

Technical Writing

ENGL 3203-X30 Summer 2023

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 sites.)
Office hours	Mon. to Thur. 1:00 – 2:00 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:

- Discussion posts (4) 20
- Citation assignment 5
- Individual Research Report 20
- Peer review & Zoom meeting 5
- Résumé, ad, and letter 10
- Instructions 5

Team assignments:

- Proposal 10
- Final Team Report 10
- Team Slideshow 10
- Project mgmt. site (Google folder) 2.5

Team member evaluation 2.5

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.

Collaborative team assignments

Collaborating with a team member on the team assignments is a requirement (i.e., you cannot complete these assignments on your own nor receive a grade for an assignment for which you did not contribute). Should your teammate not contribute or withdraw from the course, you will be re-assigned to a different team.

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 has been quoted from other sources and/or generated by AI tools such as ChatGPT.
- AI/ChatGPT: Students may **not** incorporate any part of an AI generated response or content in an assignment submitted in this writing composition course (i.e., don't use ChatGPT or other AI composition

software). Doing so will result in a grade of zero for the assignment. If this happens twice, you will receive a grade of "F" for the course.

- When using the ideas of other published and unpublished sources, students must use accepted documentation conventions (i.e., MLA or APA). If you submit an assignment in which quoted content is not placed in "quotation marks" and/or you have not cited the correct source, 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 policy. Stating, "I meant to put the text in quotation marks but forgot to do so," "I cited a source but forgot the quotation marks," or "I cited the wrong source" won't change the outcome: Please don't allow plagiarism to negatively impact your grade.

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)

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

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.

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. June 5 – Sun. June 11	<p>Read:</p> <ul style="list-style-type: none"> • Course syllabus and schedule • Technical Communication Team Project and Topic Development • Introduction to Technical Communication, Chpt 1 OTC • Citations: Chpt 5.1 Citations in TC <p>Read for assignments due <u>this</u> week:</p> <ul style="list-style-type: none"> • Discussion Post 1: What Do Technical Communicators Do? • Discussion Post 2: Understanding the Team Project, • Citation assignment • How to create and share a team Google folder <p>Read for assignments due <u>next</u> week:</p> <ul style="list-style-type: none"> • Résumé/Ad/ Cover Letter assignment description • Team Project Proposal assignment description <p>Supplemental, but not required, readings:</p> <ul style="list-style-type: none"> • Employment Materials Chpt TC 12-12.5 in TC • Proposals TW Chpt 3 <p>Due:</p> <ul style="list-style-type: none"> • Contact your team member to get the information you need to complete the second discussion post due on Thursday. On the D2L menu, click Communication > find and email your team member(s). • Discussion Post 1: Wed. June 7, by 11:30 p.m. • Discussion Post 2: Thursday. June 8, by 11:30 p.m. • Create and share Team Project Management Folder: One team member needs to create a Google folder and share it with the team member and the professor, Friday, June 9, by 11:30. • Citation assignment, Sun. June 11, upload to dropbox by 11:30 p.m.
Week Two Mon. June 12 – Sun. June 18	<p>Read:</p> <ul style="list-style-type: none"> • Research Tools, Chpt 4.4 in TC • Search Strategies, Chpt 4.5 TC • Evaluate Sources, Chpt 4.6 in TC • Basic Design and Readability in Publications, CRAP design principles Chpt 11-11.4 in TC • Creating and Integrating Graphics, Chpt 8 (8.1-8.5) in TC <p>Read/review for assignments due <u>this</u> week:</p> <ul style="list-style-type: none"> • Team Project Proposal

Week	Readings and Assignments
	<ul style="list-style-type: none"> • Résumé /ad/ Cover Letter assignment • Discussion Post 3 <p>Read for assignments due <u>next</u> week:</p> <ul style="list-style-type: none"> • Individual Research Report assignment description <p>Due:</p> <ul style="list-style-type: none"> • Team Project Proposal, Wed. June 14, by 11:30 p.m. • Résumé /ad/ Cover Letter assignment, Fri. June 16, by 11:30 p.m. • Discussion Post 3: Managing Team Conflict Sun. June 18, by 11:30 p.m.
<p>Week Three Mon. June 19 – Sun. June 25</p>	<p>Schedule</p> <ul style="list-style-type: none"> • Team Zoom meeting next week with professor. <p>Read:</p> <ul style="list-style-type: none"> • Team discussion post peer review assignment description (D2L) • Strategies for Peer-Reviewing and Team Writing: Chpt 5.10 in OTC • Plagiarism: Chpt 5.2 in TC • Collaborative Writing, Chpt 7 OTC • Federal plain language guidelines • Technical Editing: Chpt 8 in OTC <p>Read/review for assignments due <u>this</u> week:</p> <ul style="list-style-type: none"> • Individual Research Report assignment description • IRR team peer review <p>Read for assignments due <u>next</u> week:</p> <ul style="list-style-type: none"> • Instructions critique • Discussion Post 4 <p>Due:</p> <ul style="list-style-type: none"> • Individual Research Report draft save to Team Google PMGT folder for peer review, Tues., June 20, by 11:30 p.m. • Peer review of team member's individual report, Thur. June 22, by 11:30 p.m. • Final Individual Research Report to dropbox, Sun., June 25, 11:30 p.m.
<p>Week Four Mon. June 26 to Sun. July 2</p>	<p>Schedule and Attend: Team Zoom meeting with Professor</p> <ul style="list-style-type: none"> • Tuesday or Wednesday, June 27 or 28 • We will discuss your peer reviews and graded IRRs, and access your team's Google Project Mngt. folder (It should have your proposal and both IRR within the folder), and discuss the final team report. <p>Read/review for assignments due <u>this</u> week:</p> <ul style="list-style-type: none"> • Instructions critique

Week	Readings and Assignments
	<ul style="list-style-type: none"> • Final Team Report instructions (D2L) (draft due this week) <p>Read for assignments due <u>next</u> week.</p> <ul style="list-style-type: none"> • Final Team Report instructions (D2L) • Team Slide Show instructions <p>Due:</p> <ul style="list-style-type: none"> • Instructions critique, Wed. June 28, by 11:30 p.m. • Discussion Post 4: Ethics: Cruel Pies, due Thursday, June 29, by 11:30 p.m. • Team Report <u>draft</u>, saved to Google PMGT folder for team review, Sat. July, 1 by 11:30 p.m.
Week Five Mon. July 3 to Fri. July 7	<p>Due:</p> <ul style="list-style-type: none"> • Final Team Report, upload to dropbox, Mon. July 3 by 11:30 p.m. • Team Slide Show, upload to dropbox, by Wed. July 5, by 11:30 p.m. • Check that all team documents are in Google team folder for by Thurs. and send Dr. Henschel an invite to share/access the folder Thurs. July 6 • Complete Team member evaluation (under Assessments > click Surveys), by Thurs. July 6, by 11:30 p.m.