

English 202: Technical Writing
Spring 2016
Thursday: 6:30-9:15 pm
Room: E119

Instructor: Charles Kell

E-mail: CKell@TRCC.COMMNET.EDU

Office:

Office Hours: Available by appointment

Required Text: *Technical Communication/13th Edition*

Authors: John M. Lannon & Laura J. Gurak

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.

Learning Objectives

- 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

Attendance

Attendance is important and more than two absences will negatively affect your grade. Attendance for this course is required for both the on-ground class and online portion of the course. If you feel that you must tell me the reason for an absence, send me an email. An occasional tardiness is understandable; chronic tardiness or leaving class early disrupts and distracts. Also, if you find that personal and/or professional responsibilities are preventing you from attending class, drop the course and take it at a later time.

Remember: Your attendance reflects your sense of responsibility, conscientiousness and work ethic.

Withdrawal Dates

Students may officially withdraw at the Registrar's Office up until May 9th 2016. Withdrawal grades may have a negative impact on financial aid and academic progress. Please see an

advisor before you withdraw.

Plagiarism

Plagiarism is the intentional use of someone else's words or ideas. It is a serious violation of academic standards that is subject to one or more of the following penalties: a failing grade for the paper; a failing grade for the course; a report to the administrative authorities for appropriate action (i.e. a notation on the student's permanent record, suspension, or expulsion). Please familiarize yourself with the Academic Integrity policy in our on-line catalogue.

Disabilities:

If you have a question regarding a disability that may affect your progress in this course, please contact one of the college's Disability Service Providers as soon as possible. Chris Scarborough (860-892-5751/Room A-119) generally works with students who have Learning Disabilities, Attention Deficit Disorder, or Asperger's Syndrome (Chris's position is part-time). Kathleen Gray (860-885-2328/Room A-119) generally works with students who have physical, visual, hearing, medical, mobility, or psychiatric disabilities.

**Please note that an instructor cannot provide disability accommodations until a student provides the necessary paperwork from the college's Office of Disability Services to the instructor. Also, accommodations take effect when the instructor receives the paperwork from a student, and accommodations will not be provided retroactively*

"N" Grade Policy:

The N Grade is assigned to students when there is no basis for a grade. This would apply to students who never came to class as well as to those who didn't attend or participate long enough to be graded. The N grade is used to distinguish between earned failures (F), official withdrawals (W), and students who stop attending or participating before there is a basis for a grade. In most cases there would be no basis for a grade for students who stop attending or participating before the 60% point. Like a withdrawal, the N grade does not get included in a student's GPA but does count as a non-completed course.

Digication and Assessment

All students are required to maintain a learning portfolio in Digication that uses the school template.

Communication

I encourage you to communicate with me via email or by sending me a message through Blackboard Learn; however, please be mindful that any written communication with me should be regarded as a formal communication and follow standard written English conventions.

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.

Grade Breakdown

Job Search Assignment	5%
Instructions	10%
Workplace Correspondence Assignment	5%
Formal Analytical Report	30%
Group Website/Presentation	25%
In-class and Online Assignments	25%

- All **homework assignments**, both **individual and collaborative**, must be submitted on the due date. Late assignments will lose a full letter grade. Any assignments still not passed in a week after their due date will not be accepted.
- Attendance both in class and on Blackboard is necessary in order to be successful in this course.

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

Course Schedule:

Week one

Thur. January 21: Review the course syllabus and familiarize yourself with Blackboard.

•read Ch 1 in the textbook Technical Communication (pp 1-15)

•read Ch 2 in the textbook Technical Communication (pp 16-34)

•complete the technical description discussion post no later than Sunday Jan 24th @ 11:59pm

Week two

Thur. January 28: Job search activity (see Blackboard for details) Due Sunday Jan 31st @ 11:59pm

Week three

Thur. February 4: Editing Exercises (see Blackboard for details) **Major assignment: resume and cover letter:** Due Sunday Feb 7 @ 11:59pm

Week four

Thur. February 11: Workplace Correspondence; memo practice (see Blackboard for details)

Week five

Thur. February 18: Instructions; analyzing instructions (see Blackboard for details)

Week six

Thur. February 25: Process descriptions; “how it works” descriptions (see Blackboard for details)

Week seven

Thur. March 3: Formal analytical paper; brainstorming (see Blackboard)

Week eight

Thur. March 10: Analytical report; research report proposal (see Blackboard)

Week nine

Thur. March 17: Scholarly research (see Blackboard)

Week ten

Thur. March 24: Spring break, no class

Week eleven

Thur. March 31: Analytical Reports (see Blackboard)

Week twelve

Thur. April 7: Rough draft / peer review

Week thirteen

Thur. April 14: Websites / website planning (see Blackboard)

Week fourteen

Thur. April 21: Working on Websites

Week fifteen

Thur. April 28: Final projects / websites

Week sixteen

Thur. May 5:

The syllabus is subject to change at the instructor's discretion.