**ENGL 2338: Technical Writing**

|  |  |
| --- | --- |
| **Instructor:** | Jeffrey S Marchand |
| **Office Number:** | Carlisle 520 |
| **Email Address:** | jeffrey.marchand@mavs.uta.edu |
| **Office Hours:**  **Meeting Room:** | Mon & Tues 12-12:45, by appointment  Preston Hall 310 |

**Course Description**

An advanced writing class that prepares students for writing about technical, scientific, and professional subject matters. Students study the concepts and techniques of technical communication and learn to create a variety of documents, such as technical descriptions, job application material, instructions, reports, and professional correspondences. Prerequisite: ENGL 1301, ENGL 1302.

**Student Learning Outcomes**

Each student who completes this course successfully will be able to:

* Identify and follow the basic conventions of several technical and professional writing genres.
* Analyze and identify communication needs for specific audiences.
* Effectively apply rhetorical strategies to create user-centered documents.
* Plan, research, write, design, and illustrate a variety of technical documents.
* Draft and revise writing to ensure conciseness, clarity, and coherence.

**Required Textbooks and Other Course Materials**

* *The Essentials of Technical Communication, Fourth Edition*, Elizabeth Tebeaux and Sam Dragga, 2017, Oxford University Press; 978-0199379996.
* Supplemental readings will be provided to you via Blackboard.

**Assignments**

|  |  |
| --- | --- |
| **Assignment\*** | **Weight** |
| Rhetorical Analysis | 20% |
| Job Letter and Résumé | 15% |
| Instruction Set | 20% |
| Team Report | 15% |
| Presentation on Team Report | 5% |
| Exercises & Draft Workshops | 25% |
|  | **100** |

**\* All assignments must be completed in order to pass this course.**

**Grading:** I should return graded assignments within two weeks from the due dates. When receiving grades, carefully read all my comments and wait at least 24 hours before asking questions. Final Grades will be calculated thusly:

A 100 – 89.5

B 89.4 –79.5

C 79.4– 69.5

F 0.00– 69.4

**Attendance Policy:** As your participation in in-class activities is crucial to your success in this course, attendance is required. I will not take an official attendance during the course. However, keep in mind that periodic daily exercises cannot be made up! Thus, excessive absences during the semester will have a negative impact on your course grade. Excused absences must fall into one of two categories: **sanctioned anticipated situations** and **documented emergency situations**. Anticipated situations, (e.g., participating in an official university function, court attendance, religious observances, or military duty) must be submitted in writing at the beginning of the semester or one week prior to the anticipated absence. Emergency absences (e.g., student illness, injury or death of immediate family member) must be documented within one week following the emergency. Make-up work will be allowed only in situations where absences were excused.

**Late Assignments**: No late assignment will be accepted (without prior communication). You are responsible to follow the course schedule carefully for due dates.

**Make-up Assignments and Extra Credits:** Extra credit will **not** be given. Plan to do the necessary work to succeed on your assignments, rather than relying on special assignments to improve your grade. Make-up work will be allowed only in situations where absences were excused.

**Academic Integrity:** 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. According to the UT System Regents’ Rule 50101, §2.2, "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." **A plagiarized assignment receives a “0”. Two plagiarized assignments will result in an “F” for the course.**

**E-mail:** I respond to all e-mails promptly, that means within 24 hours. Also, I don’t respond to e-mails on the weekends (from 5:00 p.m. on Fridays through to 9:00 a.m. on Mondays). Don’t use e-mail to contact me about trivial or inappropriate questions, like “Sorry I missed classed today, can you send me the lecture notes?” I encourage you to take advantage of the office hours if you have any questions or concerns about matters for the course. All emails should be written in a professional manner. Please do not treat them as text communications. Nonprofessional communication through email will not receive priority attention, if answered at all.

**Professionalism:**  Professionalism includes meeting all deadlines, keeping all appointments, communicating with others openly and respectfully, working conscientiously, taking feedback seriously, and taking the initiative to solve any problems that arise.

**Electronic Communication Policy:** The University of Texas at Arlington has adopted the University “MavMail” address as the sole official means of communication with students. All students are assigned a MavMail account. ***Students are responsible for checking their MavMail regularly.*** Information about activating and using MavMail is available at <http://www.uta.edu/oit/email/>

**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. March 29th, by 4:00 pm, is the last day to drop for the Spring 2019 semester. 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.

**Americans with Disabilities Act:** The University of Texas at 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)*. 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 that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. 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) or by calling the Office for Students with Disabilities at (817) 272-3364.

***Assignments (Overview)\****

**Assignment 1: Rhetorical Analysis**

This assignment asks you to conduct a rhetorical analysis on a website pertaining to your field of specialty. You will write a memo of at least 3 pages which describes the rhetorical situation for which your chosen website was created, and also what types of visual design principles are used effectively or ineffectively on the website. More detailed instructions will be given in class.

**Assignment 2: Job Application and Résumé**

This assignment asks you to write a job application letter and create a résumé for a real job opening for which you are qualified. Each of these should be at least one page. There will also be a short memo in which you will justify the choices you made in designing your résumé.

**Assignment 3: Instructions**

This assignment asks you to write a set of instructions on how to complete a specific task. You must write your instructions for a specific audience and then justify your choices in a memo of 1- 2 pages in length.

**Assignment 4: Group Technical Report**

For this assignment, you will be working in groups to design and write an effective technical research report. Your group will decide together what topic you want to write on, and then conduct research on the subject which you will compile into visual data displays

(graphs or tables) and include in your report. The overall report will be from 6-10 pages in length. An individual one page memo describing the Pros and Cons of collaborating on a group report will also be required from each member of the groups, which will include evaluations of other member’s efforts.

**Group Presentations**

A short (10 minute) group presentation will be required of each group on the final days of class. A power point presentation that includes the data presentations that you include in your report is a necessary element of the presentation. All members of the group will are expected to participate in the presentation.

**Daily Exercises**

At times, we will be doing in-class exercises (discussions, activities, etc.) that will count as daily grades. These grades cannot be made up, so please come to class prepared. Just coming to class will not guarantee you these daily points, you must participate!

**Draft Workshops**

Each assignment will be accompanied by draft workshops where students will work in pairs to critique (give feedback and suggestions for improvement) their partner’s first drafts. At the end of each drafting session, a short memo of your workshop activities will be due from each student.

***\* All major Assignments must be completed in order to pass this course.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Calendar**  All readings and assignments are due at the BEGINNINGof class on the date listed. Some readings and due dates are subject to being revised. Any changes to the schedule will be announced through blackboard and in class, so please check announcements regularly, and especially if you have to miss class for some reason.  January | | | |
| Date | What’s happening in class | What to have read **before** class | Due at Beginning of Class |
| 14 | \* Course Overview  \* Introduction to Technical Writing |  |  |
| 16 | \* The Writing Process | \* Tebeaux & Dragga Chapter 1 |  |
| 23 | \* Assignment 1: Rhetorical Analysis  \* What is Rhetoric?  \* Writing for Your Readers (Discussion) | \* Purdue Owl, Rhetorical Situations <https://owl.purdue.edu/owl/general_writing/academic_writing/rhetorical_situation/index.html>  \* Tebeaux & Dragga, Chapter 2 |  |
| 28 | \* Analyzing Purpose, Author, and Audience | \* Purdue OWL, Purpose <https://owl.purdue.edu/owl/general_writing/academic_writing/rhetorical_situation/purposes.html>  \* Purdue OWL, Author and Audience  <https://owl.purdue.edu/owl/general_writing/academic_writing/rhetorical_situation/author_and_audience.html> |  |
| 30 | \* Design Principles: Alignment  \* Design Principles: Proximity | \* Alignment Brings Order to Chaos  http://desktoppub.about.com/od/alignment/ss/alignment.htm  \* Proximity in Design: <https://www.webdesignerdepot.com/2010/01/the-principle-of-proximity-in-web-design/> |  |
| FEBRUARY | | |  |
| Date | What’s happening in class | What to have read before class | Due |
| 04 | \* Draft Workshop |  | \*Assignment 1, First Draft  (Bring Hard Copy to Class) |
| 06 | \* Draft Workshop |  | \*Assignment 1, First Draft  (Bring Hard Copy to Class) |
| 11 | \* Assignment 2: Professional Job application Letter |  | \* Assignment 1, **Final Draft** (submit electronically to Blackboard Safe Assignment) |
| 13 | \* Letter and Memo  \* Correspondence and Email  \*Job Letters | \* Tebeaux & Dragga, Chapter 7  \*Tebeaux & Dragga, Chapter 12 pgs.344-348 |  |
| 18 | \* Achieving a Readable Style | \* Tebeaux & Dragga, Chapter 4 |  |
| 20 | \* Draft Workshop – Job Letter  \* Draft Workshop – Résumé |  | \* Assignment 2, First Draft (bring one copy to class)  \* Assignment 2, First Draft (bring draft to class) |
| 25 | \* Assignment 3: Instruction Set |  | \* Assignment 2, **Final Draft** (submit electronically to Blackboard Safe Assignment) |
| 27 | \* Writing Clear Instructions  \* Writing Directions | \* Tebeaux & Dragga, Chapter 10 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| MARCH | | | |
| Date | What’s happening in class | What to have read before class | Due |
| 04 | \* Design Principles: Repetition  \* Design Principles: Using Types | \* Design Principles: Repetition  <http://www.edgee.net/the-principles-of-graphic-design-how-to-use-repetition-effectively/>  \* Design Principles: Using Type  <http://www.pcworld.com/article/2146761/word-s-secret-design-sizzle-learn-the-built-in-tools-for-better-looking-documents.html> |  |
| 06 | \* Using Illustrations and Figures  \*In-class work on Instruction drafts | \* Using illustrations  <https://www.webucator.com/tutorial/intermediate-microsoft-word/working-with-illustrations.cfm> |  |
| 11 | Spring Break |  |  |
| 13 | Spring Break |  |  |
| 18 | \* Draft Workshop |  | \* Assignment 3, First Draft (bring one copy to class) |
| 20 | \* Draft Workshop |  | \* Assignment 3, First Draft (bring one copy to class) |
| 25 | \* Teams announced  \* Assignment 4: Team Report |  | \* Assignment 3, **Final Draft** (submit electronically to Blackboard Safe Assignment) |
| 27 | \* Types of Reports Meet with Groups (Planning) | \* Tebeaux & Dragga, Chapter 8 |  |
| 29 | Last Day to Drop!!! |  |  |
| APRIL | | |  |
|  | | |  |
| Date | What’s happening in class | What to have read before class | Due |
| 01 | \* Main Elements of Reports: Introduction  \*Group Workshop – Research data | \* Sample Reports in Blackboard |  |
| 03 | \* Main Elements of Reports: Criteria  \* Group Workshop – Purpose/Audience | \* Sample Reports in Blackboard |  |
| 08 | \* Visual Display of Quantitative Information  \* Main Elements of Reports: Conclusion and Recommendation | \* Tebeaux & Dragga, Chapter 6  \* Using Charts, graphs, and tables  <https://www.prismnet.com/~hcexres/textbook/tables.html> |  |
| 10 | \* Group Workshop Outline of Report (assignments)  \* Letter of Transmittal | \* Sample Reports in Blackboard |  |
| 15 | \* Draft workshop |  | \* Assignment 4, First Draft (bring one copy to class) |
| 17 | \* Draft Workshop |  | \* Assignment 4, First Draft (bring one copy to class) |
| 22 | \* Presentation Techniques | \* Tebeaux & Dragga, Chapter 11  \* Pecha Kucha 20X20: <http://www.pechakucha.org/> | \* Assignment 4, **Final Draft** (submit electronically to Blackboard Safe Assignment) |
| 24 | \* Workshop (Planning your presentation)  Creating the PowerPoint |  |  |
| 29 | \* Student Presentations |  |  |
| may | | |  |
| Date | What’s happening in class | What to have read before class | Due |
| 01 | \* Student Presentations |  |  |