English 2413 – Technical Writing

Instructor:  Professor Deanna White
Office: HSS 4.02.68
Fall, 2011
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E-Mail: Blackboard E-mail

Office Hours:
MWF: 9:30 a.m. to 11:15 a.m.
TTh: 8:00 a.m. to 9:00 a.m.
Or by appointment

Required Texts:
Prentice Hall Reference Guide with access to WriteClick, 8th ed., Muriel Harris and Jennifer L. Kunka, ISBN: 9780205074662, New at Bookstore: $75.75

Required Supplies:
One manila folder
12 scantrons, Form No. 882-E

Course Description:
This course examines the techniques of technical writing. The course is designed for students in all fields of study—to include liberal arts majors. A technical background is not needed. All features of good writing emphasized in other writing courses are emphasized again with particular stress on style, clarity, and audience analysis.

This course will provide practice in editing and in the writing of various types of documents, which include proposals, instructions, process description, e-mail, memorandums, letters, and progress reports. Students will learn to make oral presentations. The course culminates in a formal report that integrates the skills gained throughout the semester.

The assignments will involve varying occasions for both technical and nontechnical audiences though 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, sharpening these skills, which are such prized assets, is imperative.

Goals for English 2413:

1. The student will gain an overview of technical writing and will review the writing process as it relates to technical writing.
2. The student will be aware of audience in all technical writing.
3. The student will write assignments based on the writing patterns of definition, description, process, comparison and contrast, and argument.
4. The student will produce electronic correspondence, reports, graphics, business
letters, memorandums, and proposals.
5. The student will give an oral presentation of the proposal that is also a written assignment.
6. The student will collaborate within a group setting. A major feature of this section of English 2413 is to learn to work in groups; this group interaction will take place in the assessment portion of the class work and also on two projects.

**Grade Allocation:**

On each assignment, grades will be given in both number and letter grades. At the end of the semester, the number grades will be averaged and equivocated to a final letter grade by the following scale. The English Department courses will be assigning plus/minus to final letter grades. I will be using the following scale:

- **A** = 100-93
- **A-** = 92-90
- **B+** = 89-87
- **B** = 86-84
- **B-** = 83-80
- **C+** = 79-77
- **C** = 76-74
- **C-** = 73-70
- **D+** = 69-67
- **D** = 66-65
- **D-** = 64-60
- **F** = 59 or below

**Definition Assignment** 5%
**Instructions Assignment** 5%
(**Group Assignment**) 5%
**Correspondence Assignment** 10%
(2 parts)
**Electronic Correspondence Assignment** (2 parts) 5%
**Job Hunt Assignment** 10%
(3 parts)
**Progress Report on Proposal** 5%
**Report Assignment** 10%
(**Group Assignment**) 10%
**Proposal** 10%
**Oral Presentation** 10%
**Assessment Tests:** 10%
  - **Individual 2/3**
  - **Group 1/3**
**Post Diagnostic Grammar Test** 5%
**Grammar Online Tests** 10%
**Attendance** 5%
NOTE:
- In order to receive credit for this course, a student must turn in the written proposal AND present the oral presentation of the proposal.
- The assessment tests are scheduled on the syllabus.
- Grades will be posted as the semester goes along on the class’s Blackboard.
- Do not expect to receive any extra credit for those points that you want at the end of the semester. You earn points through the above grade allocations; I do not give them.

Class Policies:
1. Attendance is crucial in this class. Each day essential information will be dealt with in groups, in class discussion, and in the instructor’s clarification of information on the assessment tests. If students must be absent, they should check with someone in the class about activities and information that they have missed. A doctor’s note does not erase points off the attendance grades; the note only allows students to make up work during the days that the doctor’s note covers.
2. Each student has 3 free absences. After the 3 free absences, each day of missed classes decreases the attendance grade.
3. During oral presentations at the end of the semester, if a student is absent on a presentation day, the student will have 5 points subtracted from his/her own oral presentation grade and will have points deducted on the attendance grade.
4. Papers are due in class on the day that they are scheduled on the syllabus, and no late papers will be accepted for a grade without a note from a doctor or medical facility. If students know ahead of time that a paper will not be turned in on time, they should see me ahead of the due date.
5. Assignments must be typed when turned in for grading. Assignments must be in a manila folder, and all supporting work, such as rough drafts, notes, outlines, must also be in the folder. Evidence of the writing process is part of the assignment’s final grade.
6. Conferences are encouraged. However, any time that students have problems with assignments or questions about grades, they are welcome to see me during office hours or by appointment. If students have questions about grades, I request that they wait 24 hours after receiving the grade to discuss the grade with me.
7. No written proposals or other assignments will be accepted after December 6. Any makeup RATS must be taken on or before December 6.
8. Each assignment will be discussed during class and outlined in separate, written instructions, except for the Progress Report Assignment.
9. Grading criteria for assignments will be discussed in class and in general follow the guidelines of the Student Handbook for the UTSA Writing Program.
10. Please turn off cell phones, pagers, I-Pods, and radios when entering the classroom. Texting or checking messages in class is not allowed. If students have laptops
out, be sure that the laptops are being using for taking notes.
11. Only 1 RATS test can be made up.

The University of Texas at San Antonio Academic Honor Code

A. Preamble
The University of Texas at San Antonio community of past, present and future students, faculty, staff, and administrators share a commitment to integrity and the ethical pursuit of knowledge. We honor the traditions of our university by conducting ourselves with a steadfast duty to honor, courage, and virtue in all matters both public and private. By choosing integrity and responsibility, we promote personal growth, success, and lifelong learning for the advancement of ourselves, our university, and our community.

B. Honor Pledge
In support of the ideals of integrity, the students of the University of Texas at San Antonio pledge:

“As a UTSA Roadrunner I live with honor and integrity.”

C. Shared Responsibility
The University of Texas at San Antonio community shares the responsibility and commitment to integrity and the ethical pursuit of knowledge and adheres to the UTSA Honor Code.

The Roadrunner Creed

The University of Texas at San Antonio is a community of scholars, where integrity, excellence, inclusiveness, respect, collaboration, and innovation are fostered.

As a Roadrunner, I will:
- Uphold the highest standards of academic and personal integrity by practicing and expecting fair and ethical conduct;
- Respect and accept individual differences, recognizing the inherent dignity of each person;
- Contribute to campus life and the larger community through my active engagement; and
- Support the fearless exploration of dreams and ideas in the advancement of ingenuity, creativity, and discovery.

Guide by these principles now and forever, I am a Roadrunner!
Tentative Daily Syllabus

Aug. 25 – Familiarize students with the syllabus. Form groups.
30 – Practice assessment test on syllabus. Discuss proposals.

Sept. 1 – Assessment test on Chapters 1 and 2 in Markel. Any time that assessment test appears on the daily syllabus, it means both an individual test and a group test. If students are late to class, they will not have more time for testing.
6 – Assessment test on Chapters 3, 5, and 20 (pp. 539-557) in Markel. Hand out definition assignment.
8 – Assessment test on Chapters 4 and 20 (pp. 558-574) in Markel. Grammar Lesson 1, 2, and 3.
13 – Definition assignment is due. Group work on writing instructions. Hand out instructions assignment.
20 – Take the Pre-Diagnostic Test on Grammar and receive Blackboard instructions.
22 – Instruction assignment is due. Hand out correspondence assignment.
27 – Assessment test on Chapter 14, pages 336-351. Grammar Lesson 5.
29 – Discussion of letters and grammar.

Oct. 4 – Correspondence assignment is due. Hand out technology assignment.
6 – Meet in Writing Center to complete Part I of the technology assignment.
11 – Discuss Part II of the technology assignment.
13 – Technology assignment is due. Hand out job hunt assignment.
18 – Assessment of Chapter 15 in Markel. Sign up for conferences. Grammar 6 and 7.
20 – Speaker from Career Services.
25 – Conferences in my office. Bring questions and work in progress on job hunt assignment.

Nov. 1 – Assessment of Chapter 16 in Markel. Grammar Lesson 10.
3 – Progress report is due. Hand out recommendation report assignment.
8 – Group meeting in class.
10 – Assessment of Chapters 13 and 21 in Markel.
15 – Recommendation report is due. Discuss proposal presentations.
17 – Discuss oral presentations.
22 – Guest speaker – Morris Ellington – Interviewing as a Professional.
24 – Thanksgiving Holiday.
29 – Oral presentations. Each student’s assigned day will be posted on Web CT late in the semester.

Dec. 1 – Oral presentations.
6 – Oral presentations. Written proposals and any approved makeup work are due.
Final Exam: The Post-Diagnostic Grammar Test will be given at the exam time.

9:30 class: Monday, Dec. 12, 10:30 a.m. – 1:00 p.m.
11:00 class: Tuesday, Dec. 13, 10:30 a.m. -1:00 p.m.