

ENG 202-T1: TECHNICAL WRITING

Professor Debra Siegel
Three Rivers Community College

CRN: 31527

Fall 2016

TR 5:00-6:15pm E218

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**.

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 9/22: Topic Choice & References**
- Thurs 9/29: Transmittal Letter**
- Thurs 10/6: Introduction Section**
- Tue 10/18: Skeleton (formatting)**
- Thurs 10/27: Outline**
- Tue 11/1: Abstract**
- Thurs 11/10: 1st Draft (Discussion Section ONLY)**
- Thurs 11/17: 2nd Draft (Conclusion Section ONLY)**
- Tue 11/22: Appendix & Glossary**
- Thurs 12/1: 3rd Draft (Full Rewrite of the entire paper)**

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Technical Writing Weekly Schedule of Assignments

Date	Topic	Quiz	Individual Homework Due	Group Homework Due
Tue 8/30	Introduction to Technical Writing			
Thurs 9/1	Technical Writing	Ch 1 Intro		
Tue 9/6	Memos	Ch 14 Memos		
Thurs 9/8	Collaboration & Effective Feedback / Introduction to Formal Analytical Report (FAR)	Ch 22 FAR	Memo	
Tue 9/13	Workplace Correspondence & Teams	Ch 2 Meeting Needs		
Thurs 9/15	Teamwork	Ch 5 Teamwork		
Tue 9/20	Editing	Ch 11 Editing		
Thurs 9/22	Workplace Correspondence	Ch 15 Email	FAR: Topic Choice & References List	
Tue 9/27	Workplace Correspondence	Ch 16 Workplace Letters	Email (Email this to yourself and print the hard copy)	
Thurs 9/29	FAR Topics Discussion & FAR Transmittal Letter Workshop		FAR: Transmittal Letter	
Tue 10/4	Document Design & Visuals	Ch 12 Visuals	Letter of Complaint	
Thurs 10/6	Document Design & Visuals Workshop	Ch 13 Designing Pages	FAR: Introduction Section	
Tue 10/11	Job Search Materials (Job Listings, Letters, Resumes)	Ch 17 Job Search		Visuals
Thurs 10/13	Cover Letter Workshop		Complete Draft Cover Letter & Resume	
Tue 10/18	Resume Workshop		FAR: Skeleton (formatting)	
Thurs 10/20	Job Search Materials Workshop		2 nd Draft Resume & Cover Letter	

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Date	Topic	Quiz	Individual Homework Due	Group Homework Due
Tue 10/25	Instructions & Procedures	Ch 20 Instructions	Resume & Cover Letter (attach job posting)	
Thurs 10/27	Instructions Workshop & FAR Outline Workshop		FAR: Outline	
Tue 11/1	Instructions Workshop & FAR Abstract Workshop		FAR: Abstract	
Thurs 11/3	Proposals	Ch 23 Proposals		Instructions & Procedures
Tue 11/8	Proposals Workshop		Individual Progress Report for Group Proposal Project	
Thurs 11/10	FAR Workshop		FAR: 1 st Draft (Discussion Section ONLY)	
Tue 11/15	Group Presentations	Ch 24 Oral Pres.		Proposal
Thurs 11/17	FAR Workshop		FAR: 2 nd Draft (Conclusion Section ONLY)	
Tue 11/22	Group Presentation Workshop & FAR Appendix/Glossary Workshop		FAR: Appendix & Glossary	
Thurs 11/24	NO CLASS Thanksgiving			
Tue 11/29	Group Presentations			Group Presentation
Thurs 12/1	FAR Workshop		FAR: 3 rd Draft (Full Rewrite of entire paper)	
Tue 12/6	NO CLASS Reading Day			
Thurs 12/8	Individual Presentations		Written Formal Analytical Report & Presentation	
Tue 12/13	Finish Individual Presentations (if needed)			
Thurs 12/15	TBD			