

ENG 202-T3: TECHNICAL WRITING

Professor Debra Siegel
Three Rivers Community College

Spring 2015
E116
TR 8:00-9:15am

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 / 13th 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**. However, I will observe a grace period of 48 hours (with a grade penalty). If work is not turned in *before* the end of the grace period, it will not be accepted; no exceptions, no excuses.

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.

TRCC Disabilities Service Providers Counseling & Advising Office Room A-119	
Matt Liscum (860) 215-9265	<input type="checkbox"/> Physical Disabilities <input type="checkbox"/> Sensory Disabilities <input type="checkbox"/> Medical Disabilities <input type="checkbox"/> Mental Health Disabilities
Chris Scarborough (860) 215-9289	<input type="checkbox"/> Learning Disabilities <input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Autism Spectrum

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.

"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.

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/>

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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.

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.

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.

ASSIGNMENTS & GRADING: Grades will be determined on a 1000 point scale as follows:

Categories	Weight by %	Point Value
Individual Assignments	60	600
Quizzes	10	100
Memo	5	50
Email	5	50
Letter	5	50
Resume & Cover Letter	10	100
Formal Analytical Report	20	200
Oral Presentation	5	50
Collaborative Assignments	40	400
Visuals	5	50
Instructions & Procedures	10	100
Proposal	20	200
Group Presentation	5	50
Total Points	100%	1000

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Assignments will be graded as follows:

- 3 = Superior
- 2 = Acceptable
- 1 = Unacceptable

Final Course Grade Scale:

A	930-1000
A-	900-929
B+	870-899
B	830-869
B-	800-829
C+	770-799
C	730-769
C-	700-729
D+	670-699
D	630-669
D-	600-629
F	0-599

- All **homework assignments**, both **individual and collaborative**, must be submitted on the due date. Late assignments lose 10 points. Any assignments still not passed in 48 hours after their due date will not be accepted.

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

Technical Writing Weekly Schedule of Assignments

Date	Topic	Quiz	Homework Due
Th 1/22	Introduction to Technical Writing		
Tu 1/27	Technical Writing	Ch 1 Intro	
Th 1/29	Memos	Ch 14 Memos	
Tu 2/3	ONLINE CLASS (Blackboard) Collaboration & Effective Feedback Workshop		Memo (Post in Blackboard discussion) Responses to at least 3 of your classmates memos
Th 2/5	NO CLASS		
Tu 2/10	Workplace Correspondence & Teams	Ch 2 Meeting Needs	
Th 2/12	Teamwork	Ch 5 Teamwork	
Tu 2/17	Editing	Ch 11 Editing	
Th 2/19	Workplace Correspondence	Ch 15 Email	
Tu 2/24	Workplace Correspondence	Ch 16 Workplace Letters	Email
Th 2/26	Document Design & Visuals	Ch 12 Visuals	Letter
Tu 3/3	Document Design & Visuals Workshop	Ch 13 Designing Pages	
Th 3/5	Job Search Materials (Job Listings, Letters, Resumes)	Ch 17 Job Search	Visuals (group)
Tu 3/10	Peer Workshop – Cover Letter		Draft Cover Letter
Th 3/12	Peer Workshop – Resume		Draft Resume
Tu 3/17	No Class – Spring Break		
Th 3/19	No Class – Spring Break		

Technical Writing Weekly Schedule of Assignments (continued)

Date	Topic	Quiz	Homework Due
Tu 3/24	Resume & Cover Letter Workshop		2 nd Draft Resume & Cover Letter
Th 3/26	Discuss Formal Analytical Report	Ch 22 FAR	Resume & Cover Letter
Tu 3/31	Instructions & Procedures	Ch 20 Instructions	
Th 4/2	Instructions & Procedures		Proposal – Formal Analytical Report
Tu 4/7	Instructions & Procedures		
Th 4/9	Discuss Proposals		Instructions & Procedures (group)
Tu 4/14	Proposals	Ch 23 Proposals	Individual Progress Report for Proposal Project
Th 4/16	Proposals		
Tu 4/21	Prepare Group Presentation	Ch 24 Oral Pres.	Proposal (group)
Th 4/23	Prepare Group Presentation		
Tu 4/28	Group Presentations		Group Presentations
Th 4/30	Formal Analytical Report Workshop		Draft Formal Analytical Report
Tu 5/5	Formal Analytical Report Workshop		2 nd Draft Formal Analytical Report
Th 5/7	Oral Presentations		Formal Analytical Report & Oral Presentation
Tu 5/12	Oral Presentations		
Th 5/14	TBD		