submitted in the correct format. If you submit work in the wrong format you will receive a zero for the assignment.

# Late Assignments

Assignments, including homework, are due at the beginning of class on the due date specified. Assignments turned in after the class has begun will receive a ten-percent deduction unless the instructor has agreed to late submission in advance of the due date. For each calendar day following, the work will receive an additional 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. If you are absent when in class work or peer reviews are scheduled you may only make up the missed assignment if your absence is excused in advance. If you are absent you are still responsible for submitting homework by the start of class on the date it is due.

# Academic Integrity

All students enrolled in this course 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.*

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. 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 correctly indicate places where you are making use of the work of another or colluding with another to prepare assignments. It is your responsibility 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. Read your textbook and/or handbook for more information on quoting and citing properly to avoid plagiarism. If you still do not understand, ask your instructor. All students caught plagiarizing or cheating will be referred to the Office of Student Conduct.

# Disability Accommodations

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). 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) or calling 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/) or calling 817-272-3671 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.

# 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. Contact the Financial Aid Office for more information (<http://wweb.uta.edu/aao/fao/>).

# 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 \_\_\_\_\_\_\_\_\_\_\_\_\_. 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.

Course Schedule TBD

1. Adapted from an assignment created by Dr. Christian Worlow. [↑](#footnote-ref-1)