

Technical Writing

ENGL 3203-X20 Summer 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 sites.)
Office hours	Mon. to Thur. noon – 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:

- Résumé and letter 10
- Individual Research Report 20
- Peer Review and Zoom Meeting 5
- Instructions/procedures critique 10
- Reading discussion posts (3) 15
- Team discussion post 5
- Citation assignment 5

Team assignments:

- Proposal 10
- Final Team Report 15

Team member evaluation 05

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.

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

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

Programs (TASP)

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 Tues June 1 – Sun. June 6	<p>Read:</p> <ul style="list-style-type: none"> • Course syllabus and schedule (this document) • Team Development and Topic Selection • “Who TC Are” and “What Do TC Do” (On the course Menu, click Communications > Discussions) • Introduction to Technical Communication, Chpt 1 OTC <p>Read for assignments due next week:</p> <ul style="list-style-type: none"> • Employment Materials Chpt TC 12-12.5 in TC • Résumé and Cover Letter assignment description • Proposals TW Chpt 3 • Team Project Proposal assignment description <p>Complete:</p> <ul style="list-style-type: none"> • Reading Discussion Post: What Do Technical Communicators Do? Wed. June 2, by 11:30 p.m. • Team Discussion Post: Understanding the team project, Thurs. June 3, by 11:30 p.m. • Citation assignment, Sun. June 6, by 11:30 p.m.
Week Two Mon. June 7 – June 13	<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 for assignments due next week:</p> <ul style="list-style-type: none"> • Individual Research Report assignment description <p>Complete:</p> <ul style="list-style-type: none"> • Résumé /Cover Letter assignment, Wed. June 9, by 11:30 p.m. • Team Project Proposal, Thur. June 10, by 11:30 p.m. • Reading Discussion Post: Cruel Pies: Ethics, Sun. June 13, by 11:30 p.m.

Week	Readings and Assignments
Week Three Mon. June 14 – Sun. June 20	<p>Read:</p> <ul style="list-style-type: none"> • Team peer review assignment description (D2L) • Strategies for Peer-Reviewing and Team Writing: Chpt 5.10 in OTC • Citations: Chpt 5.1 Citations in TC • Plagiarism: Chpt 5.2 in TC • Collaborative Writing, Chpt 7 OTC • Federal plain language guidelines • Technical Editing: Chpt 8 in OTC <p>Read for assignments due next week:</p> <ul style="list-style-type: none"> • Instructions/procedures critique <p>Complete:</p> <ul style="list-style-type: none"> • Individual Research Report draft upload Team folder/locker for peer review, Tues., June 15, by 6:00 p.m. • Team Discussion Post: Peer review of team member’s individual report, Thur. June 17, by 11:30 p.m. • Individual Research Report to dropbox, Sun., June 20, 11:30 p.m.
Week Four Mon. June 21 to Sun. June 27	<p>Schedule and Attend: Team Zoom meeting with Professor</p> <ul style="list-style-type: none"> • Tuesday or Wednesday, June 22 or 23 <p>Read:</p> <ul style="list-style-type: none"> • Final team report instructions (D2L) <p>Complete:</p> <ul style="list-style-type: none"> • Instructions/Procedures Critique, Wed. June 23, by 11:30 p.m. • Discussion post: Managing Team Conflict, due Thursday, June 24, by 11:30 p.m.
Week Five Mon. June 28 to Thurs. July 1	<p>Read:</p> <p>Complete:</p> <ul style="list-style-type: none"> • Team Report <u>draft</u>, upload to team folder/locker for team review, Mon. June 28, by 11:30 p.m. • Final Team Report, upload to dropbox, Wed. June 30 by 11:30 • Team member evaluation (under Assessments > Surveys), by Thur. July 1, by noon.