

# Technical Writing

ENGL 3203-X30 Summer 2022

## Syllabus

Instructor	Dr. Sally Henschel Office: Bea Wood 211 Email: contact me through D2L or <a href="mailto:sally.henschel@msutexas.edu">sally.henschel@msutexas.edu</a> (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) <a href="https://openoregon.pressbooks.pub/technicalwriting/">https://openoregon.pressbooks.pub/technicalwriting/</a>  <i>Open-Technical Communication</i> (free, online) <a href="https://softchalkcloud.com/lesson/serve/PySpCEBQodADFZ/html">https://softchalkcloud.com/lesson/serve/PySpCEBQodADFZ/html</a>
Course outcomes	Upon completion of this course, students will be able to: <ul style="list-style-type: none"><li>– 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.</li><li>– Create technical documents that solve problems and improve situations through communication. Measurement: Successful completion of individual assignments and collaborative projects.</li><li>– 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.</li><li>– Write effective, meaningful technical prose. Measurement: Successful completion of individual assignments and collaborative projects.</li><li>– Apply concepts of information design to create convincing, usable, and informative documents. Measurement: Successful completion of individual assignments and collaborative projects.</li><li>– Communicate effectively with a diverse audience. Measurement: Observation and evaluation of face-to-face and online asynchronous discussions, completion of proposal presentation, and successful</li></ul>

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 Post & Zoom Meeting 5
- Résumé, ad, and letter 10
- Instructions/procedures critique 5
- Reading discussion posts (3) 15

**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 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)	MSU <a href="#">TASP</a> 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 <a href="mailto:eureca@msutexas.edu">eureca@msutexas.edu</a> . Information and resources are available on the <a href="#">EURECA website</a> .
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 <a href="#">Disability Support Services</a> 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 Tues May 31 – Sun. June 5	<p>Read:</p> <ul style="list-style-type: none"> <li>• Course syllabus and schedule</li> <li>• Technical Communication Team Project and Topic Development</li> <li>• <a href="#">Introduction to Technical Communication, Chpt 1 OTC</a></li> <li>• <a href="#">Citations: Chpt 5.1 Citations in TC</a></li> </ul> <p>Read for assignments due next week:</p> <ul style="list-style-type: none"> <li>• <a href="#">Employment Materials Chpt TC 12-12.5 in TC</a></li> <li>• Résumé/Ad/ Cover Letter assignment description</li> <li>• <a href="#">Proposals TW Chpt 3</a></li> <li>• Team Project Proposal assignment description</li> </ul> <p><b>Complete:</b></p> <ul style="list-style-type: none"> <li>• Reading Discussion Post 1: What Do Technical Communicators Do? Wed. June 1, by 11:30 p.m.</li> <li>• Team Discussion Post 1: Understanding the team project, Thursday. June 2, by 11:30 p.m.</li> <li>• Create and share Team Project Management Folder: Create a Google folder and share it with the team member and the professor, Friday, June 3, by 11:30.</li> <li>• Citation assignment, Sun. June 5, upload to dropbox by 11:30 p.m.</li> </ul>
Week Two Mon. June 6 – Sun. June 12	<p>Read:</p> <ul style="list-style-type: none"> <li>• <a href="#">Research Tools, Chpt 4.4 in TC</a></li> <li>• <a href="#">Search Strategies, Chpt 4.5 TC</a></li> <li>• <a href="#">Evaluate Sources, Chpt 4.6 in TC</a></li> <li>• <a href="#">Basic Design and Readability in Publications, CRAP design principles Chpt 11-11.4 in TC</a></li> <li>• <a href="#">Creating and Integrating Graphics, Chpt 8 (8.1-8.5) in TC</a></li> </ul> <p>Read for assignments due next week:</p> <ul style="list-style-type: none"> <li>• Individual Research Report assignment description</li> </ul> <p><b>Complete:</b></p> <ul style="list-style-type: none"> <li>• Team Project Proposal, Wed. June 8, by 11:30 p.m.</li> <li>• Résumé /ad/ Cover Letter assignment, Thurs. June 9, by 11:30 p.m.</li> <li>• Reading Discussion post 2: Managing Team Conflict Sun. June 12, by 11:30 p.m.</li> </ul>

Week	Readings and Assignments
Week Three Mon. June 13 – Sun. June 19	<p>Read:</p> <ul style="list-style-type: none"> <li>• Team discussion post peer review assignment description (D2L)</li> <li>• <a href="#">Strategies for Peer-Reviewing and Team Writing: Chpt 5.10 in OTC</a></li> <li>• <a href="#">Plagiarism: Chpt 5.2 in TC</a></li> <li>• <a href="#">Collaborative Writing, Chpt 7 OTC</a></li> <li>• <a href="#">Federal plain language guidelines</a></li> <li>• <a href="#">Technical Editing: Chpt 8 in OTC</a></li> </ul> <p>Read for assignments due next week:</p> <ul style="list-style-type: none"> <li>• Instructions/procedures critique</li> <li>• Schedule ahead for Team Zoom meeting next week with professor.</li> </ul> <p><b>Complete:</b></p> <ul style="list-style-type: none"> <li>• Individual Research Report draft save to Team Google PMGT folder for peer review, Tues., June 14, by 11:30 p.m.</li> <li>• Team Discussion Post 2: Peer review of team member’s individual report, Thur. June 16, by 11:30 p.m.</li> <li>• Final Individual Research Report to dropbox, Sun., June 19, 11:30 p.m.</li> </ul>
Week Four Mon. June 20 to Sun. June 26	<p><b>Schedule and Attend: Team Zoom meeting with Professor</b></p> <ul style="list-style-type: none"> <li>• Tuesday or Wednesday, June 21 or 22</li> <li>• We will discuss IRR, access your team’s Google Project Mngt site. (It should have your proposal and both IRR within the folder), and discuss the final team report.</li> </ul> <p>Read:</p> <ul style="list-style-type: none"> <li>• Final Team Report instructions (D2L)</li> </ul> <p><b>Complete:</b></p> <ul style="list-style-type: none"> <li>• Instructions/Procedures, Wed. June 22, by 11:30 p.m.</li> <li>• Reading Discussion Post 3: Cruel Pies: Ethics, due Thursday, June 23, by 11:30 p.m.</li> <li>• Team Report <u>draft</u>, saved to Google PMGT folder for team review, Sat. June 25, by 11:30 p.m.</li> </ul>
Week Five Mon. June 27 to Thurs. June 30	<p><b>Complete:</b></p> <ul style="list-style-type: none"> <li>• Final Team Report, upload to dropbox, Tues. June 28 by 11:30 p.m.</li> <li>• Team Slide Show, upload to dropbox, by Wed. June 29, by 11:30 p.m.</li> <li>• Complete Team member evaluation (under Assessments &gt; Surveys), by Wed. June 29, by 11:30 p.m.</li> <li>• All Team documents in Google PMGT folder for by Wed. June 29, by 11:30 p.m.</li> </ul>