

Technical Writing

ENGL 3203-101 (M or W 12:30 p.m.) and 102 (M or W 2:00 p.m.) Fall 2020

Syllabus

Instructor	Dr. Sally Henschel Office: Bea Wood 211 940.397.4731 sally.henschel@msutexas.edu
Hybrid format	In order to provide space to socially distance students in ENGL 3203, the onsite classes have been split into two with half of the students assigned to attend on Monday each week, and half to attend on Wednesday each week. More details are posted to D2L.
Office hours	Tues. noon – 3:00 p.m., Thur. noon – 2:00 p.m. Other hours by appointment
Prerequisites	Communication core
Course description	The purposes and practice of expository writing in the professions, with particular emphasis on writing related to each student's major. Topics include audience analysis, communication ethics, collaboration, information design, technical editing, and professional writing genres (letters, e-mails, memos, procedures, proposals, reports, and presentations).
Course materials	<i>Technical Communication</i> (free, online) https://openoregon.pressbooks.pub/technicalwriting/ <i>Open-Technical Communication:</i> https://softchalkcloud.com/lesson/serve/PySpCEBQodADFZ/html
Course outcomes	Upon completion of this course, students will be able to: <ul style="list-style-type: none">– Analyze communication contexts rhetorically by understanding subject, readers (audiences), and purpose. Measurement: Completion of course reading assignments, and successful completion of individual assignments and collaborative projects.– Create technical documents that solve problems and improve situations through communication. Measurement: Successful completion of individual assignments and collaborative projects.– Analyze and apply the ethical responsibilities involved in technical communication. Measurement: Completion of course reading assignments, observation and evaluation of face-to-face and online discussions, and successful completion of individual assignments and collaborative projects.– Write effective, meaningful technical prose. Measurement: Successful completion of individual assignments and collaborative projects.– Apply concepts of information design to create convincing, usable, and informative documents. Measurement: Successful completion of individual

assignments and collaborative projects.

- Communicate effectively with a diverse audience. Measurement: Observation and evaluation of face-to-face and online asynchronous discussions, completion of proposal presentation, and successful completion of individual and collaborative projects.

Graded course assignments

Individual assignments:

- Resume 5
- Cover/application letter 5
- Policies & procedures 10
- Progress report 10
- Reading posts (4) 20
- Editing quizzes (10) 10

Team assignments:

- Project pitch 2.5
- Proposal 10
- Recommendation/
Feasibility report 15
- PM site w/style guide 2.5
- Final presentation 5

Team member evaluation 5

Total points: 100 points

Grading system

A = 100—90%
B = 89—80%
C = 79—70
D = 69—60%
F = <60%

Late assignment policy

All assignments will be due on dates assigned. **No late work will be accepted.** Students falling two assignments behind are subject to administrative withdrawal from the course by the instructor.

Attendance policy

After 3 onsite absences, a student is subject to being dropped from the course with a grade of "F."

Two tardies are counted as one absence. A "tardy" is when one arrives late to class or leaves early (i.e., 5-14 minutes)

Arriving 15 minutes late or leaving 15 minutes before class ends counts as an absence.

Academic dishonesty

All students are expected to adhere to the Midwestern State University Student Honor Creed when completing any work for this course. When using the content or ideas of others, both published and unpublished sources, students must use accepted documentation conventions (e.g., APA or MLA). See the *MSU Student Handbook* (attached to course website) to read the Student Honor Creed and the university's policy on academic dishonesty.

All work submitted to D2L will be scanned by the Turnitin program which flags text that is quoted from a source. If this quoted text is not placed in quotation marks and the correct source cited, you will receive a grade of zero for that assignment. If this occurs twice in the course, you will receive a grade of “F” for the course. There are no exceptions to this rule.

Professionalism

Members of this class are expected to treat one another with courtesy, professionalism, and respect. Repeated unprofessional, rude, or inappropriate behavior can result in 50-100 points being deducted from a student’s final grade for the course per instance of such behavior.

Cell phone use

Cell phones and earbuds need to be put away during the class session (e.g., in a pocket, purse, or backpack). If you receive a call or text to which you need to respond, please leave the room to do so. (Use of e-text is allowed.) **Earbuds are not allowed in class** unless you have obtained permitted use through Disability Services and provided the instructor the necessary documentation.

Tutoring and Academic Support Programs (TASP)

TASP provides free drop-in tutoring for MSU students. Located on the first floor of Moffett Library, TASP's Learning Center provides tutoring support in a number of core courses and subject areas. Writing tutors are available Monday through Thursday from 11:00am to 6:00p.m. and Sunday 2:00 p.m. to 9:00 p.m. Remember that you don't need an appointment to utilize these services.

For Distance Education students, TASP has partnered with Thinkingstorm, an online tutoring company that provides you with high-quality, 24/7 tutoring support. Located at the top of your D2L course page, select the tutoring tab to book an appointment with a tutor.

Research & creative opportunities at MSU

Enhancing Undergraduate Research Endeavors and Creative Activities (EURECA) is a program that provides opportunities for undergraduate students to engage in high-quality research and creative activities with faculty. EURECA provides incentives and funding through a system that supports faculty and students in a cooperative research process. For more information, contact the Office of Undergraduate Research, (940) 397-6274 or eureca@msutexas.edu. Information and resources are available on the [EURECA website](#).

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the Clark Student Center, 940-397-4140.

Assignment Schedule

Readings for online text book [Technical Communication](#) (TC).

Individual assignments (I), Team or collaborative assignments (C)

Mon./Wed.	Topic	Readings and Assignments
Week One Aug. 24, 26	Introduction to Technical Communication Starting Your Career	Assign: Read "Who TC Are" and "What Do TC Do" (Posted to Discussion Board: on the course Menu, click Communications > Discussions) Due: Discussion Board posting 1 Sunday Aug. 30, by 11:30 p.m. (Role of TC)
Week Two Aug. 31, Sept. 2	Basic Design and Readability in Publications Profiling Your Readers Résumés, Cover letters	Discuss <ul style="list-style-type: none"> • Résumé. TC 12.1-12.5 • CRAP Design Principles TC 11.1-11.6 • Purdue OWL Grammar Exercises and Grammar Bytes (For all quizzes) Due: <ul style="list-style-type: none"> • Bring job ad to class. • Quiz 1. Subject/Verb Identification. (Quiz will open on Monday, Aug. 31 at 5:00 a.m., and close on Sunday, Sept. 6, at 11:30 p.m.)
Week Three Sept. 7, 9 No class Monday which is Labor Day: MW classes both meet in Zoom on Wednesday.	Organizing and Drafting Designing Documents and Interfaces	Review: Résumé Design Considerations Discuss: Application Letter/Personal Statement Due: <ul style="list-style-type: none"> • Resume (I) Thursday, Sept 10 by 11:30 p.m. • Quiz 2. Phrases/Clauses/Fragments. (Quiz will open on Monday, Sept. 7 at 5:00 a.m., and close on Sunday, Sept. 13, at 11:30 p.m.)
Week Four Sept. 14/16	Working in Teams Writing Descriptions, Specifications, Procedures	Discuss: Team development/topic selection Due: <ul style="list-style-type: none"> • Job Application Letter (I) Thursday Sept 17, by 11:30 p.m. • Quiz 3. Comma Splices and Fused Sentences. (Quiz will open on Monday, Sept. 14 at 5:00 a.m., and close on Sunday, Sept. 20, at 11:30 p.m.)

Mon./Wed.	Topic	Readings and Assignments
Week Five Sept. 21/23	Writing Instructions and Documentation Using Plain and Persuasive Style	Discuss <ul style="list-style-type: none"> team project pitch Writing procedures Due: <ul style="list-style-type: none"> Team formation and Google PM Site Discussion Board Post 2 Sunday, Sept. 20 by 11:30 p.m. (Ethics) Quiz 4. Subject/Verb Agreement (Quiz will open on Monday, Sept.21, at 5:00 a.m., and close on Sunday, Sept. 27 at 11:30 p.m.)
Week Six Sept. 28/30	Managing Ethical Challenges	Due: <ul style="list-style-type: none"> Writing procedures (I), Thursday, Oct. 1, by 11:30 p.m. Quiz 5. Pronoun-antecedent Agreement. (Quiz will open on Monday, Sept. 28 at 5:00 a.m., and close on Sunday, Oct. 4, at 11:30 p.m.)
Week Seven Oct. 5/7	Writing a Proposal	Due: <ul style="list-style-type: none"> Project pitch (C) in-class presentation, upload by Sunday, Oct. 4, 11:30 p.m. Quiz 6. Pronoun Case. (Quiz will open on Monday, Oct. 5 at 5:00 a.m., and close on Sunday, Oct. 11, at 11:30 p.m.)
Week Eight Oct. 12/14	Researching in Technical Workplaces Writing a Progress Report	Discuss: Writing a Progress Report (I) Due: <ul style="list-style-type: none"> Project Proposal (C) Thursday, Oct. 15, by 11:30 p.m. Quiz 7. Commas (Quiz will open on Monday, Oct. 12, at 5:00 a.m. and close on Sunday, Oct. 18, at 11:30 p.m.)
Week Nine Oct. 19/21	Preparing and Giving Presentations	Attend: <ul style="list-style-type: none"> Online workshop: Preparing Effective Oral and Poster Presentations Wed. Oct. 21, from 5:00-6:00 p.m. Due: <ul style="list-style-type: none"> Quiz 8. Semicolons and colons. (Quiz will open on Monday, Oct. 19, at 5:00 a.m. and close on Sunday, Oct. 25, at 11:30 p.m.)

Mon./Wed.	Topic	Readings and Assignments
Week Ten Oct. 26/28	ADA and documentation	Due: <ul style="list-style-type: none"> • Discussion Board posting 3 (ADA), due Sunday, Oct. 25, by 11:30 p.m. • Quiz 9. Parallelism (Quiz will open on Monday Oct. 26, at 5:00 a.m. and close on Sunday, Nov. 1 at 11:30 p.m.) Workshop progress report
Week Eleven Nov. 2/4	Writing a Formal Report Creating and Using Graphics	Due: <ul style="list-style-type: none"> • Progress Report (I), Printed at end of class and uploaded to dropbox *Date on dropbox is for Mon. classes. • Quiz 10. Apostrophes. Quiz will open Monday Nov. 2, at 5:00 a.m. and close on Sunday, Nov. 8 at 11:30 p.m.
Week Twelve Nov. 9/11	Collaborative Writing and the Final Report	<p style="color: red;">Team meetings scheduled: no formal, onsite classes this week. (Meetings to be scheduled later in the semester.)</p> Discuss: <ul style="list-style-type: none"> • Team members' Individual Progress Rpts • Style Guide Attend: <ul style="list-style-type: none"> • Nuts and Bolts of the EURECA Proposal Application --We take each section of the proposal and break it down in an informal open discussion workshop. We also discuss new MSU policies that affect research processes. Tuesday, Nov. 10, from 5:00-6:00 p.m.
Week Thirteen Nov. 16/18	Using Styles, Creating a TOC Managing Team Conflict	<p style="color: red;">Last On-Site Class Meetings</p> Due: <i>First Draft</i> Recommendation Report (C), Bring electronic copy to class saved to team Google site. Attend: Nov. 19 Undergraduate Research & Creative Activity Forum . The forum will be a virtual symposium hosted on ForagerOne.com. the links will be posted here once they are set. Open to the MSU Texas community.

Mon./Wed.	Topic	Readings and Assignments
Week Fourteen Nov. 23 (MW classes both meet in Zoom on Monday)	Revising and Editing for Usability	Thanksgiving Week: Monday <u>Only</u> Zoom Class for All Students: Final Presentation Questions. Due: Discussion Board posting 4 (Team Conflict), due Sunday Nov. 22, by 11:30 p.m.
Week Fifteen Nov. 30/Dec.2		Due: Upload final presentations , Sunday Nov. 29, by 11:30 p.m. <ul style="list-style-type: none"> • Monday student teams present in Zoom on Monday; • Wednesday student teams present in Zoom on Wed. Due: <ul style="list-style-type: none"> • Team Google PM site w/style guide (team), Thurs. Dec. 3, by 11:30 p.m. • Team Evaluations, Wed. Dec. 3, by 11:30 p.m. • Final Draft Recommendation Report (C), Thursday Dec. 3, by 11:30 p.m.
Fri. Dec. 4	Last day to withdraw from a course, 4:00 p.m. Drops after this date = "F"	
Week Sixteen Finals Week		Grades posted