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**ENGL 2338: Technical Writing**

**The University of Texas at Arlington**

**Fall 2018**

**Instructor:** Dr. Nancy Rosenberg England

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

**Office:** Carlisle Hall 606

**Office Hours:** 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>

**Section:** 2338-002 **Class Meetings:** TTh 12:30-1:50 Preston 310

**Section:** 2338-007 **Class Meetings:** TTh 2-3:20 Preston 310

**Required Textbook and Materials:**

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| 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
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**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. Assignments will be discussed in class. Assignments will be submitted in APA format, the preferred style of the Nursing program.

* **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.
* **Job Application Letter and Résumé.** p. 173 General Applications #1 and #2.
* **Semester-Long Final Report Project**:
	1. **Research Proposal to Instructor for Final Formal Report**. p. 347 General Application #2.
	2. **Progress Report on Final Formal Report.** p. 300 General Application #1. Strategies and samples pp. 284-86. One page.
	3. **Final Formal Report / Oral Report**. p. 325 General Application #2 (sample pp. 314-23); p. 403 General Application #1. Oral Report: Students will present an 8-10 minute summary of their Final Formal Reports with a visual aid of either a PowerPoint or Prezi. Audience participation.
* **Quizzes.** Be prepared for True/False and Multiple Choice quizzes to be given at the beginning of classes on days that chapter readings are listed on the Course Schedule. You may not take a quiz if you arrive after it has been administered; we will discuss quiz answers immediately following each quiz. The lowest quiz grade is dropped.
* **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:

* Informational Interview 10%
* Job Application Letter and Résumé 15%
* Semester-Long Formal Report Project:
1. Research Proposal to Instructor for Final Report 10%
2. Progress Report on Final Formal Report 10%
3. Final Formal Report / Oral Report 20% / 5%
* Quizzes 15%

(Lowest one dropped)

* Response Journal 15%

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

**Grading**. Final grades will be calculated as follows: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=59 and below. No extra credit is given. Writing assignments will receive holistic letter grades; exams and quizzes are graded with percentage points.

**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 you will receive a grade in this class for your Response Journal and Quizzes, and graded assignments are discussed in detail, attendance is therefore highly encouraged. 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.

**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.

**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. Additional information is available at <https://www.uta.edu/conduct/>. Students are encouraged to review these guides on plagiarism: [http://libguides.uta.edu/researchprocess/plagiarism](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Flibguides.uta.edu%2Fresearchprocess%2Fplagiarism&data=02%7C01%7Cteik.lim%40uta.edu%7C196da9f1a3a040158cbb08d5e4d38701%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C636666519504536062&sdata=JtmboLEGpBAFS8Hy%2Bd%2BtiQ%2FcEmgi2yrfsk9FijWRqJQ%3D&reserved=0)

[http://libguides.uta.edu/copyright/plagiarism](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Flibguides.uta.edu%2Fcopyright%2Fplagiarism&data=02%7C01%7Cteik.lim%40uta.edu%7C196da9f1a3a040158cbb08d5e4d38701%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C636666519504546076&sdata=k9dZFTsjHZk8VVjA3dyLLdK2ysRmHkMidviCAPGgLkI%3D&reserved=0)

**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.

**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)***.***

**Diversity Statement.** The University of Texas at Arlington's Committee on Diversity and Inclusion affirms our strong commitment to maintaining the principles of inclusion and diversity at the core of our university. At a time of uncertainty, we firmly stand behind all our students, faculty, and staff, regardless of national origin, race, ethnicity, religion, disability, sexual orientation, gender identity, and other differences that make us one of the most diverse college campuses in the country.

Anyone who believes her/his safety has been compromised is encouraged to contact the [Committee on Diversity and Inclusion](https://www.uta.edu/uta/about/administration/committees/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](file:///C%3A%5CUsers%5Crowntreem%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CIGVYXPA0%5Cjmhood%40uta.edu).

**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/>).

**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 English Writing Center (411 Central Library)**. The Writing Center offers **free** tutoring in 15-, 30-, 45-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. 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 our programs and services.

**Fall 2018 Hours:**

Monday-Thursday:  9 a.m. to 8 p.m.

Friday:  9 a.m. to 3 p.m.

Saturday and Sunday:  12:00 p.m. to 5 p.m.

**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>. **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.

**Student Feedback Survey.** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a 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 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. 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 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, 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 should also be 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>

**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/>

**Conferences and Questions.** I have 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. If you receive a grade on an assignment or quiz about which you have questions, please wait twenty-four hours before discussing it with me. This gives you time to process the assignment comments and to think about how your course work meets the requirements set forth for each assignment. I do not discuss individual student issues in the classroom before, during or after class.

**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**

Chapter readings and assignments are due on the day they are listed. Bring your textbook and Response Journal to each class.

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| **Week** | **Date** | **Readings/Assignments Due** |
| **1** | TH8/23 | Intro to course, syllabus policies, Diagnostic Essay |
| **2** | T8/28 | Bring signed Syllabus ContractCh. 1, Ch. 4, and pp. 177-85 in Ch. 10 (memos) |
| **2** | TH8/30 | Ch. 2 and Ch. 5**Assign** “Informational Interview” (p. 42 General Application #1) |
| **3** | T9/4 | Ch. 16 and Ch. 21**Discuss All Components** of Semester-Long Final Formal Report Project. |
| **3** | TH9/6 | Ch. 3 |
| **4** | T9/11 | Ch. 6 |
| **4** | TH9/13 | Ch. 9 |
| **5** | T9/18 | **DUE: Draft of “Informational Interview**.**”** Upload to Blackboard. Bring hard copy of questions and answers, and one-page summary of interview for Peer Review Workshop. |
| **5** | TH9/20 | **DUE: “Informational Interview.”** Upload to Blackboard.**Assign** “Job Application Letter and Résumé” (p. 173 General Applications #1 and #2). |
| **6** | T9/25 | Ch. 7**Assign** “Research Proposal to Instructor for Final Formal Report” (p. 347 General Application #2). There will be no Draft due for this assignment. |
| **6** | TH9/27 | Researching Databases Library Session (tentative) |
| **7** | T10/2 | Ch. 8Email conferences - Class does not meet |
| **7** | TH10/4 | **DUE: Draft of “Job Application Letter and Résumé**.**”** Upload to Blackboard. Bring hard copy to class for Peer Review Workshop. |
| **8** | T10/9 | **DUE: “Job Application Letter and Résumé**.” Upload to Blackboard. |
| **8** | TH10/11 | Ch. 10 |
| **9** | T10/16 | **DUE: “Research Proposal to Instructor for Final Formal Report.”** Upload to Blackboard.**Assign** “Progress Report on Final Formal Report” (p. 300 General Application #1). There will be no Draft due for this assignment. |
| **9** | TH10/18 | Ch. 15 and Ch. 17 |
| **10** | T10/23 | Ch. 11 |
| **10** | TH10/25 | Ch. 12 |
| **11** | T10/30 | **DUE: “Progress Report on Final Formal Report.”** Upload to Blackboard. |
| **11** | TH11/1 | Ch. 13 and Ch. 14 |
| **12** | T11/6 | Ch. 18 and Ch. 19 |
| **12** | TH11/8 | Ch. 20 and review of Ch. 21 (no quiz on Ch. 21) |
| **13** | T11/13 | **DUE: Draft of “Final Formal Report.”** Upload to Blackboard. Bring hard copy to class for Peer Review Workshop. |
| **13** | TH11/15 | Oral Reports |
| **14** | T11/20 | Oral Reports Continued |
| **14** | TH11/22 | Thanksgiving HolidayNo Class |
| **15** | T11/27 | Oral Reports Continued |
| **15** | TH11/29 | Oral Reports Continued |
| **16** | T12/4 | **DUE: “Final Formal Report.”** Upload to Blackboard.Oral Reports Continued if necessaryCourse Reflection**Last Day of Class (We will not meet after this class. There is no final during “finals week.”)** |

**ENGL 2338 Syllabus Contract**

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

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Print Name Date

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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