

# English 202: Technical Writing Syllabus Spring 2013

**Instructor:** Todd Barry  
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**Office Hours:** M 10-11, W 10-12 and by appt.  
**Required Text:** Successful Writing at Work Concise Third Edition by Philip Kolin  
**Location:** E116

## 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

## Class time-Monday, 2:00-3:15

- lectures,
- discussions
- collaborative writings to prepare you for your individual writing assignments.

**Class time** will be a combination of lectures, discussions, and collaborative writing to prepare you for your individual writing assignments.

**Reading Schedule.** Readings are to be completed for the class date shown.

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

Jan. 28	Introductions
Feb. 4	Read Chapters 1-2
Feb. 11	Read Chapters 3-4
Feb. 18	NO CLASS -- President's Day
Feb. 25	Read Chapter 5
March 4	Read Chapter 6
March 11	Read Chapter 7.
March 18	NO CLASS – Spring Break
March 25	Read Chapter 8
April 1	Read Chapter 9
April 8	Read Chapter 10

## **Grade Breakdown**

### **1. Individual Assignments**

<b>Homework Exercises</b>	<b>20%</b>
<b>Written Assignments</b>	<b>60%</b>
Personal Inventory Memo	5%
Resume	5%
Correspondence Assignment	5%
Instructions	5%
Visual Aid	5%

Short Report with 2 visuals	10%
Long Report and Oral Pres	25%

**2. Collaborative Assignments** **20%**

When you do your homework in a group, pass in one copy of the homework 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 assignments must be word processed.

- 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.**

**Attendance**

Attendance is important and more than two absences will negatively affect your grade. 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.**

**Withdrawal Dates**

Students may officially withdraw at the Registrar’s Office up until May 13. 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) 383-5240	<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) 892-5751	<ul style="list-style-type: none"><li>· Learning Disabilities</li><li>· ADD/ADHD</li><li>· Autism Spectrum</li></ul>

### **Communication**

I encourage you to communicate with me via email or by sending me a message through Blackboard Learn; however, please be mindful that 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.