Department of English Course Description

ENG 3050 prepares students for reading, researching, writing, and designing technical documents. While some technical writing addresses a lay audience (e.g., instructions), technical documents are often written for specialized audiences with multiple purposes (e.g., technical reports with executive summaries). Technical documents incorporate both textual (writing) and visual (graphics, pictures, etc.) elements of design. The main goals of the course are (1) to teach students to consider the audience(s) and purpose(s) in reading and writing technical documents; (2) to integrate reading, researching, writing, and designing in the standard genres of technical writing; (3) to design effective technical documents with attention to text, visuals, format, usability, documentation, and mechanics, using a flexible writing process incorporating drafts and revision; and (4) to work with current technologies for technical document design.

Catalog Description

Instruction in basic technical writing skills. Requirements include writing letters, memos, summaries, instructions proposals, and technical reports. Topics include audience and purpose analysis, textual and visual aspects of technical document design, and formatting.

Instructor Information

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(I will respond to e-mails within 24-48 hours M-F)

Office Hours

Tu/Th 9:30-11:00

Also available by appointment

Course Information

Section Number: 003

Meeting Times: Tu/Th 11:45-1:10

Location: 217 State Hall

Section Number: 004

Meeting Times: Tu/Th1:25-2:50

Location: 217 State Hall

Required Textbooks (available at Barnes and Noble)

Anderson, P. (2007). *Technical communication: A reader-centered approach* (6th ed.). Boston: Thomson Wadsworth.

Perrin, R. (2009). *Pocket guide to APA style* (3rd ed.). Boston: Wadsworth Cengage.

Academic Responsibility: Course Regulations on Cheating and Plagiarism

Cheating is the act of submitting papers written by another person as your own. Cheating includes submitting papers that were written by another student as well as papers that were purchased or downloaded from the internet. Plagiarism is the act of copying work in whole or in part from books, articles, and websites without documenting and citing the source. Plagiarism includes copying language, texts, and visuals without citation (e.g., cutting and pasting from websites). **All major assignments in ENG 3050 will be reviewed in SafeAssign on Blackboard.** All papers submitted to SafeAssign become part of the WSU data base. Cheating and plagiarism are serious academic offenses: the minimum penalty for cheating or plagiarism is an F for the assignment; the full penalty for cheating or plagiarism may result in an F for the course. All cases of cheating and plagiarism in ENG 3050 will be reported to the Department of English.

For information about how to avoid plagiarism, see the WSU Undergraduate Library's web-based Searchpath, an introduction to library research:
http://www.lib.wayne.edu/services/instruction/searchpath/choice.html
Module 6 – Citing Sources – includes a good discussion of recognizing and avoiding plagiarism:
http://www.lib.wayne.edu/services/instruction/searchpath/mod6/
contents.html

Writing Center Information

The Writing Center (2nd floor, UGL) provides individual tutoring consultations free of charge for students at Wayne State University. Undergraduate students in General Education courses, including composition courses, receive priority for tutoring appointments. The Writing Center serves as a resource for writers, providing tutoring sessions on the range of activities in the writing process – considering the audience, analyzing the assignment or genre, brainstorming, researching, writing drafts, revising, editing, and preparing documentation. The Writing Center is **not** an editing or proofreading service; rather, students are guided as they engage collaboratively in the process of academic writing, from developing an idea to correctly citing sources. To make an appointment, consult the Writing Center website: http://www.clas.wayne.edu/writing/. To submit material for online tutoring, consult the Writing Center HOOT website (Hypertext One-on-One Tutoring):
http://www.clas.wayne.edu/unit-inner.asp?WebPageID=1330.

WSU Resources for Students

- Adamany Undergraduate Library http://www.lib.wayne.edu/info/maps/ugl.php
- Science and Engineering Library http://www.lib.wayne.edu/info/maps/sel.php
- Student Disability Services http://studentdisability.wayne.edu/
- Academic Success Center http://www.success.wayne.edu/
- Counseling and Psychological Services (CAPS) http://www.caps.wayne.edu

ENG 3050 Learning Objectives

- to read, analyze and evaluate the design of technical documents, including text, visuals (graphics, pictures, etc.), format, usability, citation, documentation, and mechanics

- to consider the audience(s) and purpose(s) for reading and writing any given technical document

- to conduct research in support of designing technical documents, finding and evaluating print and electronic sources

- to write in standard genres of technical writing, including letters, resumés, memos, summaries, instructions, user test reports, proposals, and technical reports

- to use a flexible writing process that includes brainstorming, organizing, writing, providing and responding to feedback, revising, formatting, editing, documenting, and proofreading

- to use appropriate grammar, mechanics, and style for formal and informal technical documents, and to use standard conventions of citation and documentation to avoid plagiarism

- to make productive use of current technologies for reading, researching, writing, and designing technical documents

Course Technology

E-mail
Communication regarding course changes and updates will be sent through e-mail, so please check your e-mail daily (note: e-mail communication will be sent through Blackboard).

Wiki: http://techcomm3050.pbworks.com
A course wiki has been set-up at: http://techcomm3050.pbworks.com All of our course information will be located there. Please refer to it often, as it will be updated regularly.

Twitter: http://twitter.com/techcomm3050
While some courses discourage the use of certain technology during class meetings, it will be encouraged in our course. Our course Twitter feed (@techcomm3050) should be used as often as you see fit (this could be during our class meetings, too). Please post links, thoughts, and articles that others in the course will find helpful. We will leave the feed posted during some class conversations to determine the context and route of our discussions.

Course Assignments
(Please see detailed assignment descriptions on the course wiki or Blackboard)
- Assignment 1 -- diagnostic summary   (1-2 pgs, single spaced)
- Assignment 2 -- resumé and cover letter   (2-3 pgs, single spaced)
- Assignment 3 -- technical instructions   (5-7 pgs, single spaced)
- Assignment 4 -- user test report/memo   (3-4 pgs, single spaced)
- Assignment 5 -- proposal   (3-5 pgs, singled spaced)
- Assignment 6 -- technical report   (8-10 pgs, single spaced)

Assignments 2 – 6 are based on the project descriptions in the textbook (Appendix B):

- Assignment 2 – resumé and cover letter   Anderson, Project 1
- Assignment 3 – technical instructions   Anderson, Project 6
- Assignment 4 – user test report/memo   Anderson, Project 7
- Assignment 5 – proposal   Anderson, Project 8
- Assignment 6 – technical report   Anderson, Project 10

All assignments must be correctly documented using APA style.

Grading Policies

Attendance – class attendance is a requirement for this class. Attendance will be taken at each class session. More than 20 minutes late will count as an absence. If you are absent, it is *your responsibility* to ask *another student* what you missed. Key material will be introduced and explored in lectures and class discussion. Drafts and feedback on ongoing assignments will be reviewed in class and class participation is expected. Each student is allowed 3 excused absences, after which the student will be deducted .5 participation points. After 6 absences (the equivalent of 3 weeks of class), the student will be asked to drop the course.

Please respect your classmates by arriving to class on time and prepared to participate. Cell phones, iPods, and other distracting devices are to be turned off during class time (unless being used to post to the course's Twitter). You will be asked to leave class if you are texting, listening to iPods (or other devices), playing computer games, or receiving/making phone calls. Our classroom is a professional setting, so please treat it that way. Please note that enrolled students in any English classes must attend one of the first two class sessions; otherwise, they may be required to drop the class.

Assignments – all assignments include a grading rubric (see assignment descriptions).

Revisions – some assignments have a schedule for optional or required drafts; see the course calendar. Drafts will be given a preliminary grade, and students are expected to improve upon the draft grade. Students who receive an A on a draft do not need to resubmit that assignment. Any grade less than an A *must be resubmitted*. Note that it is is possible to receive a lower grade after the draft has been submitted (e.g. if *significant* attention to suggestions has not been attended to). *Assignments cannot be rewritten after the final grade has been assigned*.

Late papers – Late assignments are <u>not tolerated</u>. All due dates are noted on the semester calendar below and are strictly enforced.

Format – assignments must follow the format specified on the assignment sheet. All assignments must be correctly documented using APA style.

Final grades will be based on the following point system:

- attendance and participation .... 5 points
- Assignment 1 -- diagnostic summary .... 5 points
- Assignment 2 -- resumé and cover letter .... 10 points
- Assignment 3 -- technical instructions .... 20 points
- Assignment 4 -- user test report/memo .... 15 points
- Assignment 5 -- proposal .... 10 points
- Assignment 6 -- technical report .... 35 points
- **Total** .... **100 points**

Letter grades will be based on the following scale:

- 94-100 .... A
- 90-93 .... A-
- 87-89 .... B+
- 84-86 .... B
- 80-83 .... B-
- 77-79 .... C+
- 74-76 .... C (A grade of C or better fulfills the Gen Ed IC requirement)
- 70-73 .... C-
- 67-79 .... D+
- 64-66 .... D
- 60-63 .... D-
- 00-59 .... F

Course Policies

Attendance -- Per Department of English policy, enrolled students in any English class must attend one of the first two class sessions; otherwise, they may be required to drop the class.

Adds – If there is room, students may **add** ENG 3050 on the first or second day of class only. Students will not be added if the section is full.

Drops/Withdrawals – Students may **drop** ENG 3050 via Pipeline anytime before the end of the term. However, the last day date to drop ENG 3050 and receive a partial tuition cancellation is Thursday, September 17, 2009. The last day to drop ENG 3050 without instructor approval and without the class appearing on your transcript is Thursday, October 1, 2009.

- Per WSU policy, the grade of WN is given to a student who did not attend any classes and/or did not complete any assignments by the withdrawal date. If a student withdraws after having received a grade for any component of a course, then W grades must be either WP (withdrawal with a passing grade earned to date) or WF (withdrawal with a failing grade earned to date).
- If a student does not officially withdraw from the course before the drop deadline, s/he will receive a failing grade for the course.

***Incompletes* --** Per WSU policy, the mark of I/Incomplete is given to a student when s/he has not completed <u>all</u> of the course work as planned for the term and when there is, in the judgment of the instructor, a reasonable probability that the student can complete the course successfully without again attending regular sessions. The student should be passing at the time the grade of I is given. A written contract specifying the work to be completed should be signed by the student and instructor. Work must be completed within one calendar year. There are no extensions. After one year, I grades are converted to a failing grade.

Semester Calendar

It is the instructor's prerogative to amend the calendar when necessary.

Please note:

- where readings are listed, please come to class that day having read that selection. Readings are indicated by the abbreviated name of the text (e.g., *TC)* followed by the chapter and/or pages assigned.

- where assignments are due, submit them to Blackboard by 11:59 p.m. that evening.

- where in-class workshops are noted, please come to class with a completed copy (electronic or hard copy) of that assignment ready for exchange.

Date	Class Agenda	Assignment Due	In-class Discussion
Th 9/3	Course overview		Discuss Assignment #1
Tu 9/8	Communication and your career	Assignment #1: Final	*TC*: Ch. 1 (p. 1-24) Discuss assignment #2 Review companion site for text
Th 9/10	Building resumes		*TC*: Ch. 2 (p. 25-62 Review 1 sample resume/cover letter
Tu 9/15	In-class workshop (A#2)	Assignment #2: Draft Optional: Submit to instructor	

Date	Class Agenda	Assignment Due	In-class Discussion
Th 9/17	Sophisticated topic selection	Assignment #2: Final	*TC*: Ch. 23 (642-670) Discuss Assignment #3 Read sample instructions
Tu 9/22	Defining your communication's objective	Assignment #3: Topic	*TC*: Ch. 3 (p. 63-96)
Th 9/24	Planning for usability		*TC*: Ch. 4 (99-115)
Tu 9/29	In-class workshop (A#3)	Assignment #3: Draft Mandatory: Submit to instructor	
Th 10/1	Creating and using reader-centered graphics *Meet in UGL		*TC*: Ch. 12 & 13 (look at chapter summaries/info on companion site
Tu 10/6	Testing drafts for usability		*TC*: Ch. 15 (p. 421-434) Discuss Assignment #4
Th 10/8	Creating user memos		Read sample user/text report memos
Tu 10/13	Getting started on proposals	Assignment #3: Final	*TC*: Ch. 22 (p. 618-641)
Th 10/15	Reader-Centered "you-attitude" APA guidelines		*TC*: Ch. 20 (526-29); 558-566
Tu 10/20	In-class workshop (A#4)	Assignment #4: 1st Draft Mandatory: submit to instructor	Discuss Assignment #5
Th 10/22	Effective and ineffective proposals	Assignment #5: Topic	Read sample proposals
Tu 10/27	Conducting effective research *Meet in UGL		*TC*: Ch. 6 & 7 (look at chapter summaries/info on companion site

ENG 3050: Technical Communication I: Reports

Date	Class Agenda	Assignment Due	In-class Discussion
Th 10/29	In-class workshop (A#5)	Assignment #5: First Draft Mandatory: Submit to instructor	
Tu 11/3	Writing reading-centered reports	Assignment #4: Final	*TC*: Ch. 21 (539-556) Discuss Assignment #6
Th 11/5	No class		
Tu 11/10	Creating reports		*TC*: Writer's Reference Guide (p. 557-617): read 1 special report Read 1 sample report
Th 11/12	Writing front and back matter	Assignment #5: Final	*TC*: Ch. 11 (305-322)
Tu 11/17	Sample reports		Read 2 sample reports
Th 11/19	In-class workshop	Assignment #6: Outline Mandatory: Submit to instructor	
Tu 11/24	No class: research on your own *Instructor available in office/ online for assistance		
Th 11/26	No class: university closed		
Tu 12/1	In-class workshop (A#6)	Assignment #6: First Draft Mandatory: Submit to instructor	
Th 12/3	Writing with revision in mind		*TC*: Ch. 14 (401-419)
Tu 12/8	In-class workshop (A#6)	Assignment #6: Second Draft	
Th 12/10	Last day of class	Assignment #6: Final	