

ENG K202 TECHNICAL WRITING – Spring 2015 - REVISED 1/25/15

Section T-2 Thursday 6:30 – 9:15 p.m. – Room D203

Section T-1 Friday 2:00 – 4:45 p.m. – Room E216

Instructor: Ms. Kathleen O'Reilly-Wild, M.B.A. (860) 941-5900

Required Text: Technical Communication 13th edition by Lannon and Gurak.

COURSE OVERVIEW

Technical Writing is a course designed for students who want to develop writing skills needed in the workplace. After targeting an audience, students will complete an array of assignments: memos, instructions, proposals, formal analytical reports, etc. Topics for these assignments will relate to the student's major. Students will learn how to format pages, incorporate visuals into their writing, and give brief oral reports based on their written assignments. Students should have familiarity with word processing before enrolling in the course. [TRCC Course Catalog, 2014-2015]

COURSE EXPECTATIONS

It is expected that all students will share professional and academic writing objectives with the class. This information will drive discussions, class work and deliverables and make the course relevant for each student.

You will be successful when you stay engaged: ask and answer questions, provide thoughtful feedback, and participate fully during lectures, guest presentations, brainstorming, as well as the editing and revising processes in class and on-line.

Technical writing in the workplace is both instruction-sensitive and deadline-driven. It is your job to **understand the learning objectives for the course, the rubric for each assignment and turn in your best work when it is due.**

The nature of technical writing is that it is a process of drafting, editing and revising. All students are **expected to solicit feedback from peers and instructors** as part of the writing process.

You may contact me via email at any time koreilly1@trcc.commnet.edu and I will make every effort to respond within 8-12 hours. When communicating by email, **please use a professional format and tone** as befits a work environment; also **please enter your class day and name** in the subject line.

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 assignments including 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

DIGICATION

All students are required to maintain a learning portfolio in Digication that uses the Three Rivers College Template.

FEEDBACK

Feedback is a gift. I invite students to make suggestions toward enhancing the learning environment and student experience in this course. Please speak to me in person whenever possible. Thank you.

Continued

GRADING

There will be informal and formal technical writing assignments with some short oral presentations.

- 30% informal assignments -individual and group work in every class
- 30% formal writing assignments completed individually outside of class
- 15% formal writing assignment completed as a group collaborating over distance
- 25% final project and presentations presented during the last two classes of the semester

All students have the opportunity to improve any formal assignment (with the exception of the final project and presentation) grade by submitting one timely (due next class) rewrite based on instructor feedback. **Any student receiving a grade lower than 70 on any assignment is required to resubmit the assignment by the next class; the two grades will be averaged for a final grade on the assignment - therefore the potential exists to improve the final assignment grade by up to 15 points.** Students who are required to resubmit but do not will receive a 0 on the resubmission and the final grade for the assignment will be the average of the first grade plus a zero (e.g. $70+0=70/2=35=F$). Individual support for rewrites is available from your instructor and the Writing Center. Rubric and deadlines will be communicated in class/**Blackboard**.

ATTENDANCE

Workplace communication requires a commitment to participation through regular attendance; absenteeism is a detriment to community, knowledge and production. Your learning will be through individual and group assignments in a workshop setting so attendance is critical. You will not be able to make-up missed class *group* work; **unless you provide advanced notice of an anticipated absence, missed individual work will be accepted no later than the next class with a 5 point penalty.**

WITHDRAWAL DATES

Students may officially withdraw at the Registrar’s Office up until **May 11, 2015**. Withdrawing may have a negative impact on financial aid and academic progress. Please see an advisor before you withdraw.

“N” GRADE POLICY

The “N” Grade is assigned when there is no basis for a grade. This applies to students who never came to class and 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.

ACADEMIC INTEGRITY AND PLAGIARISM [Three Rivers Community College Faculty Handbook 2014-2015]

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person’s ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor. You may be asked to sign a statement attesting to the originality of your words for any assignment.

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 permanent record, suspension, or expulsion).

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. Accommodations cannot be provided until you provide written authorization from a DSP in the Counseling & Advising Office – Room A119. Matt Liscum - [\(860\) 215-9265](tel:8602159265) – Physical, Sensory, Medical, Mental Health Disabilities or Chris Scarborough - [\(860\) 215-9289](tel:8602159289) – Learning Disabilities, ADHD/ADD, Autism Spectrum