

**English 2338 (-002/-007)
Technical Writing**

FALL 2017

COURSE INFORMATION	CONTACT INFORMATION
ENGL 2338-002 Tuesday/Thursday 12:30-1:50 PH 310	Dr. Miller jennifermiller@uta.edu
ENGL 2338-007 Tuesday/Thursday 2:00-3:20 PH 310	Carlisle Hall, 417 OFFICE HOURS Monday/Wednesday 1:00-2:00



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Course Description

ENGL 2338 introduces students to the fundamentals of technical writing. Students are introduced to the types of documents frequently created in professional settings including project proposals, informational reports, formal letters, and emails. Students identify and perform critical steps required of professional communication including audience analysis, research, drafting, and revising. By working independently as well as collaboratively, students 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

John Lannon and Laure Gurak's *Technical Communication* (Fourteenth 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.

Major Assignments

Practice Writing and Peer Reviews 20%

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

Students also participate in peer review workshops for each major assignment by writing formal peer review reports.

Quizzes 10%

Brief quizzes are administered at the beginning of class. They are based on assigned readings. Students must be in class on time to take quizzes. All quizzes are administered within the first five minutes of class, and cannot be made up unless previous arrangements have been made with the instructor to accommodate an excused absence.

Correspondence Portfolio 15%

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

* Detailed directions and grading rubric available on Blackboard.

Job Application Materials Portfolio 15%

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 is peer reviewed and evaluated by the instructor.

* Detailed directions and grading rubric available on Blackboard.

Definitions, Descriptions, and Instructions Portfolio 15%

This assignment requires students to draft, revise, edit, proofread, and format definitions, descriptions, and instructions. This assignment is peer reviewed and evaluated by the instructor.

* Detailed directions and grading rubric available on Blackboard.

Team or Individual Career Study and Presentation (T/ICS) 25%**

This assignment requires students to work collaboratively (or independently) to research their chosen career, identify critical aspects of professional preparation for their chosen career, and create a series of professional documents.

Students create meeting minutes, a research proposal, an information report, and a PowerPoint. Additionally, students complete a set of individual and team evaluations. All deliverables are collected and evaluated.

* 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. However, you cannot makeup quizzes and practice writing if you are late or absent. Quizzes are worth 10% of your final grade. Practice writing is worth 20% of your final grade.

Submitting Assignments to Blackboard

All major assignments and most practice writing must be submitted to Blackboard. 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 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/aaofaof/>).

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.

Schedule of Assignments

Date	Homework	Classwork
8/24 Thursday		Introduction, syllabus, course goals, grading policy, workshop concept, peer review Lecture: Comparison/Contrast Technical Communication and Technical Writing (from <i>Technical Communication: Process and Product Tenth Edition</i>) Practice Writing Object Description Exercise

8/29 Tuesday	Read Chapter 1: Introduction to Technical Communication and Chapter 15: Workplace Memos and Letters (p. 324-337 only)	Chapter 1 Quiz Object description discussion. Review Memo (Instructor's Manual Handout)
8/31 Thursday	Read Chapter 2: Meeting the Needs of Specific Audiences and Chapter 24: Blogs, Wikis, and Web Pages	Chapter 2 Quiz and Chapter 24 Quiz Practice Writing UTA Web Site Memo
9/5 Tuesday	Read Chapter 11: Editing for Professional Style and Tone Practice Writing Type and submit exercise sets 1 – 15 (p. 204 – 222). Bring a copy to class.	Review acceptable responses to homework.
9/7 Thursday	Read Chapter 3: Persuading Your Audience and Chapter 25: Social Media	Chapter 3 Quiz Practice Writing Persuasive Reimbursement Memo
9/12 Tuesday	Read Chapter Six: An Overview of the Technical Writing Process and Chapter 20: Informal Reports	Chapter 6 Quiz and Chapter 20 Quiz Practice Writing Editing Activity
9/14 Thursday	Read Chapter 14: Email and Text Messages and Chapter 4: Weighing the Ethical Issues	Chapter 14 Quiz and Chapter 4 Quiz Introduce Correspondence Portfolio Assignment Practice Writing Netiquette Memo
9/19 Tuesday	Read Chapter 15: Workplace Memos and Letters	Chapter 15 Quiz Review Letters from a Nut: http://www.tedlnancy.com/tedlnancy.php Review peer review reports (Chapter 20)
9/21 Thursday	Bring a rough draft of your correspondence portfolio to class.	Peer Review
9/26 Tuesday	Complete peer review report and bring two copies to class.	Correspondence Portfolio Workshop
9/28	Read Chapter 5: Teamwork	Chapter 5 Quiz

Thursday	and Global Considerations Submit final copy of correspondence portfolio	Introduce Team Career Study Career Study Workshop: Contract
10/3 Tuesday	Read Chapter 21: Formal Analytical Reports	Chapter 21 Quiz
10/5 Thursday	Read Chapter 7: Thinking Critically about the Research Process	Chapter 7 Quiz Brainstorm Research Strategies for Career Study Practice Writing Discipline-specific Information Sources Memo
10/10 Tuesday	Read Chapter 8: Evaluating and Interpreting Information	Chapter 8 Quiz Practice Writing Mapping the Issue Newsletter Article
10/12 Thursday	Read Chapter 9: Summarizing Research Findings and Other Information	Chapter 9 Quiz
10/17 Tuesday	Read Chapter 10: Organizing for Readers Bring preliminary TCS research to class.	Chapter 10 Quiz Practice Writing TCS Outline
10/19 Thursday	Read Chapter 16: Resumes and Other Job-Search Materials. Collect all information you may need to complete a resume. Be sure to have exact dates and locations of past jobs, official names and dates of scholarships, awards, ext.	Chapter 16 Quiz Practice Writing Job Application Activity
10/24 Tuesday	Bring a rough draft of your job application portfolio to class.	Peer Review
10/26 Thursday	Complete peer review report and bring two copies to class.	Job Application Portfolio Workshop Day
10/31 Tuesday	Read Chapter 12: Designing Visual Information	Chapter 12 Quiz TCS Visuals Workshop

	Submit final copy of job application portfolio	
11/2 Thursday	Read Chapter 13: Designing pages and Documents	Chapter 13 Quiz Practice Writing EEOC Handout (Question and Answer)
11/7 Tuesday	Read Chapter 17: Technical Definitions	Chapter 17 Quiz Introduce Definitions, Descriptions, and Instructions Portfolio Assignment TCS Definitions Workshop
11/9 Thursday	Read Chapter 18: Technical Descriptions	Chapter 18 Quiz Practice Writing Product Outline and Description
11/14 Tuesday	Read Chapter 19: Instructions and Procedures	Chapter 19 Quiz Review “Preparedness 101: Zombie Apocalypse” by Ali S. Kahn. https://blogs.cdc.gov/publichealthmatters/2011/05/preparedness-101-zombie-apocalypse/ Origami.
11/16 Thursday	Bring a rough draft of your definitions, descriptions, and instructions portfolio to class.	Peer Review.
11/21 Tuesday	Complete peer review report and bring two copies to class.	Definitions, descriptions, and instructions workshop day.
11/23 Thursday	No Class	
11/28 Tuesday	Read Chapter 23: Oral Presentations and Video Conferencing Submit final copy of definitions, descriptions, and instructions portfolio.	Chapter 23 Quiz TCS PowerPoint Workshop
11/30 Thursday		Presentations
12/5 Tuesday		Presentations

