

# ENGLISH 2338: TECHNICAL WRITING

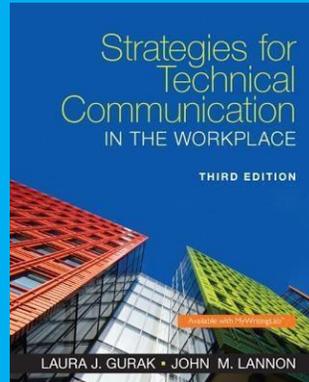
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Office Hours: TT 11:30-2:00



## Required Course Materials

- Gurak L.J. & Lannon J.M. (2016). *Strategies for technical communication in the workplace*, (3<sup>rd</sup> ed.) Boston: Pearson Education, Inc.
- UTA email account that you check at least once a day!

## About This Course

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.
- Revise documents for organization, style, and design.

## Assignment Overview

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 for which 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 4.

## Grade Distribution

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 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%

## Strategies for Success

Consider the following study tips for success:

1. Read carefully the entire Syllabus, making sure that all aspects of the course are clear to you and that you have all the materials required for the course.
2. Read the FAQ section in Blackboard.
3. Begin each week by consulting the Course Calendar. The calendar provides an overview of each week's topics, required readings, and lists due dates for submitting assignments and completing exercises.
4. Review the weekly "Assignment Directions" folders thoroughly; they outline what you need to do each week and include locations to participate in discussion posts and to submit assignments.
5. Check your UTA email daily. This is how your instructor and coach will get in touch with you, and you are responsible for reading and being familiar with the information in the emails we send.
6. Contact your coach if you have a situation that affects your participation in class. You are responsible for keeping track of the due dates.

## 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).

## Plagiarism

Plagiarism is the presentation of another person's work or ideas as your own, **whether it's intentional or not**. Copying or paraphrasing passages from another writer's work without acknowledging that you've done so is plagiarism. Allowing another writer to write any part of your assignment is plagiarism. Plagiarism is a serious offense. If your coach or instructor suspects you of plagiarism, your instructor will get in touch with you and share her suspicions with you. You will have the opportunity to accept or deny responsibility for the charges, and if you deny responsibility for the alleged plagiarism, you will have your case tried by the Office of Student Conduct. Whether you accept or deny responsibility, your instructor will file a report with the Office of Student Conduct. Should you accept responsibility for plagiarism or be found responsible by Student Conduct, **the academic penalty for plagiarism in this course is a zero on the assignment**. The Office of Student Conduct will implement further penalties (usually disciplinary probation).

## 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.*

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) 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.

## The Writing Center

The Writing Center, Room 411 in the Central Library, offers guidance to UT-Arlington students on writing assignments. Appointments are for 45 minutes. Students must register with the Writing Center before making appointments and should bring a printed copy of their assignment sheet, any instructor or peer comments, and their draft to the appointment. You may register and schedule appointments and find many other valuable resources and information online at <http://www.uta.edu/owl>.

Please note that Writing Center consultants assist students with writing development, from understanding an assignment and brainstorming ideas or revising an early draft, to polishing a final document. However, the Writing Center is not a document editing service; consultants will not identify or correct every grammar or spelling error, nor will they rewrite student assignments. They focus on improving writing skills and helping students become better editors of their own writing, which includes learning to identify and correct their own grammar, punctuation and editing errors.

In addition to one-on-one consultations, the Writing Center will offer grammar workshops periodically throughout the semester. During these workshops students will focus on identifying and correcting one of the most common grammar errors and then will participate in a Consultant-led revising and editing session. For more information on these sessions, please see the Writing Center calendar at <http://www.uta.edu/owl>.

## Writing Center Services for Online Students

The English Writing Center, 411LIBR, is a welcoming and supportive environment for students who seek assistance on a wide variety of writing assignments and needs. Our free services include 20-, 40-, and 60-minute face-to-face and **online sessions**, and a variety of workshops on campus.

Register and schedule a session at [uta.mywconline.com](http://uta.mywconline.com), or look at our events calendar to attend any of our [workshop](#) sessions.

## Making an Online Appointment

1. Go to <http://uta.mywconline.com> If you are already a registered user, Log In to the system. If you have not registered, follow the “Click here to register” link and use your NetID and Password to register.
2. Once you have logged in, you will be prompted to our main Scheduling page (this will look like a spreadsheet full of white, navy, red, and royal blue boxes). Find the specific day for which you would like to make an appointment; you can scroll ahead to future weeks by simply clicking the “Next Week” link towards the top of the page.
3. Once you have found the day, you will see a list of consultants on staff that day. Please note: Online sessions can only be made with consultants who have “Face-to-face or online” below their name. GRADS consultants are reserved for graduate students needing face-to-face appointments. GRADS do not meet in online sessions.
4. When you have found an online consultant and a time that works, click on the box for that time (available times will appear as WHITE boxes). Clicking on the box will prompt you to a separate window—this is your appointment form. Please note: be sure to select the “Yes - Meet Online” option in the dropdown box by the “Meet Online?” prompt. If you do not select this option, the appointment will NOT be online!
5. REMINDER: All of our consultants are in Arlington, Texas and times listed are in CST. Our online scheduler does not convert to your time zone if you live outside the area.
6. Complete the remainder of the appointment form with the necessary information, being as thorough and complete as possible. When you are finished, click on “Save Appointment.” Note: Your appointment should appear in RED if you have correctly scheduled an online session—if it does not do so, double-check your appointment form.
7. To access your Online Appointment, follow the same steps to Log In to the scheduling page, and then click on the RED box for your session. Then, click on the RED link saying “Start or Join Online Consultation.”
8. Once you are in the session, follow the instructions provided and pay attention to any instructions given by your consultant.

## Drop Policy

**Please Note: English Faculty are not authorized to drop nursing students from courses in the Accelerated Online Program. Nursing students must contact their academic advisors in the College of Nursing for drop**

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.

## 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](mailto:jmhood@uta.edu).

## **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/>

**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](mailto:IDEAS@uta.edu) .

## **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.

## **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](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

## **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>.

## **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. For more information, visit <http://www.uta.edu/sfs>