English 202: Technical Writing
Section TH2
Three Rivers Community College
Fall 2016

Instructor: Andrew Marvin
Class Meets: W 3:00–4:15 PM in Room B116 and online via Blackboard
Office Hours: M 12:30–1:30 PM, W 1:30–2:30 PM, and TR 2:00–3:00 PM in Room C160
Mailbox: D207
Email: amarvin@threerivers.edu

Course Description

This course is 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. ENG K101 or K101S is a prerequisite for this course.

Required Texts

Lannon, J. M., & Gurak, L. J. (2014). *Technical communication* (13th ed.). New York, NY:

    Pearson.

Learning Outcomes

Upon successful completion of this course, 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 with 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.

Assignments

In this class, your grade will be based on the following:

Exercises

> These short assignments are intended to improve various skills related to Technical Writing, including developing professional tone and style, designing effective documents, and writing clear instructions and procedures. These exercises will improve your writing via practical applications that are essential to communicating in the workplace.

Group Proposal Presentation

> Students will be assigned to a group and asked to write a collaborative proposal on an issue of their choice. Each group will then deliver the proposal as a formal oral presentation that uses visuals and/or PowerPoint/Keynote slides.

Résumé + Cover Letter

> In the job market, many qualified applicants often apply for a single position. As such, we must ensure that our application materials stand out among the competition. In this class, you will craft your own résumé based on your real experience and skills, tailoring it for specific positions to which you'd like to apply. You will also design a cover letter to complement your résumé and explain how your credentials make you well-suited for the job in question.

Professional Website

> In the age of "Google it/him/her," we must be vigilant in our quest to be perceived as professionals. In turn, students will establish a professional web presence on a service of their choice that includes a current résumé, biographical information, and links to social media accounts, portfolios, or other works.

Formal Analytical Report

> Your grand finale will be an 8–12-page formal analytical report, which is a researched study that provides an in-depth analysis of a key problem or idea. Your report will include visuals and use at least six (6) secondary sources cited in APA format (see pp. 4–7). The report will also feature formal section headings, including Background, Problem Analysis, Purpose, Scope, Body, and References.

Details of each assignment will be provided as we progress. Each of these categories is worth a certain number of points, as explained on page three.

How You Will Be Graded

Each assignment is worth a certain number of points. There are 100 points total.

Assignment	Point Value
Exercises (5)	25 (5 each)
Group Presentation	15
Résumé	15
Cover Letter	15
Professional Website	10
Formal Analytical Report + Presentation	20

The total number of points you earn determines your final grade.

Number of Points	Letter Grade	GPA
93–100	A	4.0
90–92	A-	3.7
87–89	B+	3.3
83–86	B	3.0
80–82	B-	2.7
77–79	C+	2.3
73–76	C	2.0
70–72	C-	1.7
67–69	D+	1.3
63–66	D	1.0
60–62	D-	0.7
0–59	F	0

How to Format Your Papers

APA will be our house style for all assignments. Here are the particulars:

- Formal papers are to be typed on white 8.5 × 11-inch paper in 12-point Times New Roman.
- Double-space your entire paper. No extra white space. Use left-alignment; do not justify.
- Use only one space after periods or other punctuation marks.
- Use 1-inch margins—top, bottom, left, and right.
- Indent the first line of each paragraph one half-inch. Use the tab key or the ruler in your word processor; do not hit the space bar five times.
- Include a page header/running head at the top of every page that contains flush right page numbers and a flush left, all caps, shortened (50 characters maximum) version of your TITLE.
- Essays should include four major sections: Title Page, Abstract, Main Body, and References.
- The title page should contain the paper's title, author's name, and institutional affiliation. Include the page header described above. Only in the title page header, include "Running head:" before your all caps SHORTENED TITLE, like so, "Running head: TITLE".
- Type your title in title case in the upper half of the page. Beneath the title, type your first name, middle initial, and last name. Beneath your name, type the institutional affiliation.
- The Abstract page should have "Abstract" as the title, centered without no formatting.
- Your abstract should be 150–250 words summarizing the key points of your research. Do not indent your abstract. Include "*Keywords:*" beneath it to help others find your work.
- Include your title, centered without formatting, on the first page of your Main Body.
- Staple your assignment in the upper left-hand corner.
- Adhere to word count requirements, and do not use stratagems like bigger margins, increasing the size of punctuation, etc. Type your word count after your concluding paragraph at the bottom of the page. "Word count" refers only to your original sentences. Nothing else.

Use **APA style** to document sources. **Parenthetical citations** should contain the author's last name, year, and page number and appear at the end of the sentence, like this:

> The efficacy of blasters as compared to "hokey religions and ancient weapons" has long been a source of contention between scoundrels and farm boys (Solo, 1977, p. 237).

You would then include a **full APA citation** on your References page that corresponds to your in-text citation, like this:

> Solo, H. (1977). *A good blaster at your side* (2nd ed.). Corellia, NY: Pearson.

If you need help with APA format, see me, or consult our textbook (p. 665). You can find an example of the title page/abstract of an APA paper on the next pages of this syllabus. You might also look up the free Purdue OWL APA Style Guide at http://owl.english.purdue.edu.

Attention to detail is what separates good from great. If you have questions, just ask.

Boulder Dash:

The Growing Geological Concerns of South America

Indiana Jones

Marshall College

Abstract

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Keywords: lorem ipsum, nulla vitae

References

Last name, First/middle initials. (Year). *Title of the book* (edition). City, State: Publisher.

Last name, First/middle initials., & Last name, First/middle initials. (Year). *Title of the book* (edition). City, State: Publisher.

Last name, First/middle initials., & Last name, First/middle initials. (Eds.). (Year). *Title of the book* (edition). City, State: Publisher.

Last name, First/middle initials. (Year). Title of selection/chapter. In First initial Last name (Ed.). *Title of the book* (pp. 123–142). City, State: Publisher.

Last name, First/middle initials. (Year, Month). Title of magazine article. *Title of Magazine, volume number,* page range.

Last name, First/middle initials. (Year). Title of article. *Title of Journal, volume number*(issue number), page range.

Last name, First/middle initials. (Year, Month Date). Title of newspaper article. *Title of Newspaper,* page.

Last name, First/middle initials. (Year, Month). Title of print article posted online. *Title of Journal, volume number*(issue number), page range. Retrieved from http://www.website.com

Last name, First/middle initials. (Year). *Title of online article.* Retrieved from http://www.website.com

Last name, First/middle initials., et al. (Year). *Title of technical or research report* (Report number if available). Retrieved from the Organization or Institution: http://website.gov

Class Policies

Attendance & Participation

This is a hybrid class that meets once a week on campus. The rest of our course work will take place online via Blackboard. When corresponding online, we must express ourselves clearly and concisely and treat each other with respect.

To ensure your success, we will be using the following attendance policy for our on-campus meetings: **you are permitted two (2) absences** without penalty or explanation. Any additional absences will require appropriate documentation and a discussion with me to determine how your grade should be affected.

I understand that life gets in the way occasionally, so please contact or see me if you anticipate missing significant class time. *Keep in mind that your absence does not alter due dates;* you are still responsible for submitting your work on time.

Late Assignments

Assignments are due to me by the assigned deadline and via the indicated medium (i.e., hard copy or electronically on Blackboard). If you plan on being absent or away from your computer on the date an assignment is due, you are responsible for getting your work to me ahead of time. *All assignments have a deadline, and deadlines are—as a general rule—non-negotiable.*

All assignments will be penalized one (1) point for each day they are late. "Late" is defined as "after the deadline," and since our deadlines have dates *and* times, one minute late is still late. Be careful, and remember, your absence does not alter due dates. *You cannot pass the class without submitting the résumé, cover letter, and formal analytical report assignments.*

Save Your Work Constantly.

Make a habit of hitting CTRL+S or CMD+S every few seconds. Print extra copies of assignments for your records. Email assignments to yourself. Use external backups. I strongly recommend Dropbox (it's free; use https://db.tt/hW0iLT4 for extra space) or a similar service to protect your work. Have multiple contingency plans in case one of your backup methods fails. Do not fall victim to carelessness or faulty technology.

Plagiarism

If you use someone else's words or thoughts without crediting them, you are plagiarizing. If you do not document your sources, you are plagiarizing. If you paraphrase without

properly identifying the original author, you are plagiarizing. If you copy, buy, borrow, steal, or otherwise obtain and use another person's work as if it were your own, you are plagiarizing. Plagiarism is a high academic and literary offense. If you plagiarize, I will catch you, and *you will receive a zero* for the assignment in question. I will also report you to the Academic Dean, and the incident will go on record.

Plagiarism is theft. Do not do it.

Contacting Your Professor

The majority of our correspondence will take place on Blackboard. If you need to reach me privately, please use Blackboard's Messages tool. This is how I will contact you individually. Only in an emergency should you email me at amarvin@threerivers.edu.

I log into the course just about every day, and I will make every effort to respond to you within 24 hours. If you have sent me a Blackboard message, have not heard back within 24 hours, *and* the issue is urgent, you may email me. Please use proper written communication etiquette when corresponding with me and your classmates. *Questions pertaining to the course should be posted to the Course Questions discussion board for the benefit of all.*

Withdrawal

Friday, December 9 is the last day students may officially withdraw from classes at the Registrar's Office (A115, registrar@trcc.commnet.edu, 215-9919). Withdrawal does not affect your GPA, but it may have financial aid consequences, so consult with Financial Aid or your advisor before making any decisions. Any student who does not attend class or complete all coursework without officially withdrawing will be graded accordingly.

myCommNet Alert

myCommNet Alert is a system that sends text messages and emails when there is a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather. I encourage you to sign up for these alerts in myCommNet. In addition, there may be instances when the college is open, but I am unable to make it to campus. In these rare cases, I will notify you via email as soon as possible.

Special Considerations for Students with Disabilities

If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP; see the chart below) as soon as possible. Please note that an instructor cannot offer disability accommodations until a student provides the necessary paperwork from the college's Office of Disability Services. Also note that

accommodations take effect when the instructor receives the paperwork from a student. They will not be provided retroactively.

TRCC Disability Service Providers Counseling & Advising Office	
Matt Liscum (860) 215-9265 Room A113	Learning disabilities, ADD/ADHD, autism spectrum, mental health
Elizabeth Wilcox, Advisor (860) 215-9289 Room A113	Medical, mobility, and sensory disabilities

Academic Integrity

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 throughout 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.

The Writing Center: C117

The mission of the TRCC Writing Center is to give all students the tools and support they need to be successful and independent academic writers. It offers a range of services for students, faculty and staff covering four basic areas: walk-in and reserved appointments, classroom presentations, writing resources, and emailed paper submission. To contact the Writing Center, call (860) 215-9082, or email TRWritingCenter@trcc.commnet.edu.

Donald R. Welter Library

The library is open Monday–Thursday from 8:30 AM to 8:00 PM and Friday from 8:30 AM to 3:00 PM. It is closed on Saturdays and Sundays. Hours may be truncated during the Summer and Winter sessions. The Circulation & Information Desk can be reached at (860) 215-9051. For more information, visit the library's website.

Computer Labs

In addition to the Writing Center's Tutoring Lab and the Library, an open computer lab can be found in E112. Its hours of operation are Monday–Thursday 9:00 AM to 9:00 PM and Friday 9:00 AM to 6:00 PM. It is closed on Saturdays and Sundays. Hours may be truncated during the Summer and Winter sessions.

Printing

Students can print from the open computer lab and the Library. Each semester a printer quota of 500 sheets is put in place. Once you have printed out 500 copies, you need to pay $5.00 for each additional 100 pages.

Digication Statement

All students are required to maintain an online learning portfolio in Digication using the college template. Digication gives students the opportunity to monitor their personal growth and integrate lessons from inside and outside the classroom. Periodically, a Three Rivers General Education Assessment Team will select and review random works to help improve the college experience. Student work reviewed for assessment purposes will remain private and anonymous. Students can create multiple portfolios and may continue to use their Digication account after graduation.

Mandated Court Reporter

Please know that I am required to share what you tell me with the Title IX Coordinator or the Dean of Student Services. They will want to discuss your rights and options with you, and they will do their best to protect your privacy and honor your wishes, but they may need to investigate further or even contact law enforcement if there is a danger to you or the campus.

You also have a right to a completely confidential option, and Student Services (A Wing) can help you access free, 24/7 counseling services, which can also connect you with legal or medical help.

Course Calendar

Because this is a hybrid course, all assignments and due dates will be posted on Blackboard. Content will be released gradually over the course of the semester. Below is a tentative calendar of our topical agenda. Please note that this information is subject to change based on our progress and my whims.

Week 1: Wednesday 8/31
Before this class, you should read: Chapters 1 and 2
During this class, we'll discuss: Ourselves, the syllabus, and Blackboard
Your homework is: Assignments 1 and 2, which are due by Tuesday 9/6 at 11:59 PM

Week 2: Wednesday 9/7
Reading: Chapters 6, 10, and 11
Discuss: "Business Writing" by William Zinsser; wordiness and concision
Homework: Assignment 3, due by Tuesday 9/13 at 11:59 PM

Week 3: Wednesday 9/14
Reading: Chapters 6, 10, and 11
Discuss: Writing with a professional tone and style
Homework: Assignment 4, due by Tuesday 9/20 at 11:59 PM

Week 4: Wednesday 9/21
Reading: Chapter 15
Discuss: Email processing; sending good emails
Homework: Assignment 5, due by Tuesday 9/27 at 11:59 PM

Week 5: Wednesday 9/28
Reading: Chapters 14, 16
Discuss: Memos and Letters
Homework: Assignment 6, due by Tuesday 10/4 at 11:59 PM

Week 6: Wednesday 10/5
Reading: Chapter 20
Discuss: Instructions and Procedures
Homework: Assignment 7, due by Tuesday 10/11 at 11:59 PM

Week 7: Wednesday 10/12
Reading: Chapters 5, 23, 24
Discuss: Proposals and Oral Presentations
Homework: Assignment 8, due by Tuesday 10/25 at 11:59 PM

Week 8: Wednesday 10/19

Group Proposal Workshop
Homework: Assignment 8, due by Tuesday 10/25 at 11:59 PM. Group presentations will be delivered in class on Wednesday 10/24.

Week 9: Wednesday 10/26
Group Proposal Presentations

Week 10: Wednesday 11/2
Reading: Chapters 25 and 26
Discuss: Websites, Social Media, and Typography
Homework: Assignment 9, due by Tuesday 11/8 at 11:59 PM

Week 11: Wednesday 11/9
Reading: Chapter 17
Discuss: Résumés and Cover Letters
Homework: Assignments 10 and 11, due by Tuesday 11/15 at 11:59 PM

Week 12: Wednesday 11/16
Reading: Chapter 22
Discuss: Formal Analytical Reports
Homework: Assignment 12, due by Tuesday 12/13 at 11:59 PM

Week 13: Wednesday 11/23
No class… Thanksgiving recess
Homework: Assignment 12, due by Tuesday 12/13 at 11:59 PM

Week 14: Wednesday 11/30
Formal Analytical Report writing workshop
Homework: Assignment 12, due by Tuesday 12/13 at 11:59 PM. Individual presentations will be delivered in class on 12/7 and 12/14.

Week 15: Wednesday 12/7
Formal Analytical Report presentations

Week 16: Wednesday 12/14
Formal Analytical Report presentations

Fin

Final grades due: Friday 12/23
Grades available online: Wednesday 12/28