ENGL 2338-002: Technical Writing
First Five Weeks, Summer I, 2017

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Description of Course Content: In an information society, your ability to communicate effectively will be a big factor in determining your career success. This course is designed to prepare you for the writing-related communication tasks in your job. As a Professional Nurse, mastering the specifics of technical writing can help you communicate better with your patients as well as other healthcare professionals. In this five-week course, you will learn strategies for writing clear and concise technical documents, explore principles of good document design, and learn how to use visuals in documents. You will study common types of technical and professional writing: memo, resume, job application letter, instructions, and technical descriptions. As you complete each assignment, you will practice how to define your audience and purpose, determine appropriate document format and writing style, and improve the clarity and organization of your document.

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; and
- revise documents for organization, style, and design.

Required Textbooks and Other Course Materials: Gurak L.J. & Lannon J.M. (2016). *Strategies for technical communication in the workplace,* (3rd ed.) Boston: Pearson Education, Inc.

UTA email account that you check at least once a day!

Descriptions of major assignments and examinations: To complete this course, you will submit five (5) major writing assignments, post to weekly discussion forums, and complete three (3) exercises. Each assignment is designed to give you practical experience in specific areas of technical writing. For detailed description of each assignment, download assignment handouts from each week's lesson page in Blackboard.

Assignment 1: Audience Analysis Memo
This assignment asks you to compare and contrast the primary and secondary audiences of two Websites. You will write a memo to your instructor analyzing both Websites and their audiences and explain the persuasive strategies each Website uses to serve its audience's needs.

Assignment 2: Professional Job Application
This assignment asks you to write a job application letter and create a resume for a real job opening that you are qualified.
Assignment 3: Instructions
This assignment asks you to write a set of instructions on how to complete a specific task.

Assignment 4: Technical Object Description
This assignment requires you to select a technical object and write a description of it.

Assignment 5: Course Reflection
This last assignment asks you to write a short memo reflecting on the course, its assignments, your learning, and how this learning experience connects to your career as a nurse.

Weekly Discussion Forums
You are required to participate in five graded online discussions. Participation in online discussions involves two distinct activities: an initial response to a posted question and at least two subsequent comments on classmates' responses.

Exercises
You are required to complete three (3) exercises. The exercises are on a variety of topics associated with the course modules. For more information on the exercises, see the lesson pages for Week 1, Week 2, and Week 5.

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 online section, I will not take attendance.

However, 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.

Grading: Your grade in the course will be determined as follows. Consult the course Calendar for assignment due dates.
- Assignment 1: Audience Analysis Memo   10%
- Assignment 2: Professional Job Application   20%
- Assignment 3: Instructions   20%
- Assignment 4: Technical Object Description   15%
- Assignment 5: Course Reflection   10%
- Weekly Discussion Forums   15%
- Exercises   10%
- Total: 100%

All activities will receive a numerical grade of 0–100. You will receive a score of zero [0] for any work not submitted. Your final grade in the course will be a letter grade. Letter grade equivalents for numerical grades are as follows:

- A=90–100%
- B=80–89%
- C=70–79%
- D=60–69%
- F=50–59%

At the end of the semester, we will round up your averages from the hundredths place, so that an 89.46% becomes an A.

Submission Policy
- You must complete all assignments by the due dates. No late work is accepted in this course except in the most unusual circumstances. (Should you have an emergency and need to turn in work late, contact your coach. He or she may decide to allow you to submit your work late with a daily point deduction [10 points per day]. Any work that is turned in 5 days past the due date will not be accepted.).
- It is your responsibility to submit your work on time and ensure that the correct document is submitted to Blackboard properly. Failure to do so will result in a late penalty or zero.
- In order to check if an essay/assignment is submitted correctly, click on the "Grades" tab located on the left-hand side of the course home page and look for the green exclamation point icon in the appropriate assignment column (Note: for discussion activities and peer review, a paper and pencil icon or a colored sphere confirms your submission). If an exclamation point is not present after your essay/assignment is submitted, you should resubmit following the steps above to make sure the essay/assignment is properly submitted. Also, view the document you recently submitted (i.e., open the file saved in Blackboard) to ensure that you have uploaded the correct file.
- Please be aware that technical errors in Blackboard are very rare and tech support has sophisticated tools to determine if students have actually submitted assignments or posted to discussion boards.
- Each week, your work is due by 11:59 pm on the Sunday of that week (with the exception of Week 5, which ends on a Friday).

Expectations for Out-of-Class Study: Because this is an online accelerated course, students enrolled in this course should expect to spend at least an additional two (2) to three (3) hours each day per week of their own time in course-related activities, including reading required materials and completing assignments.

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog.
For undergraduate courses,
see http://catalog.uta.edu/academicregulations/grades/#undergraduatetext; For student complaints,
see http://www.uta.edu/deanofstudents/student-complaints/index.php

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. For more information, contact the Office of Financial Aid and Scholarships (http://wweb.uta.edu/aao/fao/).

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 faculty 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.

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 is Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671

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.*

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

Academic Integrity: Students enrolled all UT Arlington courses 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.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at https://www.uta.edu/conduct/.

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/

Student Feedback Survey: 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 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.

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, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. 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 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.

The English Writing Center (**411LIBR**): The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com.

ENGL2338 Weekly Course Calendar

	Topics	Reading	Assignments	Due Date
Week 1	- Introduction to Technical Writing - Audience and Persuasion - Citing Sources & Avoiding Plagiarism	- Gurak & Lannon: Ch. 1, 3 - Gurak & Lannon: Appendix A - Purdue OWL: Writing as a Professional Nurse	- Weekly Discussion - Exercise 1 - Assignment 1	*Sunday* of Week 1, 11:59 pm
Week 2	- Achieving an Effective Writing Style - Professional Job Application	- Gurak & Lannon: Ch. 5, 6, 9 - Purdue OWL: Parallel Structure	- Weekly Discussion - Exercise 2 - Assignment 2	*Sunday* of Week 2, 11:59 pm
Week 3	- Designing Documents - Using Illustrations - Instructions	- Gurak & Lannon: Ch. 7, 8, 13 - The Big Four: Contrast, Repetition, Alignment, Proximity - The Four Basic Principles of Design	- Weekly Discussion - Assignment 3	*Sunday* of Week 3, 11:59 pm
Week 4	- Editing and Revising - Process Description	- Gurak & Lannon: Ch. 12	- Weekly Discussion - Assignment 4	*Sunday* of Week 4, 11:59 pm
Week 5	- Ethical Issues - Course Reflection	- Gurak & Lannon: Ch. 4	- Weekly Discussion - Exercise 3 - Assignment 5	***Friday*** of Week 5, 11:59 pm

Note: You should complete each week's activities by 11:59 pm Central Time on the **Sunday** of that week, with the exception of Week 5, which ends on a **Friday**.