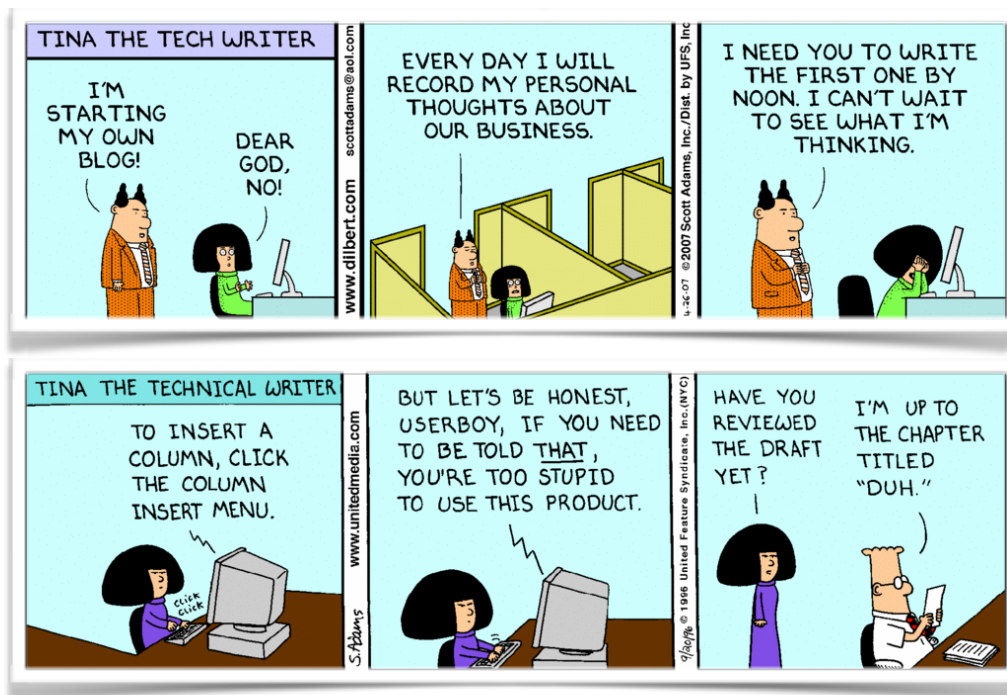


English 2338.010

2338.010: MWF 10-11 - PH 310



Welcome To ENGL 2338!

"If you can't explain it simply, you don't understand it well enough." –Albert Einstein

In addition to a profound understanding of theoretical physics, Albert Einstein also demonstrated mastery of communication. A truly great writer can take the most complex of ideas, break them down, and then communicate them to a wide variety of audiences. This is what technical communication is all about. If you are a nursing major, there will be moments in the future where you will have to take complex medical processes and explain them clearly to your frightened patients. If you plan on being an engineer, you can bet that you will need to explain your ideas to both fellow engineers, as well as the general public. No matter what profession you enter, technical communication will be a part of your job. This semester we will explore the basics of technical communication, which will create a foundation for your future professional writing and interactions.



Office Hours

MWF 1-2, and
others by appt., in
Carlisle 423. To
schedule a meeting
go to [calendly.com/
dr-ponce](https://calendly.com/dr-ponce)



Contact

[timothy.ponce@uta.
edu](mailto:timothy.ponce@uta.edu) OR via Remind
Messages



Required Materials

*Technical
Communication*
ISBN9780134678825

Plagiarism and Academic Dishonesty

<http://library.uta.edu/plagiarism/index.php>

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)

Your work is to be your own, and it is to be prepared originally for this course and section. It is considered Academic Dishonesty to present



any portion of work prepared by someone else and to claim it as your own. It is also unacceptable to submit work or portions of work you have written for another class or section. This includes work prepared for high school and college courses you have taken or in which you are currently enrolled and any previous sections of this course.

If you have any questions regarding the UTA Honor Code or policy on academic dishonesty or plagiarism, it is your responsibility to reach out to your instructor. For more information, please visit <http://www.uta.edu/conduct/academic-integrity/>.

MARKETABLE SKILLS

One of our greatest desires as a university is for you to find equitable employment as an alum. You will learn many skills while here that will help you reach this goal, but we often fail as teachers to explain how the skills taught in our class can be marketed to a larger audience. The following are just some of the skills you will gain in ENGL 2338.

- Experience with professional communication, including the form and legal ramifications of emails, letters, and memos.
- Knowledge of business reports and proposals for both internal and external audiences.
- Familiarity with quantitative research, including best practices in the development of surveys and other data collection instruments.
- Experience with project based workflow that requires task delegation.

ENGL 2338 Catalogue Information and Class Objectives

This course covers the processes of researching, drafting, designing, editing, and revising technical reports, proposals, instructions, resumes, and professional correspondence for specific audiences. Additionally, this course may satisfy a requirement for your specific degree. For more information on how ENGL 2338 fits into your specific degree plan, see an advisor in your college/ department.

Objectives:

- Students will develop their critical thinking by first learning the generic conventions associated with technical and professional writing and then discovering how those conventions shift with audience, purpose, and content.
- Students will develop their communication skills by writing documents that seek to communicate complex information in a clear and concise way.
- Students will develop their sense and practice of personal responsibility by engaging in the development of ethical and sound research practices.
- Students will develop their understanding of social responsibility by learning to balance the needs of an employer with the dignity due a client.

ENGL 2338 Expected Learning Outcomes

By the end of ENGL 2338, students should be able to:

- Design documents so that they clearly and concisely convey complex information.
- Formulate literature reviews that ethically incorporate source information.
- Compose emails, memos, letters, and text messages that not only convey complex

information in a clear way but also take the legal ramifications of each genre into account.

- Create competitive job materials, including (but not limited to) a résumé and cover letter.
- Develop systematic instructions and procedures that can be followed with no to minimal error.
- Write proposals and reports for both internal and external audiences.

Major Assignments

Reading Quizzes: For this assignment, you will complete a short reading assignment before you get to class. Then, you will take a brief (3-4 question) quiz over the reading. If you complete the reading, you should be fine.

In-Class Team Activities: The In-class team activities are designed to be “fun” exercises that reinforce and expand upon the ideas from the textbook, the majority of which will be completed in groups. Almost all of the work should be able to be completed during class time.

Medical Instruction / Description: For this project, you will study one of the pieces of medical equipment I have secured from the College of Nursing and then produce a technical description of the object, as well as detailed instructions that outline its use.

Memo/ Letter Project: The memo/ letter project will ask you to write a memo that explains a changing hospital policy, as well as deliver bad news to a client in the form of a letter. This project will challenge you to think about audience and the best way to reach that specific group, even if you have to deliver bad news.

Job Materials and Interview: Two of the most important technical documents that you will ever write are your résumé and cover letter (letter of interest). This assignment will have you construct both and will require that you also participate in a mock professional interview with the UTA career center.

Proposal: For this final project you will write a full proposal (cover letter, title page, table of contents, executive summary, statement of problem, etc). More details about the contents can be found on the assignment sheet.

Classroom Behavior

Class sessions are short and require your full attention. All cell phones, laptops, and other electronic devices should only be used in a professional manner (see powerpoint from first day of class); all earpieces should be removed. Store materials from other classes, reading not related to this class, bulky bags, and other distractions so that you can concentrate on the class readings and discussions each day. Bring book(s) and e-reserve readings (heavily annotated and carefully read) to every class. Students are expected to participate respectfully in class, to listen to other class members, and to comment appropriately. I also expect consideration and courtesy from students. Professors are to be addressed appropriately and communicated with 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 referred to the Office of Student Conduct.

Visitors in the Classroom

Only students officially enrolled in this section of the class are allowed to attend class meetings. Students may not bring guests (children, spouses, friends, family) to class unless a request has been submitted and approved by the instructor well in advance of the proposed class visit.

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)

Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS)

The 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. You can reach CAPS at www.uta.edu/caps/ or calling 817-272-3671.

Electronic Communication

All students must have access to a computer with internet capabilities. Students should check email daily for course information and updates. I will send group emails through Blackboard and texts through Remind Messages. I am happy to communicate with students through email.

However, I ask that you be wise in your use of this tool. Make sure you have consulted the syllabus for answers before you send me an email.

Remember, I do not monitor my email 24 hours a day. I check it periodically during the school week and occasionally on the weekend.

The University of Texas at Arlington has adopted the University "MavMail" address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. **Students are responsible for checking their email regularly.** Information about activating and using MavMail is available at <http://www.uta.edu/oit/email/>. There is no additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

Student Feedback Surveys

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>.

Final Review Week

For semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions is designated as Final Review Week by the university. 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."

Office Hours

I have regularly scheduled office hours each week. These times are reserved 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.

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. 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.

Syllabus and/ or 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.



Grades and Grading Policies

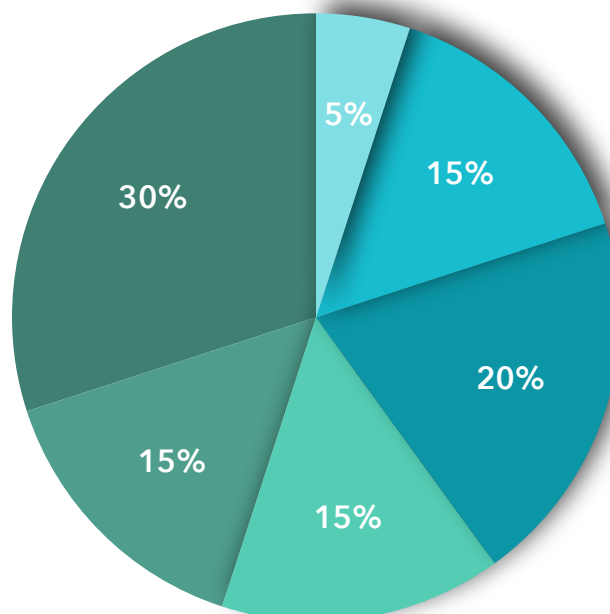
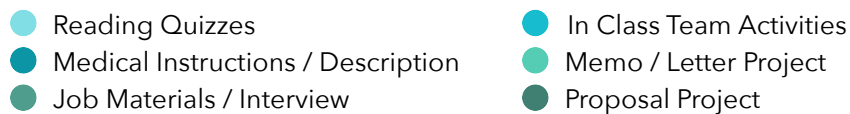
Know I am always available to discuss your progress in the course at any time. Feel free to email me or stop by my office hours.

Final grades in ENGL 2303 are A, B, C, D, and F. Final grades will be calculated as follows: A=90-100%, B=80-89.99%, C=70-79.99%, D=60-69.99%, F=59.99% and below. Assignments will be weighted in the following way:

GRADE WEIGHTS AND PERCENTAGES

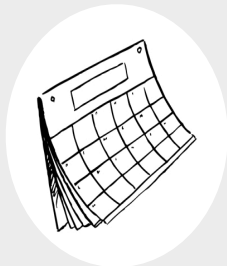
Your final grade for this course will consist of the following components:

Reading Quizzes: 5%
In Class Team Activities: 15%
Medical Instructions / Description: 20%
Memo / Letter Project: 15%
Job Materials / Interview: 15%
Proposal Project: 30%



General Policies

ATTENDANCE



At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. 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, I have instituted the following attendance policy:

A student may miss five (5) classes before her/his grade begins to be effected. After five absences, a five (5) point penalty will be deducted from the student's final semester grade for each additional class missed.

I (Dr. Ponce) determined this five absence policy based on the typical corporate "personal day" policy (i.e. one personal day per month). Also, it should be noted that based on the UTA estimated cost of attendance, each MWF class meeting costs the student approximately \$68.50. So, when a student misses a class, it is similar to paying \$68.50 for a ticket and then never attending the event.

It is each student's individual responsibility to keep track of absences and make sure that he or she is within the allowed number permitted for the course. Note: Absences incurred due to religious holidays will not be calculated into these totals.

While UT Arlington does not require instructors to take attendance in their courses, 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.

EXCUSED ABSENCES??



Absences due to causes such as illness, emergency, death in the family, car trouble, etc., are not "excused" absences, even when accompanied by "official" notes from medical professionals, etc.. Additionally, the following actions may also result in a student being counted as officially absent: 1) sleeping during class, 2) misuse of technology during class (checking social media, texting friends, etc. 3) showing up to class more than 10 minutes late, 4) leaving a class before its completion, 5) failing to attend a scheduled conference with the instructor

NOTE TAKING



Any notes taken by a student during this class are intended for her or his use only. Under no circumstances are notes to be given or sold to individuals or businesses outside of class. Under no circumstances may "private note takers" or "tutors" attend class, or transcribe class lectures without first obtaining the permission of the instructor and registering with the Office of Disability Accommodations. For more information on intellectual property rights, please contact Dr. Ponce

LATE WORK



As a rule, late work for this course will not be accepted. Any quizzes or in-class exercises missed for any reason cannot be made up for points once missed (except for exams). Because attendance is taken, missed quiz grades will simply be dropped from grade calculations. If you know in advance that you will need to be absent for a class period, make arrangements with me (Dr. Ponce) at least two weeks before the scheduled absence.

UTA DROP RULES



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.

TITLE IX



The University of Texas at Arlington 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 or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.*

CAMPUS CARRY



Students should read UTA's policy on concealed handguns on campus. (<http://www.uta.edu/news/info/campus-carry/policy.php>) Please note that 1) only licensed persons may legally carry handguns on campus, and 2) this right only authorizes the licensed carrying of "handgun[s], the presence of which is not openly noticeable to the ordinary observation of a reasonable person." Per policy, if a gun is "partially or wholly visible, even if holstered," it's not legal on campus, whether or not it's licensed.

PAPER RE-USE



You are not allowed, under any circumstances, to reuse papers from prior classes in this course or any other course that you have taken at any institution. This also means that you cannot post your completed papers to websites for other students to use (Corse Hero, etc.). Reusing papers does not demonstrate any advance in knowledge or skill, and so would not be helpful for you either in terms of your learning this semester, or for me in terms of assessing this learning. If you feel your situation constitutes a clear or significant exception to this rule, you must discuss this with me prior to the due date of the first draft.

CLASS CONDUCT



In accordance with the UTA code of conduct, I expect each student to conduct themselves in a respectful manner. There will be times when we will discuss pressing issues and not all of us will agree on how to address said issues. This kind of disagreement is what makes classes like ours possible, for if we all agreed there would be no point to persuasion. With that said, I expect all students to respect the opinions of their classmates, even if they don't agree. At no time will I tolerate threats, racial slurs, or intimidation. For more on the university's stance on these topics, see <https://www.uta.edu/conduct/code-of-conduct/index.php>

Course Calendar

*****Subject to Change*****

WEEK 1

Wednesday, August 22

- Introduction to the class
- "What's Technical Communication?"
 - Homework for Next Time: Purchase Book ASAP!!!

Friday, August 24

- Wrap up "What's Technical Communication?"
- In Class Activity: Is It Technical Communication?
 - Homework for Next Time: Read Chapter 2 (Pgs 15-31)

WEEK 2

Monday, August 27

- Reading Quiz
- Discuss "Meeting the Needs of a Specific Audience"
 - Homework for Next Time: Read part of Chapter 19 (Pgs 437-454)

Wednesday, August 29

- Reading Quiz
- Wrap up "Meeting the Needs of a Specific Audience"
- Discuss "Instructions and Procedures"
 - Homework for Next Time: Read part of Chapter 19 (Pgs 454-468)

Friday, August 31

- Reading Quiz
- Wrap Up "Instructions and Procedures"
- In Class Activity: Engineering a Crushed Fruit and Legume Delivery Device
 - Homework for Next Time: Finish In Class Activity (if not done) and Read part of Chapter 11 (pgs 201-216)

WEEK 3

Monday, September 3

- No Class - University Closed for Labor Day

Wednesday, September 5

- Reading Quiz
- Discuss "Editing for a Professional Style and Tone"
 - Homework for Next Time: Read the rest of Chapter 11 (pgs 217-234)

Friday, September 7

- Reading Quiz
- Wrap Up "Editing for a Professional Style and Tone"
 - Homework for Next Time: Read Chapter 12 (It's long, but there are a lot of pictures)

WEEK 4

Monday, September 10

- Reading Quiz
- Discuss "Designing Visual Information within APA Guidelines"
 - Homework for Next Time: Read Chapter 13

Wednesday, September 12

- Reading Quiz
- Discuss "Designing Documents within APA Guidelines"
 - Homework for Next Time: Read Chapter 17

Friday, September 14

- Reading Quiz
- Discuss "Technical Definitions"
- Homework for Next Time: Read Chapter 18

WEEK 5

Monday, September 17

- Discuss Technical Descriptions
- Introduce Medical Description and Instruction Assignment (Due September 24)
 - Homework for Next Time: Work on Literature Review

Wednesday, September 19

- Workshop: Medical Description and Instruction Assignment
 - Homework for Next Time: Work on Literature Review

Friday, September 21

- Workshop: Medical Description and Instruction Assignment
 - Homework for Next Time: Work on Literature Review and Read Chapter 10

WEEK 6

Monday, September 24

- Reading Quiz
- Discuss "Organization FOR Readers"
 - Homework for Next Time: Review "Checklist for Organizing Information (pg 199)

Wednesday, September 26

- Wrap Up "Organization FOR Readers"
- In Class Activity: The Great Organization Crisis!
 - Homework for Next Time: Wrap up In Class Activity (if not already done) and Read Chapter 14

Friday, September 28

- Reading Quiz
- Discuss "Email and Text Messages"
 - Homework for Next Time: Review "Guidelines for Email" and "Guidelines for Text Message (pgs 317-320)

WEEK 7

Monday, October 1

- Wrap Up "Email and Text Messages"
- Start In Class Activity: Email and Message Like a BOSS
 - Homework for Next Time: Word on Email and Message Project

Wednesday, October 3

- Wrap Up In Class Activity: Email and Message Like a BOSS
 - Homework for Next Time: Read Chapter 7

Friday, October 5

- Reading Quiz
- Discuss the "Thinking Critically about the Research Process"
 - Homework for Next Time: Review "Guidelines for Surveys" pg 139

WEEK 8

Monday, October 8

- In Class Activity: The Great Cookie Conundrum!
 - Homework for Next Time: Wrap up In Class Activity (if not done already) and Review "Checklist for Style" (pgs 233-234)

Wednesday, October 10

- Finish Cookie Presentations
- Discuss "Delivering Bad News" and "The Art of Concision"
 - Homework for Next Time: Reach Chapter 15

Friday, October 12

- Reading Quiz
- Discuss "Workplace Memos and Letters"
 - Homework for Next Time: Review "Checklist for Memos" and "Checklist for Letters"(pgs 337 and 364)

WEEK 9

Monday, October 15

- Wrap Up “Workplace Memos and Letters”
- Introduce Memo and Letter Project (Due October 22)
 - Homework for Next Time: Work on Memo and Letter Project

Wednesday, October 17

- Workshop Memo and Letter Project
 - Homework for Next Time: Work on Memo and Letter Project

Friday, October 19

- Workshop: Memo and Letter Project
 - Homework for Next Time: Finish on Memo and Letter Project and Read Chapter 16

WEEK 10

Monday, October 22

- Reading Quiz
- Discuss “Résumés and Other Job Search Materials”
 - Homework for Next Time: Review the Checklists on pgs 391-392

Wednesday, October 24

- Wrap Up “Résumés and Other Job Search Materials”
- Introduce Job Materials Project (Due November 5)
 - Homework for Next Time: **Meet in the Career Center Next Time**

Friday, October 26

- Career Center Workshop: Résumés
 - Homework for Next Time: **Meet in the Career Center Next Time**

WEEK 11

Monday, October 29

- Career Center Workshop: Interviews
 - Homework for Next Time: Work on Job Materials Project

Wednesday, October 31

- Workshop: Job Materials
 - Homework for Next Time: Work on Job Materials Project

Friday, November 2 (Last Day to Drop at UTA)

- Workshop: Job Materials
 - Homework for Next Time: Finish Job Materials Project and Read Chapter 13

WEEK 12

Monday, November 5

- Reading Quiz
- Discuss "Designing Pages and Documents"
 - Homework for Next Time: Review Checklists on pgs 304-305

Wednesday, November 7

- Wrap Up "Designing Pages and Documents"
- Start In Class Activity: The Pinterest Fails of the Design World
 - Homework for Next Time: Work on In Class Activity

Friday, November 9

- Finish In Class Activity: The Pinterest Fails of the Design World
 - Homework for Next Time: Finish In Class Project (if not already done) and read Chapter 22

WEEK 13

Monday, November 12

- Reading Quiz
- Discuss "Formal Proposals"
 - Homework for Next Time: Review Proposal Checklists on 570 AND Review the sample proposal on pgs 560-569)

Wednesday, November 14

- Wrap Up "Formal Proposals"
- Introduce Proposal Project (Due December 3)
 - Homework for Next Time: Work on Proposal Project

Friday, November 16

- Workshop: Proposal Project
 - Homework for Next Time: Work on Proposal

WEEK 14

Monday, November 19

- Workshop: Proposal Project
 - Homework for Next Time: Work on Proposal

Wednesday, November 21

- University Closed
 - Homework for Next Time: Work on Proposal

Friday, November 23

- University Closed
 - Homework for Next Time: Work on Proposal

WEEK 15

Monday, November 26

- Workshop: Proposal Project
 - Homework for Next Time: Work on Proposal

Wednesday, November 28

- Workshop: Proposal Project
 - Homework for Next Time: Work on Proposal

Friday, November 30

- Workshop: Proposal Project
 - Homework for Next Time: Work on Proposal

WEEK 16

Monday, December 3

- Proposal Due by 11:59 PM
 - Homework for Next Time: No Final Exam in ENGL 2338