ENGLISH 2413.002 and .003 Technical Writing
Fall 2011

Instructor: Maia Adamina, MA
Email: maia.adamina@utsa.edu
Office Hours: MWF 8-850am and 11-1150am

Course Credit: 3 hours
Phone: (210) 458-5348

Office: HSS (McKinney) 4.02.62

The Tutor Room: JPL 2.01.12D WritingTutor@utsa.edu http://www.utsa.edu/twc

Required Texts and Materials:
Strategies for Technical Communication in the Workplace by Gurak and Lannon
ISBN: 0-205-69928-6  New: 73.00, Used: 54.75, Rent: 36.46
USB(s)

Course Description:
Technical Writing is writing designed for students in all fields of study –to include liberal arts majors. A technical background is not needed. The emphasis will be on the writing process with careful analysis of audience. The assignments will involve varying occasions for both technical and non-technical audiences although the latter is stressed. In the market place, the ability to communicate effectively gains positive recognition and rewards – as much or more than any other criterion. Therefore, it is imperative to sharpen these skills which are such a prized asset.

Policies:
Attendance is mandatory. More than four unexcused absences will result in an “F” for the course regardless of work turned in. The only excused absences are those allowed by the University – religious holy days and university sponsored functions. A doctor’s appointment, funerals, and illnesses are unexcused however regrettable and necessary. Three tardies and/or early exits (before I dismiss the class) count as one absence. Late Assignments will be accepted only by the next class period and will automatically lose ten points. No daily work including group projects and in-class writings may be made up.

Assignments will be typed
Readings will be completed before class discussion. Always bring the textbook to class.

Additional Points please make use of my office hours and the Writing Center for help with your work. I’m not a mind reader, so if you have questions or comments, please let me know. This syllabus is subject to change. Please check Blackboard daily for updates and/or changes. Also, please turn off all cell phones and put them away (not under the desk top or in an open purse or bag) for the duration of the class.

Course Requirements:
12 In-class Assignments = 10%
8 Individual Assignments = 54%
3 Group Assignments = 9%
Oral Presentation and Proposal = 17%
Portfolio= 10%

Week 1 Introduction to Technical Writing
8/24 Introduction to Course. Discuss syllabus.
8/26 Discuss Chapter 1 (3-18); ICW 1 (1st letter)

Week 2 Technical Writing, Ethics, and Document Design
8/29 Work on ICW1 (2nd letter)
8/31 Discuss Chapter 2 (29 – 39); ICW 2 (memo)
9/2 Discuss Chapter 8 (139-53); ICW 3 (flyer)

**Week 3** Audience and Purpose
9/5 – off
9/7 Discuss Chapter 4 (62-75); ICW4 (e-mail revision)
9/9 Work on IA1 (fact sheets)

**Week 4** Organization
9/12 *IA1 Fact Sheets Due* Discuss Chapter 5 (78-96); ICW5 (Bulletin)
9/14 Work on IA2 (Fact Sheet)
9/16 *IA2 Fact Sheet Due* Meet in classroom then begin GW1

**Week 5** Revision, You Attitude, and Correspondence
9/19 *GW1 Due Itinerary* Discuss Chapter 6 (99-112); ICW6 (revision)
9/21 Discuss “You Attitude” (Chapter 10 194-99)
9/23 Discuss Chapter 18 (361-67); IA3 (e-mail)

**Week 6** Letters, Memos, and E-Mail Cont.
9/26*IA3 E-Mail Due.* Discuss Chapter 10 (183-91; IA4 (memo)
9/28 Work on IA4 (Memo)
9/30 *IA4 Memo Due* Discuss Chapter 10 (191-210) work on IA5

**Week 7** Audience Centered Visuals
10/3 *IA5 Letter Due* Discuss Chapter 7 (117-36) and Excel tutorial; ICW7 (graphics)
10/5 Work on GW2 (Fact Sheet)
10/7 *GW2 Fact Sheet Due* ; ICW8 (graphics)

**Week 8** Definition and Description
10/10 Discuss Chapter 11 (214-26); ICW9 Team Application (227)
10/12 Discuss Chapter 12 (229-47); work on IA6 (Fact Sheet)
10/14 *IA6 Fact Sheet Due.* Practice designing brochures –see web links

**Week 9** Instructions, Procedures, and Process Explanations
10/17 Discuss Chapter 13 (251-71); ICW 10 (bulletin)
10/19 ICW11 (brochure)
10/21 Work on IA7

**Week 10** Types of Reports
10/24 *IA7 Brochure Due.* Discuss Chapter 15 (290-91, 304-05); GW3
10/26 Meet in classroom then work on GW3
10/28 Work on GW3

**Week 11** Proposals and Oral Presentations
10/31 *GW3 Recommendation Report Due.* Discuss Ch. 14 (273-87); ICW12 (summary)
11/2  Discuss Chapter 17 (338-57) and draw proposal assignments
11/4  Discuss Chapter 21 (404-19) and determine oral presentation order

**Week 12**
11/7  Conference Prompts 1 and 2
11/9  Conference Prompts 3 and 4
11/10 Dry run for presentations to check tech. Come prepared!

**Week 13**
11/14 IDEA Surveys and final tech check. Come prepared!
11/16 **Group Oral Presentations and Proposals** (if not presenting, absence on these days will result in a ten point deduction of your own presentation grade – no excuses!)
11/18 **Group Oral Presentations and Proposals** (if not presenting, absence on these days will result in a ten point deduction of your own presentation grade – no excuses!)

**Week 14**
11/21 **Group Oral Presentations and Proposals** (if not presenting, absence on these days will result in a ten point deduction of your own presentation grade – no excuses!)
11/23 **Group Oral Presentations and Proposals** (if not presenting, absence on these days will result in a ten point deduction of your own presentation grade – no excuses!)
11/25 – Off - Thanksgiving

**Week 15**
11/28  Discuss Ch. 15 (306-08); IA8 (peer report)
11/30  *IA8 Peer Report Due*. Discuss Ch. 9 (170-71) for portfolio. Work on portfolio materials
12/2  Guest Speaker from Career Services

**Week 16**
12/5  Work on Resumes
12/7  Discuss Ch. 9 (157-70). Work on Application Letter.
12/9 – Off – Study Day

*Portfolio due*
9am class (.002) Due no later than Tuesday 13 December 10am my office (HSS 4.02.62)
10am class (.003) Due no later than Wednesday 14 December 10am my office (HSS 4.02.62)