

# ENGL 2338-002: Technical Writing

Summer I 2019

## Instructor Information

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**Instructor(s):**

Dr. Estee Beck

**Office Number:**

Online office

**Office Telephone Number:**

(817) 272-2692 (Note: This is the English Department telephone.)

**Email Address:**

estee.beck@uta.edu

**Faculty Profile:**

<https://mentis.uta.edu/explore/profile/estee%20-beck>

**Office Hours:**

By appointment via Hangouts, Skype or Zoom

## Course Information

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**Section Information:**

ENGL 2338-002

**Time and Place of Class Meetings:**

Online via Canvas

**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 of your job. In this course, you will learn strategies for writing clear and concise documents, explore principles of good design, and learn how to use visuals in your documents. You will study common types of professional and technical writing: memo, resume, job application letter, instructions, and technical process descriptions. As you complete each assignment, you will practice how to define your audience and purpose, determine appropriate document formats and writing styles, and improve the clarity and organization of your document.

Course revisions by Estee Beck, PhD based off the intellectual content developed by Yuejiao Zhang, PhD.

**Student Learning Outcomes:**

- Recall basic conventions for common professional and technical documents when prompted in a workplace setting
- Identify distinctions of the varying information needs of primary and secondary ! audiences, document design principles, and conventional genres !

- Required Textbooks and Other Course Materials:**

Note: The book is available as a digital version through

**You must purchase the digital version. The digital version provides immediate access. You will need the textbook on day one of the course.**

Since this is a five-week course, you need the textbook on day one to complete the work due during week one. You will not receive extensions on discussion posts, quizzes or assignments due to failure to purchase the electronic version of the textbook.

**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 3: Job Application Materials.** This assignment asks you to write a job application letter and compose a professional document for a real job opening for which you are qualified.

**Discussion Forums.** You are required to participate in three (3) 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 your peers' responses.

**Quizzes:** There are multiple short quizzes to assess your comprehension of the assigned reading.

## Grading Information

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### Grading:

There are 577 points available in the course distributed as follows:

Assignment 1, Audience Analysis: 100 points  
Assignment 2, Technical Object: 100 points  
Assignment 3, Job Materials: 100 points  
Assignment 4, Instructions: 100 points  
Discussion Forums (x3): 15 points a piece x 3 = 45 points  
Peer Review (x4): 20 points a piece = 80 points total  
Quizzes: 52 points total  
    Academic Integrity and Acknowledging Sources: 10 points  
    APA Style: 5 points  
    What is Technical Communication: 3 points  
    Descriptions: 8 points  
    Proofreading: 5 points  
    Reading Quiz for Lesson 3.1: 5 points  
    Instructions: 12 points  
    On CRAP Principles: 14 points

Points and final grades are NOT weighted for the course.

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%

### Make-up Exams:

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 Canvas properly. Failure to do so will result in a late penalty

### Expectations for Out-of-Class Study:

Consider the following study tips for success:

- 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.
- Begin each week by consulting the Course Calendar. The calendar provides due dates.
- Review the assignment information carefully. All assignments spell out what to perform.
- Check your UTA email daily. This is how your instructor and coach will get in touch with you.
- Contact your coach if you have a situation that affects your participation in class.
- You are responsible for keeping track of the due dates.

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional five (5) to seven (7) hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

## **Course Schedule**

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You may be use to 5-week accelerated online courses with one unit per week and deadlines at the end of the week. This course's calendar is different. Here's why:

Since this is a writing course, you will need extra time each week to work through the content. The course calendar along with the folders in each unit provides the deadlines in addition to this final note.

Here is a large picture overview of the calendar:

- Unit 1 will begin Monday of week 1 and conclude on Wednesday of week 2 = total of 10 days.
- Unit 2 will begin on Wednesday of week 2 and conclude on Wednesday of week 3 = total of 8 days.
- Unit 3 will begin on Wednesday of week 3 and conclude on Wednesday of week 4 = total of 8 days.
- Unit 4 will begin on Wednesday of week 4 and conclude on Thursday of week 5 = total of 9 days.

There are two extra instructional days in unit 1 for academic integrity and getting acquainted with peer review. There is one extra work day in week 4 so you can submit your final project on the last day of class.

### **Week One:**

- Due Wednesday: First discussion post
- Due Friday: All readings, lectures, quizzes, follow-up posts to discussion board, and the first draft for the Audience Analysis assignment.
- Due Sunday: Peer review of two peers' assignments

### **Week Two:**

- Due Wednesday: Final draft of Audience Analysis assignment AND First discussion post for Unit 2
- Due Friday: All readings, lectures, quizzes, follow-up posts to discussion board, and the first draft for the Technical Object assignment.
- Due Sunday: Peer review of two peers' assignments

### **Week Three:**

- Due Wednesday: Final draft of Technical Object assignment and First discussion post for Unit 3
- Due Friday: All readings, lectures, quizzes, follow-up posts to discussion board, and the first draft for the Job Materials assignment.
- Due Sunday: Peer review of two peers' assignments

### **Week Four:**

- Due Wednesday: Final draft of Job Materials assignment
- Due Friday: All readings, lectures, quizzes, and the first draft of the Instructions assignment.
- Due Sunday: Peer review of two peers' assignments

### **Week Five:**

- Due Thursday: Final draft of Instructions assignment

## Institution Information )

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UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) page (<http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php>) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

## Additional Information

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### Attendance:

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of 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 section, the attendance policy is such that you must log-in to the course at least three times a week while the class is in session. 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 must 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 Canvas. This date is reported to the Department of Education for federal financial aid recipients.

### 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](#) by appointment, [drop-in tutoring](#), [mentoring](#) (time management, study skills, etc.), [major-based learning centers](#), [counseling](#), and [federally funded programs](#). For individualized referrals, students may 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 [Resource Hotline](#) (<http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php>).

### IDEAS Center:

**The IDEAS Center** (<https://www.uta.edu/ideas/>) (2<sup>nd</sup> Floor of Central Library) offers **FREE** [tutoring](#) and [mentoring](#) to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in or check the schedule of available peer tutors at [www.uta.edu/IDEAS](http://www.uta.edu/IDEAS), or call (817) 272-6593.

### The English Writing Center (411LIBR):

The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the [Writing Center](https://uta.mywconline.com) (<https://uta.mywconline.com>). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see [Writing Center: OWL](#) for detailed information on all our programs and services.

The Library's 2<sup>nd</sup> floor [Academic Plaza](http://library.uta.edu/academic-plaza) (<http://library.uta.edu/academic-plaza>) offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the [library's hours](#) of operation.

**Librarian to Contact:**

Each academic unit has access to [Librarians by Academic Subject](#) that can assist students with research projects, tutorials on plagiarism and citation references as well as support with databases and course reserves.

**Emergency Phone Numbers**

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In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

**Library Information**

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**Research or General Library Help**

- [Academic Plaza Consultation Services](http://library.uta.edu/academic-plaza) (library.uta.edu/academic-plaza)
- [Ask Us](http://ask.uta.edu/) (ask.uta.edu/)
- [Library Tutorials](http://library.uta.edu/how-to) (library.uta.edu/how-to)
- [Subject and Course Research Guides](http://libguides.uta.edu) (libguides.uta.edu)
- [Librarians by Subject](http://library.uta.edu/subject-librarians) (library.uta.edu/subject-librarians)
- [Research Coaches](http://libguides.uta.edu/researchcoach) (http://libguides.uta.edu/researchcoach)
- [A to Z List of Library Databases](http://libguides.uta.edu/az.php) (libguides.uta.edu/az.php)
- [Course Reserves](https://uta.summon.serialssolutions.com/#!/course_reserves) (https://uta.summon.serialssolutions.com/#!/course\_reserves)
- [Study Room Reservations](http://openroom.uta.edu/) (openroom.uta.edu/)