

**English 202: Technical Writing**  
**Syllabus, Spring 2014**  
**Monday 2-3:15pm**  
**Class Location: E116**

**Instructor:** Todd Barry  
**E-mail:** [tbarry@trcc.commnet.edu](mailto:tbarry@trcc.commnet.edu)  
**Office:** D-203B  
**Office Hours:** M 11-12, Wed. 1-3, and by appt.  
**Required Text:** *Technical Communication* by Lannon / 13<sup>th</sup> edition/ Pearson.

**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 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 over a distance
- Manage writing projects in ways found in workplace settings

**Withdrawal Dates**

Students may officially withdraw at the Registrar's Office up until May 12. Withdrawal grades may have a negative impact on financial aid and academic progress. Please see an

advisor before you withdraw.

**Plagiarism**

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 the student’s permanent record, suspension, or expulsion). Please familiarize yourself with the Academic Integrity policy in our on-line catalogue.

**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.

<b>TRCC Disabilities Service Providers</b> Counseling & Advising Office Room A-119	
<b>Matt Liscum</b> (860) 215-9265	<ul style="list-style-type: none"><li>• Physical Disabilities</li><li>• Sensory Disabilities</li><li>• Medical Disabilities</li><li>• Mental Health Disabilities</li></ul>
<b>Chris Scarborough</b> (860) 215-9289	<ul style="list-style-type: none"><li>• Learning Disabilities</li><li>• ADD/ADHD</li><li>• Autism Spectrum</li></ul>

**“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.

**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.

**FINAL GRADES**

**Grading:** Grades will be determined on a 1000 point scale as follows:

Categories	Weight by %	Point Value
<b>Individual Assignments</b>	<b>60</b>	<b>600</b>
Individual Homework 150/5= 30 points each	15	150
Resume Assignment	15	150
Instructions	5	50
Oral Presentation	5	50
Formal Analytical Report	20	200
<b>Collaborative Assignments</b>	<b>40</b>	<b>400</b>
Group Homework 200/5=40 points each	20	200
Instructions & Procedures	10	100

Proposal & Presentation	10	100
Total Points	100%	1000

**Final Course Grade Scale:**

<b>A</b>	930-1000
<b>A-</b>	900-929
<b>B+</b>	870-899
<b>B</b>	830-869
<b>B-</b>	800-829
<b>C+</b>	770-799
<b>C</b>	730-769
<b>C-</b>	700-729
<b>D+</b>	670-699
<b>D</b>	630-669
<b>D-</b>	600-629
<b>F</b>	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 a week 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.**

**All assignments and due dates will be posted on Blackboard Learn.**

**Reading Schedule**

Mon. Jan. 27	Introduction to Technical Writing (Chs. 1-2)
Mon. Feb. 3	Collaborating at Work; Editing for a Professional Style (Chs. 5 & 11)
Mon. Feb. 10	Basic Workplace Correspondence (Chs. 14-16)

Mon. Feb. 17	NO CLASS – PRESIDENTS’ DAY
Mon. Feb. 24	Document Design and Visuals (Chs. 12-13)
Mon. March 3	Résumés and Other Job-Search Materials (Ch. 17)
Mon. March 10	Résumé Workshop. Formal Analytical Reports (Ch. 22)
Mon. March 17	NO CLASS – SPRING BREAK
Mon. March 24	Definitions and Descriptions (Ch. 19)
Mon. March 31	Instructions and Procedures (Ch. 20)
Mon. April 7	Instructions and Procedures cont’d
Mon. April 14	Proposals (Ch. 23)
Mon. April 21	Prepare for Group Presentations (Ch. 24)
Mon. April 28	Group Presentations
Mon. May 5	Analytical Report Writing Workshop
Mon. May 12	Oral Presentations
Mon. May 19	Oral Presentations cont’d. Formal Analytical Report due.