

English 2338-007: Technical Writing Fall 2016

<p><i>COURSE INFORMATION</i></p> <p>Tuesday/Thursday 2:00 – 3:20 PH 310</p> <p><i>OFFICE HOURS</i></p> <p>Monday 9:00 – 12:00 or by appointment</p>	<p><i>CONTACT INFORMATION</i></p> <p>Dr. Miller</p> <p>jennifermiller@uta.edu</p> <p>Carlisle Hall, 417</p>
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Course Description

This course introduces students to the fundamentals of technical writing. Students will be introduced to the types of documents frequently created in professional settings including project proposals, informational reports, formal letters, and emails. Students will identify and perform critical steps required of professional communication including audience analysis, research, drafting, and revising. By working independently as well as collaboratively, students will 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 Text Book

Mike Markel's Technical Communication (11th edition)

Major Assignments

Homework Assignments and Class Work 10%

Homework assignments must be typed, printed, and submitted at the start of class on the date due. You are responsible for submitting the assignment even if you are unable to attend class. You may email me your assignment if you have a previously approved excused absence. No other emailed assignments will be accepted.

Quizzes 10%

There are four reading content quizzes throughout the semester. You may only makeup a quiz if you have an excused absence.

Cover Letter and Resume Portfolio 20%

This assignment requires students to identify employment opportunities in their intended profession. Students draft, revise, edit, proofread, and format a cover letter and resume. This assignment will be peer reviewed and evaluated by the instructor.

* Detailed directions and grading rubric available on Blackboard.

Correspondence Portfolio 20%

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

* Detailed directions and grading rubric available on Blackboard.

Team Career Study and Presentation 40%

This assignment requires students to work collaboratively to identify critical aspects of professional preparation for their chosen profession. Students create a formal proposal, information report, directions, and a PowerPoint or Prezi presentation. The assignment includes a 20-minute oral presentation.

* Detailed directions and grading rubric available on Blackboard.

* Adapted from an assignment created by Dr. Christian Worlow

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.

Turning in Assignments to Blackboard

All major assignments in this course will be submitted to Blackboard. All homework assignments must be printed and submitted at the start of class. I will not accept any major assignments via e-mail except in the case of previously approved excused absences. 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, then 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 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.

Counseling and Psychological Services, (CAPS) 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://www.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.

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

Assignments are due on the day they are listed.

Week	Date	Class Topic	Assignments Due
1	THU 8/25	Introductions and Syllabus Overview	
2	TUE 8/30	Introduction to Technical Communication Class Work: Exercise One	Read: Chapter One Due: Exercise 1
2	THU 9/1	Writing Technical Documents Quiz: Chapters One and Three	Read: Chapter Three
3	TUE 9/6	Writing Collaboratively Discuss Team Career Study and Presentation Assignment	Read: Chapter Four
3	THU 9/8	Writing Correct and Effective Sentences Part I	Read: Chapter 10 Due: Exercises 1-15

4	TUE 9/13	Writing Correct and Effective Sentences Part II	Due: Ch. 10, Exercises 16-33
4	THU 9/15	Analyzing Your Audience and Purpose Assignment and Practice Audience Analysis in Class	Read: Chapter Five
5	TUE 9/20	Researching Your Subject TCS Group Work: Exercise 3 Quiz: Chapters Five and Six	Read: Chapter Six
5	THU 9/22	Writing Job Application Materials Discuss Resume and Cover Letter Assignment	Read: Chapter Fifteen Due: Exercise 1
6	TUE 9/27	Writing Workshop: Resume	Due: Bring Three Ads for Jobs in Your Field to Class
6	THU 9/29	Writing Workshop: Cover Letter	
7	TUE 10/4	Peer Review	Due: First drafts of resume and cover letter (bring two hard copies)

7	THU 10/6	Organizing Your Information	Read: Chapter Seven Due: Exercise 2
8	TUE 10/11	Communicating Persuasively	Read Chapter Eight Due: Final Drafts of Resume and Cover Letter And Exercise 3
8	THU 10/13	Emphasizing Important Information Quiz: Chapters Seven, Eight, and Nine	Read: Chapter Nine Due: Exercises 3, 4, 5, and 6
9	TUE 10/18	Writing Correspondence Discuss Correspondence Portfolio Assignment And Exercise 7	Read: Chapter Fourteen Due: Exercise 7
9	THU 10/20	Writing Workshop: Letter	
10	TUE 10/25	Writing Workshop: Email	
10	THU 10/27	Peer Review	Due: First drafts of Letter and Email (bring two hard copies)

11	TUE 11/1	<p>Writing Proposals</p> <p>TCS Group Work</p> <p>Last Day to Drop is 11/2</p>	<p>Read: Chapter Sixteen</p>
11	THU 11/3	<p>Writing Informational Reports</p> <p>TCS Group Work</p>	<p>Read: Chapter Seventeen</p> <p>Due: Final Letter and Email Portfolio</p>
12	TUE 11/8	<p>Writing Definitions, Descriptions, and Instructions</p> <p>Quiz: Chapters Sixteen, Seventeen, and Eighteen</p>	<p>Read: Chapter 20</p>
12	THU 11/10	<p>NO CLASS – Dr. Miller is Traveling for a conference</p> <p>TCS Groups meet independently</p>	
13	TUE 11/15	<p>Writing Workshop: Proposal</p> <p>TCS Group Work</p>	
13	THU 11/17	<p>Writing Workshop: Informational Report and Directions</p> <p>TCS Group Work</p>	

14	TUE 11/22	Peer Review	Due: First drafts of TCS Proposal, Informational Report, and Directions (bring two hard copies)
14	THU 11/24	NO CLASS – THANKSGIVING HOLIDAY	
15	TUE 11/29	Making Oral Presentations	Read: Chapter 21
15	THU 12/1	Workshop: Power Point TCS Group Work	
16	TUE 12/6	Team Career Presentations	Due: TCS Proposal, Information Report, and Directions