

# ENG 202-HY1: Course Outline

Three Rivers Community College

Fall 2019

Because this is a hybrid course, our coursework will take place both in class and online via Blackboard. Below are some notes about how our course functions as well as a tentative calendar of our agenda. Please note that this information is subject to change based on our progress and my whims. Be mindful of deadlines and our late assignment policies.

## **Course Laws That Ensure Things Function in a Reliable and Sane Way That Meets Your and My Expectations**

- “The start of class” means 11:00 AM on the given Monday.
- “The end of class” means 12:15 PM on the given Monday.
- Each week’s materials become available at the end of the preceding class period. For example, Week Two’s content will become available at the end of Week One’s class.
- All page numbers refer to *Technical Communication* by Lannon and Gurak, 14<sup>th</sup> edition, unless otherwise noted.
- All rough drafts must be in Word (.docx) format to ensure you can revise them.
- All final drafts must be in PDF format unless otherwise noted.
- Reading quizzes submitted after the deadline will receive a zero.
- Assignments are always graded within one week of submission.
- Cross off tasks as you complete them to ensure you don't miss or forget anything.
- You should log into the course every day to check announcements, your messages, and the Course Questions forum.
- It is my responsibility to ensure you understand everything in this course, but it is *your responsibility* to let me know when you *do not* understand something.

## **Week 0: Monday 8/26**

### Our Class Agenda

- No class... still summertime.

### Your Online Tasks

1. Ensure you can log into Blackboard. See IT in C135 if you need help, or visit [http://www.trcc.commnet.edu/Div\\_IT/EducationalTechnology/Student.shtml](http://www.trcc.commnet.edu/Div_IT/EducationalTechnology/Student.shtml).
2. Review the tips for online and hybrid students at [http://www.trcc.commnet.edu/Div\\_IT/EducationalTechnology/Tips.shtml](http://www.trcc.commnet.edu/Div_IT/EducationalTechnology/Tips.shtml).
3. Purchase our textbook, *Technical Communication*, 14th edition, by Lannon and Gurak, which is available in the bookstore.
4. Familiarize yourself with the Blackboard course, syllabus, and course outline. Write down any questions you may have.

### **Week 1: Monday 9/2**

#### Our Class Agenda

1. No class... Labor Day.

#### Your Online Tasks

1. Make sure you've completed the preliminary tasks above if you haven't already.

### **Week 2: Monday 9/9**

#### Our Class Agenda

1. Introduce ourselves.
2. Explain the syllabus.
3. Take a tour of Blackboard.

#### Your Online Tasks: due by Monday 9/16 at 11:00 AM

1. Read Chapter 1: Introduction to Technical Communication (pp. 2–14) and Chapter 2: Meeting the Needs of Specific Audiences (pp. 15–32).
2. Complete the first Reading Quiz.
3. Read the instructions for Assignment 1: Personal Introductions.
4. Prepare a draft of your personal introduction, and submit it on Blackboard.

### **Week 3: Monday 9/16**

#### Our Class Agenda

1. Establish the lineup.
2. Personal Introductions: questions, discussion, and examples.

3. The final draft of your personal introduction is due via Blackboard by the end of class.

Your Online Tasks: due by Monday 9/23 at 11:00 AM

1. Read Chapter 14 on Email and Text Messaging (pp. 308–22).
2. Complete Reading Quiz 2 on email.
3. Read the instructions for Assignment 2: Email.
4. Prepare a draft of your email, and submit it on Blackboard.

**Week 4: Monday 9/23**

Our Class Agenda

1. Email: questions, discussion, and examples.
2. The final draft of your email is due via Blackboard by the end of class.

Your Online Tasks: due by Monday 9/30 at 11:00 AM

1. Read Chapter 15 on Memos (pp. 323–37).
2. Complete Reading Quiz 3 on memos.
3. Read the instructions for Assignment 3: Memos.
4. Prepare a draft of your memo, and submit it on Blackboard.

**Week 5: Monday 9/30**

Our Class Agenda

1. Memos: questions, discussion, and examples.
2. The final draft of your memo is due via Blackboard by the end of class.

Your Online Tasks: due by Monday 10/7 at 11:00 AM

1. Read Chapter 15 on Business Letters (pp. 338–66).
2. Complete Reading Quiz 4 on business letters.
3. Read the instructions for Assignment 4: Business Letters.
4. Prepare a draft of your business letter, and submit it on Blackboard.

**Week 6: Monday 10/7**

Our Class Agenda

1. Business Letters: questions, discussion, and examples.
2. The final draft of your business letter is due via Blackboard by the end of class.

Your Online Tasks: due by Monday 10/14 at 11:00 AM

1. Read Chapter 17 on Technical Definitions (pp. 394–412).
2. Complete Reading Quiz 5 on technical definitions.
3. Read the instructions for Assignment 5: Technical Definitions.
4. Prepare a draft of your technical definition, and submit it on Blackboard.

**Week 7: Monday 10/14**

Our Class Agenda

1. Technical Definitions: questions, discussion, and examples.
2. The final draft of your technical definition is due via Blackboard by the end of class.

Your Online Tasks: due by Monday 10/21 at 11:00 AM

1. Read Chapter 19 on Instructions and Procedures (pp. 439–70).
2. Complete Reading Quiz 6 on instructions and procedures.
3. Read the instructions for Assignment 6: Instructions and Procedures.
4. Prepare a draft of your instructions or procedure, and submit it on Blackboard.

**Week 8: Monday 10/21**

Our Class Agenda

1. Instructions and Procedures: questions, discussion, and examples.
2. A final draft of your instructions or procedure is due via Blackboard by the end of class.

Your Online Tasks: due by Monday 10/28 at 11:00 AM

1. Read Chapter 23 on Oral Presentations (pp. 572–601).
2. Complete the bonus reading quiz on oral presentations.
3. Read the instructions for the Practice Presentation.
4. Prepare your practice presentation, along with an outline that you'll give to Mr. Marvin when it's your turn to present.

**Week 9: Monday 10/28**

Our Class Agenda

1. Deliver Practice Presentations.
2. Questions, discussion, and examples.

Your Online Tasks: due by Monday 11/4 at 11:00 AM

1. Read Chapter 22 on Proposals (pp. 536–71) and Chapter 5 on Teamwork (pp. 80–100).
2. Complete Reading Quiz 7 on proposals/teamwork.
3. Read the instructions for Assignment 7: The Group Proposal and Presentation.
4. Prepare a draft of your portion of the Group Proposal, and submit it on Blackboard.

***NOTE***

*Winter 2019 and Spring 2020 registration begins Monday 11/4! Monday 11/4 and Tuesday 11/5 are Advising Days. Come to the Multipurpose Room (F117) and register for classes, talk to advisors, meet with Financial Aid, and more!*

***CAUTION***

*Tuesday 11/5 is the last day to withdraw from any class at the Registrar: A115; registrar@trcc.commnet.edu; (860) 215-9064*

**Week 10: Monday 11/4**

Our Class Agenda

1. Proposals: questions, discussion, and examples.
2. Work with group members on proposal and presentation.
3. Submit progress reports to Mr. Marvin.

Your Online Tasks: due by Monday 11/11 at 11:00 AM

1. Finish working on your Group Proposal and Presentation. The final drafts of the proposal and presentation slides are due via Blackboard by the start of next class.
2. Practice your group's oral presentation for the Group Proposal. Oral presentations will take place in class next week.
3. Each group member should submit their group's entire proposal via Blackboard.

4. Each group member should submit their group's full presentation slides via Blackboard.

### **Week 11: Monday 11/11**

#### Our Class Agenda

1. Each group member should have submitted a copy of your proposal and presentation slides by the start of class today.
2. Groups will present their proposals to the class.

#### Your Online Tasks: due by Monday 11/18 at 11:00 AM

1. Read Chapter 16 on Résumés (pp. 367–77) and Matthew Butterick's chapter on résumés (<http://practicaltypography.com/resumes.html>).
2. Complete Reading Quiz 8 on résumés.
3. Read the instructions for Assignment 8: The Résumé.
4. Prepare a draft of your résumé, and submit it on Blackboard.

### **Week 12: Monday 11/18**

#### Our Class Agenda

1. Résumés: questions, discussion, and examples.
2. The final draft of your résumé is due via Blackboard by the end of class.

#### Your Online Tasks: due by Monday 11/25 at 11:00 AM

1. Read Chapter 16 on Cover Letters (pp. 378–93).
2. Complete Reading Quiz 9 on cover letters.
3. Read the instructions for Assignment 9: The Cover Letter.
4. Prepare a draft of your cover letter, and submit it on Blackboard.

### **Week 13: Monday 11/25**

#### Our Class Agenda

1. Cover letters: questions, discussion, and examples.
2. The final draft of your cover letter is due via Blackboard by the end of class.

#### Your Online Tasks: due by Monday 12/2 at 11:00 AM

1. Read Chapter 21 on Formal Analytical Reports (pp. 492–535).
2. Complete Reading Quiz 10 on formal analytical reports.
3. Read the instructions for Assignment 10: The Formal Analytical Report.
4. Finish working on your formal analytical report. Final drafts are due via Blackboard by the start of next class.
5. Practice the oral presentation for your formal analytical report. Presentations will take place during our last two class periods.

**Week 14: Monday 12/2**

Our Class Agenda

1. Formal Analytical Reports are due via Blackboard by the start of class.
2. Deliver FAR oral presentations.

Your Online Tasks: due by Monday 12/9 at 11:00 AM

1. You should have already submitted the final draft of your formal analytical report, as it was due by the start of class today.
2. Practice the oral presentation for your FAR if you haven't given it yet. Remaining presentations will take place next class. Even if you've already given your presentation, you must attend our final class to support your classmates and complete a course evaluation.

**Week 15: Monday 12/9**

Our Class Agenda

1. Deliver remaining FAR presentations.
2. Complete course evaluations.

Your Online Tasks

1. You're done! Have a marvelous holiday season.

***Fin***

Course ends: Sunday 12/15

Final grades due: Tuesday 12/17

Grades available online: Monday 12/23