Technical Writing

ENGL 3203-X20 and X21 Spring 2022

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. 12:30 – 2:30 p.m. CST, Wed. noon to 1:00 p.m. Other hours by appointment
Prerequisites	Communication core completed
University 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. This course, ENGL 3203, is a designated Writing Intensive course.
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	*Technical Communication* (free, online) https://openoregon.pressbooks.pub/technicalwriting/ *Open-Technical Communication* (free, online) https://softchalkcloud.com/lesson/serve/PySpCEBQodADFZ/html
Course outcomes	Upon completion of this course, students will be able to: – 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 are due on dates assigned. 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 <u>and</u> 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	MSU Tutoring and Academic Support Programs, TASP, include 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. Jan. 10	Read: • Course syllabus and schedule (this document) • "Who TC Are" and "What Do TC Do" (On the course Menu, click Communications > Discussions) • Introduction to Technical Communication, Chpt 1 OTC • Team Development and Topic Selection Instructions (D2L) Complete: • Reading & Discussion Post: **"What Do Technical Communicators Do?" Sun. Jan. 16, by 11:30 p.m.**
Week Two Mon. Jan. 17 (Monday MLK holiday)	Team Assignments Posted to D2L News: Identify and contact your assigned teammate. Read: • Team Development and Topic Selection Instructions (D2L) • Discussion Post: Understanding the Team Project Complete: • After reading Team Development and Topic Selection instructions, select a research topic, contact your teammate, and complete **Discussion Post: Understanding the Team Project, by Sunday, Jan. 23, by 11:30 p.m**.
Week Three Mon. Jan. 24	Read: • Citation assignment instructions Read or view: • 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: • **Citation Assignment, Sun. Jan. 30, by 11:30 p.m.**
Week Four Mon. Jan. 31	Read: • Team Project Proposal instructions. • Basic Design and Readability in Publications, CRAP design principles

Week	Readings and Assignments
	Chpt 11-11.4 in TW • Create & Share a Google Drive Team Project Management Folder (PMF) instructions. • Strategies for Peer-Reviewing and Team Writing: Chpt 5.10 in OTC • Collaborative Writing, Chpt 7 OTC • Plagiarism: Chpt 5.2 in TW Complete: • One teammate needs to create and share the Team PMF. • The other teammate needs to create and share a Google document within the PMF for drafting the team proposal.
Week Five Mon. Feb. 7	Read for assignments due next week: • 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 Complete: • **Team Project Proposal, Sunday Feb. 13, by 11:30 p.m.**
Week Six Mon. Feb. 14	Read: • Creating and Integrating Graphics, Chpt 8 (8.1-8.5) in TW Complete: • Attach **complete first dra**ft of your Individual Research Report to Team-Related Discussion Post: Peer Review by **Sun. Feb. Feb. 20, by 11:30 p.m.** (You need to post a review of your teammate's post next week.)
Week Seven Mon. Feb. 21	Read for assignment due next week: • Employment Materials Chpt 12-12.5 in TW • Résumé, Ad, Cover Letter assignment description Complete: • Review team member's IRR draft and complete the **Team Peer Review Discussion Post, by Thurs. Feb. 24, by 11:30 p.m**. • **Individual Research Report (final draft) upload to the dropbox, Sun., Feb. 27, by 11:30 p.m.**
Week Eight Mon. Feb. 28	Schedule a **Team** Zoom meeting with Professor for next week. Read: • Strategies for Peer-Reviewing and Team Writing, in OTC • Plagiarism: Chpt 5.2 in TW • Collaborative Writing, Chpt 7 OTC

Week	Readings and Assignments
	Complete: • **Résumé/Cover Letter assignment**, **Sunday Mar. 6, by 11:30 p.m**.
Week Nine Mon. Mar. 7	Read: • Final team report instructions (D2L) Complete: • **Attend: Team Zoom meeting with Professor** • **Discussion post: Managing Team Conflict, due Sunday, Mar. 13, by 11:30 p.m.**
Week Ten Mon. Mar. 14	Spring Break
Week Eleven Mon. Mar. 21	Read for assignments due next week: • Instructions/procedures • Ethics in Technical Writing Chpt. 9 TW Complete: • **Reading & Discussion Post: Ethics, Sun. Mar. 27, by 11:30 p.m**.
Week Twelve Mon. Mar. 28	Read: • Writing Instructions, OTC • Common Grammar, Usage, and Punctuation Problems , OTC • Common Spelling Problems, OTC Complete: • **Instructions/Procedures**, **Sun. April 3, by 11:30 p.m.**
Week Thirteen Mon. April 4	Read: • Federal plain language guidelines • Technical Editing: Chpt 8 in OTC
Week Fourteen Mon. April 11 Holiday: no classes Thur. and Fri (14th and 15th)	Read: • Oral Presentations, OTC Complete: • Team Report <u>draft</u> in team Google folder for team peer-review, Wed. **April 13**, by 11:30 p.m.
Week Fifteen Mon. April 18	Read: • Team Slide Presentation instructions. Complete: • Final Team Report, upload to dropbox, **Sunday, April 24, by 11:30**

Week	Readings and Assignments
Week Sixteen Mon. April 25 Last week of class	Complete: • Team Slide Show due by **Sunday, May 1, by 11:30 p.m.**
Week Seventeen Mon. May 2 Finals week	Complete: • Team member evaluation (under Assessments > Surveys), **due Mon. May 2, by 11:30 p.m.** • One teammate share link with instructor to Google team folder, Project Management Site, **Mon. May 2, by 11:30 p.m.**