

Syllabus Fall 2019

English 202: Technical Writing
Time: Tuesday/Thursday; 5:00 pm-6:15 pm
Location: E 218
Instructor: Bonnie Yeomans
E-mail: BYeomans@trcc.commnet.edu,
Office Hours: By appointment, before and after class, and on-line chats
Required Text: *Technical Writing* by John Lannon 14th 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-Tuesday and Thursday (5:00 pm-6:15 pm)

Location: E 218

- 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. Therefore, be prepared to share your drafts with your classmates.

Homework

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

Two types of homework are assigned in this class: Individual and Collaborative=100 points

I. Individual Work

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

Individual Assignments: (Tentative Schedule)

Due Dates

• Reading Quizzes (12, 1 point each)	10pts.	Due when assigned
(You may opt out of 2 without penalty or explanation)		
• Personal Introduction	4pts.	09/03/19
• Research-Phase 1	4pts.	09/17/19
• Redesign	5pts.	10/01/19
• Correspondence Portfolio	10pts.	10/29/19
• Resume	10pts	11/05/19
• Cover Letter	10pts.	11/07/19
• Group Proposal	10pts.	11/12/19-11/14/19
+		
• Individual Progress Report		
• Instructions	5pts.	11/19/19
• Long report proposal		11/21/19
+		
• Long report rough draft text/body		12/03/19
APA format		Workshop
+		
• Long report(abstract, front and		
back matter		
Long Written Report final		
copy and start oral presentations	17pts.	12/05/19

- Oral presentations continue 12/10/19
- Finish Oral Presentations 12/12/19
- Evaluation Letter

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.
- 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.

- I check my email for any questions usually in the morning, afternoon and evening. Please use BYeomans@trcc.commnet.edu to correspond with me not Blackboard.

Tentative Chapter Reading Assignments Schedule

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

Week 1-Aug.27 and 29 -Introduction to Tech Writing
Read Chapter 1-Introduction to Technical Communication
Read Chapter 2-Meeting the Needs of Specific Audience

Week 2-Sept.3 and 5
Continue discussion of Chapters 1 and 2
Read Chapter 5-Teamwork and Global Considerations

Week 3-Sept 10 and 12
Read Chapter 7-Thinking Critically about the Research Process

Week 4-Sept. 17 and 19

Read Chapter 11-Editing for Professional Style and Tone

Week 5-Sept. 24 and 26

Read Chapter 13-Designing Pages and Documents

Week 6-Oct.1 and 3

Read Chapter 23-Oral Presentations and Chapter 22 Proposals

Introduce Group Proposal

Week 7-Oct.8 and 10

Read Chapter 12-Designing Visual Information

Collaborate on Group Proposal

Week 8-Oct. 16 and 18

Workplace Correspondence

Read Chapter 14-Email and Text Messages

Read Chapter 15-Workplace Letters and Memos

Continue to collaborate on Group Proposal

Week 9-Oct 22-Reading Day

Oct. 24

Read Chapter 16-Resumes and Other Job-Search Material

Finalize Group Proposal

Week 10-Oct.29 and Oct.31

Review Chapter 16-Application Letters

Group Proposal Presentations

Week 11-Nov. 5 and 7

Read Chapter 19-Instructions and Procedures

Group Proposal Presentations

Week 12-Nov.12 and 14

Read Chapter 21-Formal Analytical Reports

Week 13-Nov. 19 and 21

Research Project Discussions

Long Report Proposals

Week 14-Dec.3 and Dec. 5

Dec.3-Research Project Workshop

Dec.5-Final Copy of report and begin oral presentations

Week 15-Dec.12 and 13-Continue with oral presentations

Evaluation Letter

Attendance

Attendance is important and all absences count. Please remember that an absence does not change due dates. If you are absent when an assignment is due, you are responsible for getting it to me. 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, please talk to me. It might be advisable for you to drop the course and take it later.

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 made until you provide 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 Room A113

Matt Liscum, Counselor

[\(860\) 215-9265](tel:8602159265)- Learning disabilities, ADD/ADHD. Autism spectrum, mental health

Elizabeth Wilcox, Advisor

[\(860\) 215-9289](tel:8602159289)- Medical, mobility, and sensory disabilities

DIGICATION

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

Available Resources

The Writing Center

Room C117

Phone: (860) 215-9082

E-Mail: TRWritingcenter@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.

Weather Cancellations:

Call (860) 886-0177 or go online to: www.trcc.commnet.edu

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