

Technical Writing

ENGL 3203-X10 and X11 Fall 2021

Syllabus

Instructor	Dr. Sally Henschel Office: Bea Wood 211 Email: contact me through D2L or sally.henschel@msutexas.edu (Please do not send duplicate emails to both addresses.)
Office hours	Tues. and Thurs. noon – 2:00 p.m., Wed 2:00 to 3:00 p.m. Other hours by appointment
Prerequisites	Communication core completed
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> (free, online) 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:

- Team-related topic post 5
- Citation assignment 5
- Individual research report 20
- Peer review and Zoom meeting 5
- Résumé, ad, letter 10
- Instructions/procedures critique 5
- Reading discussion posts (3) 15

Team assignments:

- Proposal 10
- Final team report 10
- Slide presentation 10
- Project mgmt. site 2.5

Team member evaluation: 2.5

Total: 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.

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.

Tutoring and Academic Support Programs (TASP) Research & creative opportunities at MSU

MSU [TASP](#) provides on-campus and distance education tutoring options.

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.

Writing Proficiency Requirement

All students seeking a Bachelor's degree from Midwestern State University must satisfy a writing proficiency requirement once they have 1) completed 6 hours of Communication Core and 2) earned 60 hours. Students may meet this requirement by passing the Writing Proficiency Exam, passing two Writing Intensive courses, or passing English 2113. If you have any questions about the exam, visit the [Writing Proficiency Office website](#) or call 397-4131.

See Assignment Schedule on the next page.

Assignment Schedule

Readings for online text books: [Technical Communication](#) (TC). [Open Technical Communication](#) (OTC)

Week	Readings and Assignments
Week One Mon. Aug 23	Read: <ul style="list-style-type: none"> • Course syllabus and schedule (this document) • Team Development and Topic Selection (D2L) • “Who TC Are” and “What Do TC Do” (On the course Menu, click Communications > Discussions) • Introduction to Technical Communication, Chpt 1 OTC Complete: <ul style="list-style-type: none"> • Reading & Discussion Post: “What Do Technical Communicators Do?” Wed. Aug. 25, by 11:30 p.m. • After reading Team Development and Topic selection, contact your teammate by Thursday, Aug. 26.
Week Two Mon. Aug. 30	Read or view: <ul style="list-style-type: none"> • Citation assignment instructions • MSU Library videos on using online resources (7 short videos) • MSU Library video on using Inter-Library Loan • Research Tools, Chpt 4.4, TW • Search Strategies, Chpt 4.5, TW • Evaluate Sources, Chpt 4.6, TW • Citations: Chpt 5.1, TW Complete: <ul style="list-style-type: none"> • Team Related Discussion Post: Understanding the team project, Wed. Sept. 1, by 11:30 p.m. • Citation Assignment, Sun. Sept. 5, by 11:30 p.m.
Week Three Mon. Sept. 6 (Labor Day)	Read for assignments due next week: <ul style="list-style-type: none"> • Team Project Proposal assignment instructions • Team Peer Review assignment description • Strategies for Peer-Reviewing and Team Writing: Chpt 5.10 in OTC • Collaborative Writing, Chpt 7 OTC • Plagiarism: Chpt 5.2 in TW Complete: <ul style="list-style-type: none"> • In the team Google shared folder, one team member should create and share a document for the team proposal and both members should begin to draft the document.

Week	Readings and Assignments
Week Four Mon. Sept. 13	Read: <ul style="list-style-type: none"> • Review Team Project Proposal instructions. • Basic Design and Readability in Publications, CRAP design principles Chpt 11-11.4 in TW Complete: <ul style="list-style-type: none"> • Team Project Proposal, Sunday Sept 19, by 11:30 p.m.
Week Five Mon. Sept 20	Read for assignments due next week: <ul style="list-style-type: none"> • Individual Research Report (IRR) assignment description • Team IRR Peer Review assignment description (Team Related Discussion Post) • Strategies for Peer-Reviewing and Team Writing: Chpt 5.10 in OTC
Week Six Mon. Sept 27	Read: <ul style="list-style-type: none"> • Creating and Integrating Graphics, Chpt 8 (8.1-8.5) in TW Complete: <ul style="list-style-type: none"> • Attach complete first draft of your Individual Research Report to Team-Related Discussion Post: Peer Review by Mon. Sept. 27, by 11:30 p.m. • Review team member's IRR draft and complete the Team Peer Review Discussion Post, by Fri. Oct. 1, by 11:30 p.m.
Week Seven Mon. Oct. 4	Read for assignment due next week: <ul style="list-style-type: none"> • Employment Materials Chpt 12-12.5 in TW • Résumé, Ad, Cover Letter assignment description Complete: <ul style="list-style-type: none"> • Individual Research Report (final draft) upload to the dropbox, Sun., Oct. 10, by 11:30 p.m.
Week Eight Mon. Oct. 11	Read: <ul style="list-style-type: none"> • Strategies for Peer-Reviewing and Team Writing, in OTC • Plagiarism: Chpt 5.2 in TW • Collaborative Writing, Chpt 7 OTC Complete: <ul style="list-style-type: none"> • Schedule a team Zoom meeting with Professor for next week. • Résumé /Cover Letter assignment, Sunday Oct. 17, by 11:30 p.m.

Week	Readings and Assignments
Week Nine Mon. Oct. 18	Read: <ul style="list-style-type: none"> • Final team report instructions (D2L) Complete: <ul style="list-style-type: none"> • Attend: Team Zoom meeting with Professor • Discussion post: Managing Team Conflict, due Sunday, Oct. 24, by 11:30 p.m.
Week Ten Mon. Oct. 25	Read for assignments due next week: <ul style="list-style-type: none"> • Instructions/procedures critique • Ethics in Technical Writing Chpt. 9 TW Complete: <ul style="list-style-type: none"> • Reading & Discussion Post: Cruel Pies: Ethics, Sun. Oct. 31, by 11:30 p.m.
Week Eleven Mon. Nov. 1	Read: <ul style="list-style-type: none"> • Writing Instructions, OTC • Common Grammar, Usage, and Punctuation Problems, OTC • Common Spelling Problems, OTC Complete: <ul style="list-style-type: none"> • Instructions/Procedures Critique, Sun. Nov. 7, by 11:30 p.m.
Week Twelve Mon. Nov. 8	Read: <ul style="list-style-type: none"> • Federal plain language guidelines • Technical Editing: Chpt 8 in OTC
Week Thirteen Mon. Nov. 15	Read: <ul style="list-style-type: none"> • Oral Presentations, OTC Complete: <ul style="list-style-type: none"> • Team Report <u>draft</u>, upload to team Google folder for team review, Wed. Nov 17, by 11:30 p.m.
Week Fourteen Mon. Nov. 22 (Thanksgiving week)	Read: <ul style="list-style-type: none"> • Team Slide Presentation instructions. Complete: <ul style="list-style-type: none"> • Final Team Report, upload to dropbox, Tuesday. Nov. 23, by 11:30
Week Fifteen Mon. Nov. 29	Complete: <ul style="list-style-type: none"> • Team Slide Show due by Sunday, Dec. 5, by 11:30 p.m.

Week	Readings and Assignments
Mon. Dec. 6	Finals week (Finals begin on Saturday, Dec. 4) Complete: <ul style="list-style-type: none"><li data-bbox="418 254 1321 321">• Team member evaluation (under Assessments > Surveys), Tues. Dec. 7 by 11:30 p.m.<li data-bbox="418 327 1338 394">• Share link with instructor to Google team folder, Project Management Site, Tues. Dec. 7 by 11:30 p.m.