

ENG 202: TECHNICAL WRITING

Professor Debra Siegel
Three Rivers Community College

Fall 2017

OFFICE HOURS: By arrangement
EMAIL: dsiegel@mcc.commnet.edu (Note: This is NOT a TRCC extension)

COURSE DESCRIPTION: This course develops writing skills needed in the workplace. After targeting an audience, you will complete an array of assignments: memos, instructions, proposals, formal analytical reports, etc. Topics for these assignments may relate to your major. You will learn how to format pages, incorporate visuals into your writing, and give brief oral presentations based on your written assignments.

Part of your learning will be accomplished outside of the classroom by using Blackboard Learn and the internet to complete assignments on line. You will work from your own computer facilities.

LEARNING OUTCOMES FOR ENG 202:

Upon successful completion of ENG 202, students should be able to:

- Recognize the difference between academic writing and writing in business, industry and technical fields
- Understand the importance of error-free documents in the workplace
- Prepare documents with clarity and economy of words
- Recognize and adjust for audience background and knowledge when creating workplace documents
- Create visuals for documents that are well-integrated into the text
- Format documents to fit specific writing assignments including, but not limited to, letters, memos, proposals, and short reports
- Produce a formal, analytical report using advanced research techniques
- Prepare and give an oral presentation of the formal report's major findings
- Collaborate over a distance
- Manage writing projects in ways found in workplace settings

REQUIRED TEXT: *Technical Communication* by Lannon / 14th edition/ Pearson.

ATTENDANCE:

- ✓ **Class begins promptly, don't be late or leave early**, it will affect your grade.
- ✓ If you miss class, **it is your responsibility** to find out from a classmate what was covered and what is due.

LATE ASSIGNMENT POLICY:

All work is **due on the day indicated**.
If you miss class on the due date you must email your assignment to me that day by the start of class (no attachments please) and then bring in the hard copy to the following class. If work is not submitted on the due date, it will not be accepted; no exceptions, no excuses. For group projects, it might be best to have more than one group member plan to bring in the final assignment in case of unknown circumstances.

PLAGIARISM:

Plagiarism is the unacknowledged use of another person's words or ideas in your writing. If you use any ideas, thoughts, writing, quotes, or even paraphrase some other writer's thinking, you must acknowledge that person. Whether conscious or unconscious, plagiarism is a serious academic offence. Consequences for plagiarism can range from failing the assignment to failing the course.

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DISABILITIES: If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a DSP.

College Disabilities Service Provider	
Matt Liscum, Counselor (860) 215-9265 Room A113	<input type="checkbox"/> Learning Disabilities <input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Autism Spectrum <input type="checkbox"/> Mental Health Disabilities
Elizabeth Willcox, Advisor (860) 215-9289 Room A113	<input type="checkbox"/> Medical Disabilities <input type="checkbox"/> Mobility Disabilities <input type="checkbox"/> Sensory Disabilities

WITHDRAWAL POLICY: A student who finds it necessary to discontinue a course once class has met must provide notice to the Registrar. Withdrawal forms are available at the Registrar's office in both the campus and at the office at the Sub-base. Non punitive "W" grades are assigned to withdrawal requests. An instructor's signature is required after the deadline has passed. No withdrawals are permitted after the last class preceding the final exam. Students who do not obtain an official withdrawal, but simply stop attending classes, run the risk of receiving an "F" grade for the course.

INCOMPLETES: Incompletes are only assigned when there are extenuating circumstances such as serious illness that prevent the student from completing the coursework on time. You have until the last day of class to request an Incomplete, but *I am not required to honor the request.* Students may have until the end of the 10th week of the next standard semester to complete the course work if granted.

WEATHER CANCELLATIONS: Call (860) 886-0177
or go online to www.trcc.commnet.edu

THE WRITING CENTER/TASC: Room C117 (next to the Library)
(860) 892-5713 or (860) 892-5769
TRWritingcenter@trcc.commnet.edu
Online tutoring: <http://www.etutoring.org/>

TECHNOLOGY: Please turn off your cell phone or other electronic equipment.
No texting, use of cell phones or emailing will be tolerated during class time.

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BLACKBOARD & COMMUNICATION:

I encourage you to communicate with me by sending me a message through Blackboard Learn; any written communication with me should be regarded as a formal communication and follow standard written English conventions.

Please check Blackboard regularly for changes, information, and possible class cancellations.

I will primarily communicate with you through the Announcements on BB Learn and through the internal Message system within our course site. However, you are also responsible for checking your trcc.commnet.edu email addresses. Your Blackboard Learn courses are automatically connected to your college-provided email account. For more information about this email account, visit the college home page and click the "New student email button." This email account is the only official electronic means that the college will communicate course and non-emergency information to you. Make sure that you check it weekly at a minimum. Another option is to set up to forward your email from the college address to your preferred address

DIGICATION:

All students are required to maintain an online learning portfolio in Digication that uses the college template.

Final Course Grade Scale:

A	93-100%
A-	90-92.9%
B+	87-89.9%
B	83-86.9%
B-	80-82.9%
C+	77-79.9%
C	73-76.9%
C-	70-72.9%
D+	67-69.9%
D	63-66.9%
D-	60-62.9%
F	0-59.9%

- All **homework assignments**, both **individual and collaborative**, must be submitted on the due date.
- Late assignments will not be accepted.
- If you miss class, email me your assignment by the beginning of our scheduled class time and bring a hard copy in to the next class. No attachments please.

Neatness, accuracy, conciseness, and promptness in turning in work all determine success on the job and in this course.

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ASSIGNMENTS & GRADING:

Grades will be determined as follows:

Categories	Weight by %
Individual Assignments	65%
Quizzes	10%
Memo	5%
Email	5%
Letter	5%
Resume & Cover Letter	10%
Formal Analytical Report	20%
FAR Components	5%
Oral Presentation	5%
Collaborative Assignments	35%
Visuals	5%
Instructions & Procedures	10%
Proposal	15%
Group Presentation	5%
Total	100%

Most assignments will be graded as follows:

- 3 = Superior (equivalent to an "A")
- 2 = Acceptable (equivalent to a "B")
- 1 = Unacceptable (equivalent to a "C")

These are similar to how your work and performance is judged in a workplace environment.

Formal Analytical Report Components & Due Dates:

This is broken down for you so that you continue to work on this assignment throughout the course of the semester. This is a very large paper that is worth a good portion of your grade. Ongoing work on it will help you be as successful as possible. I also encourage you to utilize the Writing Center (in person or online) for help with writing this paper.

- Thurs 9/21: Topic Choice**
- Thurs 9/28: References**
- Thurs 10/5: Introduction Section**
- Thurs 10/12: Skeleton (formatting)**
- Tue 10/24: Outline**
- Tue 10/31: Conclusion Section**
- Tue 11/7: Discussion Section**
- Tue 11/14: Abstract**
- Tue 11/21: Transmittal Letter**
- Thurs 11/30: Appendix & Glossary**
- Thurs 12/7: Draft (Full Rewrite of the entire paper and all prior components)**

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Technical Writing Weekly Schedule of Assignments

Date	Topic	Quiz	Individual Homework Due	Group Homework Due
Week 1				
Tue 8/29	Introduction to the Class Technical Writing Experiences			
Thur 8/31	Introduction to Technical Writing	Ch 1 Intro		
Week 2				
Tue 9/5	Memos	Ch 15 Memos		
Thur 9/7	Collaboration		Memo	
Week 3				
Tue 9/12	Workplace Correspondence & Teams	Ch 5 Teamwork		
Thur 9/14	Teamwork			
Week 4				
Tue 9/19	Introduction to the Formal Analytical Report (FAR) – topics & research			
Thur 9/21	Online Class		FAR: Topic Choice	
Week 5				
Tue 9/26	Workplace Correspondence	Ch 14 Email		
Thurs 9/28	FAR Proposals (Intro)		FAR: References (APA formatted)	
Week 6				
Tue 10/3	Letters			
Thurs 10/5	FAR Formatting		FAR: Introduction Section	

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Week 7				
Tue 10/10	On Campus: Document Design & Visuals	Ch 12 Visuals	Email (Email this to yourself and print the hard copy)	
Thurs 10/12	Visuals	Ch 13 Designing Pages	FAR: Skeleton (formatting)	

Week 8				
Tue 10/17	<i>No Class – Reading Day</i>			
Thurs 10/19	Job Search Materials (Job Listings, Letters, Resumes)	Ch 16 Job Search	Letter of Complaint	

Week 9				
Tue 10/24	FAR Conclusion & Workshop Outlines		FAR: Outline	
Thurs 10/26	Job Search Materials Workshop		1 st Draft Resume & Cover Letter	Visuals

Week 10				
Tue 10/31	FAR Discussion & Workshop Conclusion		FAR: Conclusion Section	
Thurs 11/2	Instructions & Procedures	Ch 19 Instructions	2 nd Draft Resume & Cover Letter	

Week 11				
Tue 11/7	FAR Abstract & Workshop Discussion		FAR: Discussion Section	
Thurs 11/9	Proposals	Ch 22 Proposals	Resume & Cover Letter (attach job posting)	

Week 12				
Tue 11/14	Abstract / Progress Reports / Instructions		FAR: Abstract	
Thurs 11/16	Transmittal Letters	Ch 21 FAR	Individual Progress Report for Group Proposal Project	Instructions & Procedures

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Week 13				
Tue 11/21	Appendix & Glossary		FAR: Transmittal Letter	
Thurs 11/23	<i>No Class - Thanksgiving</i>			

Week 14				
Tue 11/28	Presentations	Ch 23 Oral Pres.		Proposal
Thurs 11/30	Presentations Workshop		FAR: Appendix & Glossary	

Week 15				
Tue 12/5	Group Presentations			Group Presentation
Thurs 12/7	FAR Workshop		FAR: Draft (Full Rewrite of the entire paper)	

Week 16				
Tue 12/12	Individual Presentations		Written Formal Analytical Report & Formal Analytical Report Presentation	
Thurs 12/14	Individual Presentations			