University of Louisiana at Lafayette Spring 2024

ENGL 365 Section 008: Technical Writing: CRN: 43550

Meeting times: MW 2:30 – 3:45 PM Classroom: HL Griffin Hall (HLG) 307

Instructor: Nicholas Mennona Marino, MA (ABD) Office: HL Griffin Hall (HLG) 341

Office Mailbox: HL Griffin Hall (HLG) 221 Office Hours: W 11:00 AM –1:00 PM and by appointment

Instructor Email: [nicholas.marino1@louisiana.edu](mailto:nicholas.marino1@louisiana.edu) Instructor Website: [marinowriter.com/](http://www.marinowriter.com/)

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Instructor Office Phone: (337) 482-5498

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COURSE DESCRIPTION

English 365 is a course in technical communication with an emphasis on practical documents. Recommended for students in technical majors and for students considering careers in technical/professional writing.

LEARNING OUTCOMES

Students in this course will learn how to:

* Write documents for a workplace audience
* Create and incorporate visual design and images within documents
* Connect their experiences within their major with technical genres of writing
* Understand that technical writing focuses on readability and usability for the audience instead of the creative expression of the writer
* Understand that effective technical writing is not accidental but the result of design choices by the writer
* Get experience with conducting research through human interaction

TEXTBOOKS

Required:

Gurak, Laura, & John Lannon. *Strategies for Technical Communication in the Workplace*. 4th edition. Pearson, 2019.

ISBN 13:978-0-13-467992-1 ISBN 10: 0-13-467992-X

Optional:

Plato. *Gorgias*. Translated by Chris Emlyn-Jones. Revised edition. Penguin, 2004.

ISBN 13:978-0-140-44904-4

The Gurak and Lannon book is available at the campus bookstore. Scans from *Gorgias* will be available on the course Moodle page. Note: The instructor may assign additional readings as book scans or online articles to the course Moodle page.

ASSIGNMENTS AND GRADE BREAKDOWN

Resume and Application Letter (RAL) 10%

Faculty Annotated Research Report (FARR) 10%

Memo and Letter (MAL) 10%

Recipe/Instruction Manual (RCP/INS) 10%

Informal Report (IR) 15%

Formal Report (FR) 20%

Course Reflection (CR) 15%

Participation and Attendance 10%

GRADING SCALE

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 0-59

The instructor will use Moodle for calculating final course grades.

PARTICIPATION

Students should attend class having read the assigned chapters for each class meeting (if applicable) and they should bring drafts of assignments to class meetings for peer review. Students should also bring the textbook to class meetings where the discussion of the textbook is on the schedule.

ATTENDANCE POLICY

The course will meet 24 times, with 23 class sessions and 1 mandatory midterm conference. The midterm conferences will be held in place of a week of classes (4 – 8 March 2024) and students must meet with the instructor on one of the days of that week.

University policy suggests that students should miss no more than 10% of class meetings, which is 2 meetings for this class. Students who must miss class due to a documented emergency or health issue will be considered present for attendance purposes if the instructor receives documentation before F 26 April 2024.

Students will be authorized to have excused any classes missed for the purpose of attending Office of Career Services events such as job fairs and on campus interviews. Students will need to provide documentation that they attended any such career events on campus if they expect these absences to be excused.

ASSIGNMENT LENGTH POLICY

Each assignment will have a minimum word count. Failure to reach the minimum word count will mean that the assignment in question can receive a maximum grade of 90 percent. Because these assignments will allow for flexibility in document usability and visual design, the page count estimates provided by the instructor are not exact the same way the word count limits are exact. The word count will be provided by Microsoft Word if the student assignment is uploaded as a Word document. If the student uploads a PDF file the instructor will use an online service to check the document length.

EXTRA CREDIT

The extra credit option consists of a short document in which the student shows evidence of their participation in another student’s formal report (FR) assignment, such as by being interviewed by a classmate and researcher or by taking a survey. Successful completion of the extra credit will boost a student’s overall final course grade by five (5) percentage points (ex. from 76/C to 81/B).

PLAGIARISM POLICY

Students that plagiarize in this class will automatically fail the assignment in question, except for minor citation issues that do not show an intent to deceive. Further plagiarism puts students at risk of automatically failing the course. The decision to fail the student for a second violation of plagiarism lies with the instructor and the severity of the offenses. Students are encouraged to check citation resources like the Purdue Online Writing Lab website ([owl.purdue.edu](http://www.owl.purdue.edu)) and the instructor materials on essay writing (on Moodle). Students who are unclear about plagiarism should contact the instructor with any issues that they have in understanding it, specifically in terms of MLA style.

FOR STUDENTS WITH DISABILITIES

In accordance with the Americans with Disabilities Act, the University of Louisiana at Lafayette makes accommodations for students with disabilities. If you have a documented disability, please contact the Office of Disability Services (ODS) office at 337-482-5252 or [ods@louisiana.edu](mailto:ods@louisiana.edu) during the first week of classes. ODS will assist you with an accommodation plan. The university also has a Supported Education Program (SEP), which provides free confidential help on campus for students with psychological disabilities (Bipolar Disorder, Depression, Anxiety, etc.). Please contact Kim A. Warren, MSW, PhD, LCSW, Supported Education Advisor, at 482-5252 or at kimawarren@louisiana.edu. She is located in the Conference Center, Room 126. ODS can be reached at [disability.louisiana.edu](https://disability.louisiana.edu).

LATE WORK POLICY

Late work will be penalized by five (5) percent for each calendar (not just class) day. The instructor may waive this policy in cases of documented emergencies.

CLASSROOM CONDUCT POLICY

The instructor is not responsible for making sure that students learn but is responsible for maintaining an environment in which students can learn. The instructor reserves the right to remove from the classroom students that cause a disruption that threatens this environment.

ULL WRITING CENTER

The Writing Center is a free service located on the first floor of the Dupre library near the Reference Desk (not Griffin 107 as before). The Writing Center consultants are experienced writers and students who pride themselves on creating a comfortable environment for every phase of your writing project. From thesis statements, to research planning, document design, to just getting started, the Writing Center staff works to help you become more focused, organized, and confident with your work. In addition to providing the latest style manuals and handbooks, the Writing Center also operates a computer lab, located next door in Griffin Hall, room 108. Both of these services are free, student-operated, and devoted to helping you be a more successful and productive student. Walk-ins are accepted, but scheduling an appointment in advance (482-5224 or by emailing [writing.center@louisiana.edu](mailto:writing.center@louisiana.edu)) is recommended. Students who are more than ten minutes late to an appointment must reschedule.\

OFFICE HOURS

As per university policy this course will have 2 office hours per week in which the instructor will be in his office to answer questions about the course, specific assignments or other matters related to the university. No appointment is necessary for office hours. The instructor will make a Moodle announcement cancelling office hours in cases of emergencies. If students have class or work during office hours for the section they can reserve another meeting with the instructor by contacting him by email or verbally before or after class. The instructor will likely be able to accommodate alternative meeting times as he teaches on campus MTWRF. Asking for help through using office hours is a sign of initiative to succeed in this course (and in university courses in general).

TECHNOLOGY POLICY

The use of digital technology is permitted in class so long as it does not cause a distraction to other students. Since this class meets in the technical writing lab, students should have access to the internet through the lab’s computers. However, students may wish to bring their computers to class as we will use the internet for most (if not all) class sessions. The instructor may use AI for generating ideas for certain assignments. Students may use AI technology for the same purpose of generating ideas, but students should not rely on AI completely to write their assignments.

DRAFT FEEDBACK

Writing is a recursive process, and this course will emphasize the importance of peer revision based on peer review feedback in class. Time permitting, students will also be able to get peer review feedback from the instructor.

CAMPUS SAFETY INFORMATION

Joseph Pons, Director of the Office of Environmental Health and Safety, has asked that in accordance with the UL Lafayette’s Environmental Health and Safety Procedures, to please include the following information on in all syllabi:

1. University Police are the first responders for all emergencies on campus. Dial 911 or 482-6447 to report any emergency.

2. The Emergency Information Floor Plan is posted in the hallways for every building. This document includes evacuation routes and other important information. Please familiarize yourself with this document.

3. In the event that the building fire alarm is sounded, please exit the building immediately and notify University Police. Do not use the building elevator - look for the illuminated Exit Signs to direct you to safety.

4. During times of emergency, information may be available on the University's Emergency Hotline - 482-2222. This number is printed on the back of your ID card.

5. The University utilizes a text message service to notify its students and employees of campus wide emergencies. To subscribe to this service, log on to www.ul.mobilecampus.com .

6. If you have a special medical condition that might render you incapacitated during class, please make this known to your instructor as soon as possible, including any emergency contact information for your next of kin or similar.

CLASS SCHEDULE FOR MW

Note: In the event of a schedule change the instructor will upload a new version of the syllabus to the course Moodle page.

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| DATE | READINGS DUE/ACTIVITIES | ASSIGNMENTS DUE |
| W 10 January | Course syllabus overview  Class introductions  Student provided examples of usability in texts (group activity) |  |
| M 15 January | NO CLASS – MLK holiday |  |
| W 17 January | Discuss RAL prompt  Discuss FR prompt  Ch. 1 (pp. 2-23)  Drop/add deadline |  |
| M 22 January | Ch. 2 (pp. 24-39)  Ch. 3 (pp. 40-59) |  |
| W 24 January | Ch. 9 (pp. 140-162) |  |
| M 29 January | Plato *Gorgias* pp. 22-26, 39-63, 74-75, 88-93, 104-111, 130-138 (Moodle) |  |
| W 31 January | Plato *Gorgias* (Moodle, continued)  Review instructor provided resume examples |  |
| M 5 February | RAL peer review | RAL rough draft |
| W 7 February | RAL peer review  Ch. 4 (pp. 60-69) |  |
| M 12 February | NO CLASS – Mardi Gras holiday |  |
| W 14 February | NO CLASS – Mardi Gras holiday |  |
| M 19 February | Discuss FARR prompt  Ch. 5 (pp. 70-86)  Ch. 6 (pp. 87-102) | RAL final draft |
| W 21 February | Ch. 7 (pp. 103-122)  Dragga and Voss “Cruel Pies: The Inhumanity of Technical Illustrations” (Moodle)  Bradley “Icon, Index, and Symbol — Three Categories of Signs” (Moodle) |  |
| M 26 February | Ch. 14 (pp. 248-261)  Discuss MAL prompt  Tutorial on using Canva to create MAL logo  FARR peer review | FARR rough draft |
| W 28 February | FARR peer review  Ch. 8 (pp. 123-139)  Review instructor provided memo examples |  |
| M 4 March | NO CLASS – Midterm Conferences | FARR final draft |
| W 6 March | NO CLASS – Midterm Conferences |  |
| F 8 March | NO CLASS – Midterm Conferences | FR proposal post due (Moodle forum) |
| M 11 March | MAL peer review | MAL rough draft |
| W 13 March | MAL peer review  Ch. 10 (pp. 163-190) |  |
| M 18 March | Ch. 11 (pp. 191-203) | MAL final draft |
| W 20 March | Ch. 16 (pp. 281-308) |  |
| R 21 March | NO CLASS – Course withdrawal deadline |  |
| M 25 March | NO CLASS – Spring Break holiday |  |
| W 27 March | NO CLASS – Spring Break holiday |  |
| M 1 April | NO CLASS – Spring Break holiday |  |
| W 3 April | Discuss RCP/INS prompt  Ch. 13 (pp. 225-247) |  |
| M 8 April | Ch. 12 (pp. 204-224)  RCP/INS peer review | RCP/INS rough draft |
| W 10 April | RCP/INS peer review  Review instructor provided formal report examples  Discuss using Google Forms, SurveyMonkey |  |
| M 15 April | Ch. 17 (pp. 309-331)  Discuss IR prompt  Review instructor provided informal report examples | RCP/INS final draft |
| W 17 April | Discuss CR, EC prompts  IR peer review | IR rough draft |
| M 22 April | Ch. 15 (pp. 262-280)  Reynolds “Focus on Report Writing” (Moodle)  IR peer review  FR peer review |  |
| W 24 April | FR peer review | FR rough draft  IR final draft |
| Su 28 April | NO CLASS | EC final draft (optional) |
| M 29 April | NO CLASS | FR final draft  CR final draft |
| M 6 May | NO CLASS – Instructor course grades due by 12:00 PM CST |  |