

English 2338-012: Technical Writing

Spring 2017

<p>COURSE INFORMATION</p> <p>Monday/Wednesday/Friday 9:00 – 9:50</p> <p>PH 310</p> <p>OFFICE HOURS</p> <p>Monday/Wednesday 10 – 11, Tuesday/Thursday 2 – 3, or by appointment</p>	<p>CONTACT INFORMATION</p> <p>Dr. Miller</p> <p>jennifermiller@uta.edu</p> <p>Carlisle Hall, 417</p>
---	---



UNIVERSITY OF
TEXAS
ARLINGTON

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 Textbook

Mike Markel's Technical Communication (11th edition)

You should bring your textbook to class everyday. We will discuss samples of technical writing found in your textbook and complete exercises in your textbook frequently throughout the semester.

Major Assignments

Homework/Classwork 20%

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

reports. Students will also participate in peer review workshops for each major assignment.

Correspondence Portfolio 20%

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

* Detailed directions and grading rubric available on Blackboard.

Job Application Materials 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. Additionally, students complete a set of emails thanking interviewers for their time and consideration. This assignment will be peer reviewed and evaluated by the instructor.

* Detailed directions and grading rubric available on Blackboard.

Team or Individual Career Study and Presentation (T/ICS)* 40%

This assignment requires students to work collaboratively (or independently) to research their chosen career, identify critical aspects of professional preparation for their chosen profession, and create several professional documents. Students create a research proposal, information report, and a PowerPoint. Additionally, students will create a team contract, style sheet, and keep meeting minutes. Students will complete two sets of individual and team evaluations, which will be assessed for a grade. All aspects of the assignment will be collected and evaluated.

* Detailed directions and grading rubric available on Blackboard.

* Students may opt out of the collaborative component of the career study and work independently with the instructor's permission. Requirements will be modified accordingly.

* 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. However, class work, which may only be completed in class on the scheduled day, will be evaluated and is worth 20% of the final 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

Reading assignments should be completed on the day they are listed. Class work must be submitted in class on the date it is to be completed.

1	WED 1/18	Introductions and Syllabus Overview	
1	FRI 1/20	Writing Technical Documents	Read Chapter 3
2	MON 1/23	Writing Correct and Effective Sentences Class Work: Editing Technical Documents	Read Chapter 10
2	WED 1/25	Analyzing Your Audience and Purpose	Read Chapter 5
2	FRI 1/27	Writing Memos Class Work: Begin UTA Website Analysis Activity (Modified from Page 145, Exercise 6)	Read Chapter 14, pages 372 – 374 (Memos)
3	MON 1/30	Class Work: Complete and Submit UTA Website Analysis Activity	

3	WED 2/1	Writing Collaboratively/ Introduce Team/Individual Career Study (T/ICS)	Read Chapter 4
3	FRI 2/3	T/ICS Workshop Groups Discuss Roles and Create a Contract	Read Chapter 17, pages 464 – 465 (Meeting Minutes)
4	MON 2/6	Researching Your Subject	Read Chapter 6 TCS Contract Due
4	WED 2/8	Class Work: Page 144, Exercise 3	
4	FRI 2/10	APA Workshop with The Writing Center	
5	MON 2/13	T/ICS Research Proposal Workshop	Read Chapter 16
5	WED 2/15	T/ICS Research Proposal Workshop	
5	FRI 2/17	Writing Correspondence	Read Chapter 14
6	MON 2/20	Introduce Correspondence Portfolio Assignment and Discuss Sample Letters http://www.tedlnancy.com/tedlnancy.php Class Work: Draft a Formal Letter	T/ICS Research Proposal Due

6	WED 2/22	Correspondence Workshop	
6	FRI 2/24	Correspondence Portfolio Peer Review	Draft of Correspondence Portfolio Due (Bring Hard Copy to Class)
7	MON 2/27	Organizing Your Information	Read Chapter 7
7	WED 3/1	T/ICS Organizing Information Workshop (Bring Research to Class)	Correspondence Portfolio Final Due
7	FRI 3/3	Communicating Persuasively	Read Chapter 8
8	MON 3/6	Writing Recommendation Reports	Read Chapter 18
8	WED 3/8	Class Work: Begin Analysis of Three Professional Organizations and Create Recommendation Report (page 488 - 489)	
8	FRI 3/10	Class Work: Complete and Submit Analysis of Three Professional Organizations and Create Recommendation Report	
9	MON 3/13	No Class	
9	WED 3/15	No Class	

9	FRI 3/17	No Class	
10	MON 3/20	Designing Print and Online Documents	Read Chapter 11
10	WED 3/22	Creating Graphics	Read Chapter 12
10	FRI 3/24	Review Sample T/ICS Discuss Design and Graphics	
11	MON 3/27	T/ICS Style Sheet Workshop	
11	WED 3/29	Flowchart Workshop – create a flowchart communicating required preparation for your chosen field	T/ICS Style Sheet Due
11	FRI 3/31	Graphics Workshop – create two graphics you will use in your T/ICS	
12	MON 4/3	Writing Job-Application Materials	Read Chapter 15
12	WED 4/5	Resume Presentation with The Career Development Center	
12	FRI 4/7	Review Sample Cover Letters and Resumes Class Work: Page 416, Exercise 1	
13	MON 4/10	Job-Application Materials Workshop	

13	WED 4/12	Job-Application Materials Workshop	
13	FRI 4/14	Peer Review of Job-Application Portfolio	Draft of Job-Application Portfolio Due (Bring Hard Copy to Class)
14	MON 4/17	Writing Definitions, Descriptions, and Instructions	Read Chapter 18
14	WED 4/19	Class Work: Begin Definitions, Descriptions, and Instructions Exercise	Final Job-Application Portfolio Due
14	FRI 4/21	Class Work: Complete and Submit Definitions, Descriptions, and Instructions Exercise	
15	MON 4/24	Writing Informational Reports Class Work: Begin exercise adapted from page 466, exercise 3	Read Chapter 17
15	WED 4/26	Class Work: Complete and submit exercise adapted from page 466, exercise 3	
15	FRI 4/28	Making Oral Presentations	Read Chapter 21
16	MON 5/1	T/ICS Presentations	
16	WED 5/3	T/ICS Presentations	

16	FRI 5/5	T/ICS Presentations	T/ICS Final Due
----	------------	---------------------	-----------------