

English 2338-004 Technical Writing

FALL 2018

COURSE INFORMATION	CONTACT INFORMATION
MWF 9:00 – 9:50 PH 310	Dr. Miller jennifermiller@uta.edu Carlisle Hall, 525 OFFICE HOURS MWF 11:00 – 12:00



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Course Description

This course 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

- Understand the rhetorical situation: 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 can rent the book through VitalSource for under \$35. Follow this link: https://www.vitalsource.com/products/technical-communication-john-m-lannon-v9780134118581?duration=180&gclid=CjwKCAjw7cDaBRBtEiwAsxprXc2ODrr0oq0Gfa_w6PA4Ts6Ze5iRUjKRPZaY4Tdplw0OFBel36ms7WRoCqwwQAvD_BwE

You should bring your book to class every day. We will discuss samples of technical writing found in your textbook and complete exercises in your textbook.

Major Assignments

Practice Writing 20%

Students complete 10 timed and untimed 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.

These assignments are graded P = Pass or F = Fail. Students will only be able to make up work if their absence is excused. (See class policies for information about excused absences). One of your lowest practice writing grades will be dropped to account for an unexcused absence.

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. This assignment is peer reviewed.

* Detailed directions and grading rubric available on Blackboard.

Group Promotional Materials Portfolio 30%

This assignment requires students to work in groups and in collaboration with representatives from TRIOTA, UTA's Women's and Gender Studies Honor Society, to brainstorm, draft, revise, edit, proofread, and format a series of promotional materials including social media posts, flyers, and an e-newsletter. Students will "pitch" their deliverables to TRIOTA representatives and the group will choose one set of materials to use. This assignment is peer reviewed.

* Detailed directions and grading rubric available on Blackboard.

Definitions, Descriptions, and Instructions Portfolio 30%

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

* Detailed directions and grading rubric available on Blackboard.

Class Policies

Attendance

Regular attendance is necessary for success in ENGL 2338. Students are expected to attend class regularly and to arrive on time. In class writing assignments may only be made up if a student has an excused absence. One unexcused absence will not affect your grade, because your lowest in class writing grade will be dropped.

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. If you are dealing with a major medical issue you should contact your instructor to discuss if absences can be accommodated.

Personal Issues

It is inappropriate to discuss personal issues, including reasons for tardies or absences, during, before, or after class. You should meet your instructor during office hours or make an appointment to discuss personal issues keeping you from fully participating in class.

Emails

All emails should contain your full name, course number, and course section number. Your subject line should clearly state the content of your email. Please, review the syllabus for basic information about assignments and the announcements section on Blackboard for important updates.

Submitting on Blackboard

All major assignments and practice writing must be submitted on Blackboard. All assignments submitted on Blackboard must be saved as a PDF file to maintain formatting and ensure the instructor can access deliverables. It is your responsibility to guarantee that all your work is saved and submitted in the correct format and to the correct place on Blackboard. Only correctly submitted materials will be evaluated.

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 or more than five minutes late when class work or peer reviews are scheduled, you will receive an F unless you have discussed the absence with your instructor and it has been excused.

Schedule of Assignments

Dates	Classwork	Homework (Due on this date)
Wednesday, August 22	Introductions	
Friday, August 24	No Class	
Monday, August 27	Introduction to Technical Communication	Read Chapter One
Wednesday, August 29	Workplace Memos and Letters	Read Chapter 15

Friday, August 31	Meeting the Needs of Specific Audiences	Read Chapter 2
Monday, September 3	Practice Writing 1: p. 32, Digital and Social Media Prompt	
Wednesday, September 5	Rhetorical Situation/Writing Process/Technical Writing Best Practices	Read Chapter 6
Friday, September 7	Grammar Workshop	Read Chapter 1 and complete Practice Writing 2: pp. 204 – 222 (all exercise sets)
Monday, September 10	Persuasive Writing	Read Chapter 3
Wednesday, September 12	Practice Writing 3: Course Reimbursement Memo	
Friday, September 14	Organizing for Readers	Read Chapter 10
Monday, September 17	Designing Visual Information Introduce Group Promotional Materials Portfolio	Read Chapter 12
Wednesday, September 19	Designing Pages and Documents	Read Chapter 13
Friday, September 21	Blogs Wikis and Web Pages	Read Chapter 24
Monday, September 24	Social Media	Read Chapter 25
Wednesday, September 26	Practice Writing 4: Group Expectations Memo	
Friday, September 28	Group Work	
Monday, October 1	Email and Text Messages	Read Chapter 14
Wednesday, October 3	Practice Writing 5: Netiquette Memo	
Friday, October 5	Workplace Memos and Letters/ Letters from a Nut	Read Chapter 15

Monday, October 8	Group Work	
Wednesday, October 10	Group Work	
Friday, October 12	Group Work	
Monday, October 15	Resumes and Other Job Search Materials Introduce Career Portfolio Assignment	Read Chapter 16
Wednesday, October 17	Review Sample Resumes	
Friday, October 19	Practice Writing 6: Job Description Analysis	
Monday, October 22	Promotional Materials Presentations	Group Promotional Materials Portfolio Due
Wednesday, October 24	Promotional Materials Presentations	
Friday, October 26	Workshop Resumes	
Monday, October 29	Editing Documents in Word	
Wednesday, October 31	Practice Writing 7: Peer Review	Career Portfolio Draft Due
Friday, November 2	No Class- Hermanns Lecture	
Monday, November 5	Thinking Critically About the Research Process	Read Chapter 7 Career Portfolio Due
Wednesday, November 7	Library Research/APA Workshop	
Friday, November 9	No Class	Practice Writing 8: Identify a problem in your field. Identify three field specific professional/scholarly articles that describe and analyze the problem. Create an APA style annotated bibliography of the sources.
Monday, November 12	Evaluating and Interpreting	Read Chapter 8

Wednesday, November 14	Summarizing	Read Chapter 9
Friday, November 16	Practice Writing 9: Write a 250-word summary and analysis of the field specific issue researched for Practice Writing 8	
Monday, November 19	Technical Definitions Introduce Definition, Description, Instructions Portfolio	Read Chapter 17
Wednesday, November 21	No Class	
Friday, November 23	No Class	
Monday, November 26	Technical Descriptions	Read Chapter 18
Wednesday, November 28	Technical Instructions and Procedures	Read Chapter 19
Friday, November 30	Workshop	
Monday, December 3	Practice Writing 10: Peer Review	Draft of Definition, Description, Instructions Portfolio Due
		Definition, Description, Instructions Portfolio Due on University Scheduled Exam Day



University Policies

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/aaofaol/>).

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 decide to assist individuals with disabilities.