

Technical Writing

ENGL 3203-X10 and X11 Fall 2022

Syllabus

Instructor Dr. Sally Henschel
Office: Bea Wood 211
Email: Contact me through D2L or sally.henschel@msutexas.edu (Please do not send an email to both addresses.)

Office hours (Central) Mon. 12:00 –1:00 p.m.
Tues. 12:00 – 2:00 p.m.
Wed. 12:00 – 2:00 p.m.
Other hours by appointment

Prerequisites Communication core completed

In general, I approach my online courses as I do my onsite courses. You can expect me to log into the course 3-4 days a week. I will respond to emails within 24 hours on weekdays, and 48 hours on weekends and holidays. If you have not received a reply within that time limit, please resend.

If you would like to meet by phone, don't hesitate to call during my office hours above (940-397-4731). Alternatively, email me to set up a time to chat by phone or Zoom.

Grading: I typically grade within one week following the due date. If you have not received a grade two weeks after the due date, feel free to contact me.

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, technical editing, and elements of various types of technical reports. Each student will complete one major report as well as numerous shorter letters and reports.

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

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 to which you did not contribute). Should your teammate not contribute or withdraw from the course, you will be re-assigned to a different team.
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 Misconduct Policy & Procedures	<p>Academic Dishonesty: Cheating, collusion, and plagiarism. 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, students must use accepted documentation conventions (e.g., APA or MLA).</p> <p>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.</p> <p>Additional guidelines on procedures in these matters may be found in the Student Handbook, under Academic Dishonesty Procedure, or through the Office of Student Rights and Responsibilities.</p>
Professionalism	Members of this class are expected to treat one another with courtesy, professionalism, and respect.
Tutoring	MSU Tutoring and Academic Support Programs, TASP , include on-campus and distance education tutoring options.
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.
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](#).

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. 22	Read: <ul style="list-style-type: none"> • 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 Due: <ul style="list-style-type: none"> • Reading Discussion Post 1: “What Do Technical Communicators Do?” Sun. Aug. 28, by 11:30 p.m.
Week Two Mon. Aug. 29	Team Assignments Posted to D2L News <ul style="list-style-type: none"> • Identify and contact your assigned teammate. Read: <ul style="list-style-type: none"> • Technical Communication Team Project and Topic Development • Discussion Post: Understanding the Team Project Due: <ul style="list-style-type: none"> • Team Discussion Post 1: Understanding the Team Project, by Sunday, Sep. 4, by 11:30 p.m.
Week Three Mon. Sep. 5 (Monday MLK holiday)	Read: <ul style="list-style-type: none"> • Citation assignment instructions • Citations: Chpt 5.1, TW View: <ul style="list-style-type: none"> • MSU Library videos on using online resources (short videos) <ul style="list-style-type: none"> ○ Portal login instructions ○ How to find databases ○ How to search for library materials ○ How to find and use library materials ○ How to use Interlibrary Loan and Illiad ○ How to find items on the shelf ○ Peer reviewed articles (how to identify) Review: <ul style="list-style-type: none"> • Research Tools, Chpt 4.4, TW • Search Strategies, Chpt 4.5, TW • Evaluate Sources, Chpt 4.6, TW Due: <ul style="list-style-type: none"> • Citation Assignment, upload to dropbox, Sun. Sep. 11 by 11:30 p.m.

Week	Readings and Assignments
Week Four Mon. Sep. 12	Read for assignment due next week: <ul style="list-style-type: none"> • Team Project Proposal instructions. Read: <ul style="list-style-type: none"> • Strategies for Peer-Reviewing and Team Writing: Chpt 5.10 in OTC • Collaborative Writing, Chpt 7 OTC Due: <ul style="list-style-type: none"> • Using Google Drive, one teammate needs to create and share a team project management (PM) folder with the other team member (add them to the folder as an Editor) • Once added to the PM folder, the other teammate needs to create and share a Google document for the Team Proposal within the folder.
Week Five Mon. Sep. 19	Read: <ul style="list-style-type: none"> • Strategies for Peer-Reviewing and Team Writing: Chpt 5.10 in OTC Due: <ul style="list-style-type: none"> • Team Project Proposal, upload to the dropbox Sunday Sep. 25, by 11:30 p.m.
Week Six Mon. Sep. 26	Read for assignments coming due in the next two weeks: <ul style="list-style-type: none"> • Individual Research Report (IRR) assignment description • Team IRR Peer Review assignment description (Team Related Discussion Post) Review: <ul style="list-style-type: none"> • Basic Design and Readability in Publications, CRAP design principles Chpt 11-11.4 in TW • Creating and Integrating Graphics, Chpt 8 (8.1-8.5) in TW
Week Seven Mon. Oct. 3	Read: <ul style="list-style-type: none"> • Plagiarism: Chpt 5.2 in TW • Common Grammar, Usage, and Punctuation Problems, OTC • Common Spelling Problems, OTC Due: <ul style="list-style-type: none"> • First draft of your Individual Research Report saved to your team PM folder for your teammate to read and review, Sun. Oct. 9, by 11:30 p.m. • The “Owner” of the team PM folder needs to share access to the folder with the instructor so that I can view the two IRR drafts. Please add me using this email (i.e., don't share it with me by sending a link through D2L): sally.henschel@msutexas.edu
Week Eight Mon. Oct. 10	Due: <ul style="list-style-type: none"> • Team Discussion Post 2: Read your team member’s IRR draft and complete the Team Peer Review Discussion Post by Wed. Oct. 12, 11:30 p.m. • Final draft of your Individual Research Reports for grading., upload to the dropbox, Sun., Oct. 16, by 11:30 p.m.

Week	Readings and Assignments
Week Nine Mon. Oct. 17	Read for assignment due next week: <ul style="list-style-type: none"> • Résumé/Cover Letter/Ad assignment instructions • Employment Materials Chpt 12-12.5 in TW Due: <ul style="list-style-type: none"> • Schedule a Team Zoom meeting with Professor for next week (available times will be posted to D2L) • Reading Discussion Post 2: Managing Team Conflict, due Sunday, Oct. 23, by 11:30 p.m.
Mon. Oct. 24	Last Day for “W”, 4:00 p.m. – Drops after this date will receive grades of “F.”
Week Ten Mon. Oct. 24	Read before attending team/instructor Zoom meeting: <ul style="list-style-type: none"> • Final team report instructions • Team slide presentation instructions Attend: <ul style="list-style-type: none"> • Team Zoom meeting with Professor Due: <ul style="list-style-type: none"> • Résumé/Cover Letter assignment, Sunday Oct. 30, by 11:30 p.m.
Week Eleven Mon. Oct. 31	Read: <ul style="list-style-type: none"> • Ethics in Technical Writing Chpt. 9 TW Due: <ul style="list-style-type: none"> • Reading Discussion Post 3: Ethics, Sun. Nov. 6, by 11:30 p.m.
Week Twelve Mon. Nov. 7	Read: <ul style="list-style-type: none"> • Instructions/procedures critique assignment instructions • Writing Instructions, OTC Due: <ul style="list-style-type: none"> • Instructions/Procedures, upload to the dropbox , Sun. Nov. 13, by 11:30 p.m.
Week Thirteen Mon. Nov. 14	Read: <ul style="list-style-type: none"> • Federal plain language guidelines • Technical Editing: Chpt 8 in OTC • Team Slide Presentation instructions Due: <ul style="list-style-type: none"> • Draft of Team Report saved in team Google folder for team members to proofread and edit, Sun. Nov. 20, by 11:30 p.m.
Week Fourteen Mon. Nov. 21 Holiday: No classes Wed., Thur., and Fri.	Read: <ul style="list-style-type: none"> • Make final edits to Team Report • Draft and record Team Slide Presentation

Week	Readings and Assignments
(23 – 25)	
Week Fifteen Mon. Nov. 28 Last week of classes	Due: <ul style="list-style-type: none"> • Final draft of Team Report, upload for grading to dropbox, Wed. Nov. 30 , by 11:30 pm • Team slide show presentation with audio due Sun. Dec. 4, by 11:30 pm. (Submission instructions will be posted.)
Week Sixteen Mon. Dec. 5 Finals Week	Due: <ul style="list-style-type: none"> • Team member evaluation (under Assessments > Surveys), due Tues. Dec. 6, by 11:30 p.m. • One teammate re-share link with instructor to Google team PM folder, Tues. Dec. 6, by 11:30 p.m.