

## **Syllabus Spring 2018**

**English 202:** Technical Writing  
**Instructor:** Bonnie Yeomans  
**E-mail:** [BYeomans@trcc.commnet.edu](mailto:BYeomans@trcc.commnet.edu)  
**Office Hours:** By appointment, before and after class, and on-line chats  
**Required Text:** Technical Writing by John Lannon 14<sup>th</sup> Ed.  
**Materials:** one notebook, one folder, flash drive

### **Course Description:**

This course develops writing skills needed in the workplace. After targeting an audience, you will complete an array of assignments: memos, letters, visuals, 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 and be a team player
- Manage writing projects in ways found in workplace settings

**Class time-Wednesday, 6:00-8:45**

**Location: B227**

- lectures,
- discussions
- collaborative writings

**Class time** will be a combination of lectures, discussions, and collaborative writing to prepare you for your individual writing assignments. Class will simulate the workplace where you are employees who will be provided the opportunity to learn how to write business documents in a friendly environment.

## Homework

Two types of homework are assigned in this class:

### I. Individual Work (Tentative Schedule)

- preparing individual writing assignments
- accomplishing posted chapter readings
- completing homework exercises
- taking quizzes

#### Individual Writing Assignments: (Tentative Schedule)

Due

		Due When Assigned
• Reading Quizzes (12, 1 point each) (You may omit 2 without penalty)	10pts.	01/24/18
• Personal Inventory/Introduction	4pts.	
• Research-Phase 1	4pts.	02/14/18
• Visual Aid Redesign	5pts.	02/28/18
• Correspondence Portfolio	10pts.	03/21/18
• Resume	10pts.	03/28/18
• Cover Letter	10pts.	04/04/18
• Instructions	5pts.	04/11/18
• Group Proposal	10pts.	04/11/18
• Long report outline, body/text rough Draft (APA)		
• Long report rough draft(abstract, front and back parts)		04/18/18
• Long Written Report Final Copy and start oral presentations	17pts.	04/25/18
• Oral presentations continue		05/02/18
• Finish Oral Presentations Evaluation Letter		

Your writing assignments will be difficult if you don't complete the reading.

### II. Collaborative Homework

15pts.

- Participation in all collaborative projects in class and outside of class as needed.

Each week you will have collaborative assignments. These are the ones that you work with your team/group to complete by sharing the responsibilities and may involve *computer- supported collaboration*.

- **Keep in mind that you may find yourself working on individual and collaborative work simultaneously so organization is imperative.**

When you do assignments in a group, you may pass in one copy with the names of the group members at the top of the page. However, each person must have a copy in class so they can participate in class discussions.

- All **homework assignments**, both **individual and collaborative**, must be **word processed** and handed in on the day due in class. They will be considered late if not. Any homework or individual assignments still not passed in a week after their due date will be evaluated, but you will receive no credit.

**Do not e-mail your assignments unless specified.**

**All homework assignments and individual writing assignments will be posted on Blackboard Learn**

- I check my email for any questions usually in the morning, afternoon and evening.

### **Tentative Chapter Reading Assignments Schedule**

**Week 1**-Jan.17-Introduction to Tech Writing

Read Chapter 1-Introduction to Technical Communication

Read Chapter 2-Meeting the Needs of Specific Audience

**Week 2**-Jan. 24

Continue discussion of Chapters 1 and 2

Read Chapter 5-Teamwork and Global Considerations

**Week 3**-Jan. 31

Read Chapter 11-Editing for a Professional Style and Tone

Read Chapter 7-Thinking Critically about the Research Process

**Week 4**-Feb.7

Read Chapter 13-Designing Pages and Documents

**Week 5**- Feb.14

Read Chapter 12-Designing Visual Information

**Week 6**- Feb. 21

Read Chapter 22-Proposals

Read Chapter 23-Oral Presentations

Introduce Group Proposal

**Week 7-Feb.28**

Workplace Correspondence

Read Chapter 14-Email and Text Messages

Read Chapter 15-Workplace Letters and Memos

Collaborate on Group Proposals

**Week 8-March 7**

Workplace Correspondence Continues

Read Chapter 16-Resumes and Other Job-Search Materials

Collaborate on Group Proposals

**March 14**

**Spring Break-No Class**

**Week 9-March 21**

Review Chapter 16-Application Letters

Collaborate on Group Proposals

**Week 10-March 28**

Read Chapter 21-Formal Analytical Reports

Collaborate on Group Proposals as needed

**Week 11-April 4**

Read Chapter 19-Instructions and Procedures

Practice Group Proposal Presentations

**Week 12-April 11**

Research Project Discussions and Workshop

Group Proposals

**Week 13-April 18**

Research Project Discussions and Workshop

**Week 14-April 25**

**Final Copy of Report is due.**

**Oral Presentations** of reports begin on **April 25.**

**Week 15-May 2**

**Finish Oral Presentations**

**Attendance**

Attendance is important and all absences count. Please remember, should you be absent on a day that an assignment is due, it will be considered late and must be handed in no later than the next class to receive any credit. 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.**

#### 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 of the student's 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 A113:

Matt Liscum - [\(860\) 215-9265](tel:8602159265) - Learning Disabilities  
ADD/ADHD  
Autism Spectrum  
Mental Health Disabilities

Elizabeth Willcox- [\(860\) 215-9289](tel:8602159289) – Medical Disabilities  
Mobility Disabilities  
Sensory Disability

#### **DIGICATION**

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

## **Available Resource**

### **The Writing Center/TASC:**

**Room C117**

**Phone: (860) 892-5713 or (860) 892-5769**

**E-Mail: [TRWritingcenter@trcc.commnet.edu](mailto:TRWritingcenter@trcc.commnet.edu)**

**Online tutoring: <http://www.etutoring.org/>**

### **Weather Cancellations:**

**Call (860) 886-0177 or go online to: [www.trcc.commnet.edu](http://www.trcc.commnet.edu)**

### **Donald R. Welter Library**

The library is open Monday-Thursday from 8:30 AM-8:00 PM and Friday from 8:30 AM to 3:00 PM. It is closed on Saturdays and Sundays. For more information, visit the library's website.

## **BOARD OF REGENTS FOR HIGHTER EDUCATION AND CONNECTICUT STATE COLLEGES AND UNIVERSITIES POLICY REGARDING SEXUAL MISCONDUCT REPORTING, SUPPORT SERVICES AND PROCESSES POLICY**

### **Statement of Policy for Public Act No. 14-11: An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus:**

"The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence."

### **UNITED STATES DEPARTMENT OF EDUCATION AND OFFICE OF CIVIL RIGHTS TITLE IX STATEMENT OF POLICY:**

"Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part-or full-time status, disability, race, or national origin-in all aspects of a recipient's educational programs and activities."

If any student experiences sexual misconduct or harassment, and/or racial or ethnic discrimination on Three Rivers Community College Campus, or fears for their safety from a threat while on campus, please contact Edward A. Derr, the Diversity Officer and Title IX Coordinator:

Edward A. Derr  
Title IX Coordinator and Diversity Officer  
Admissions Welcome Center \* Office A116  
574 New London Turnpike, Norwich CT 06360  
860.215.9255 \* [EDerr@trcc.commnet.edu](mailto:EDerr@trcc.commnet.edu)