English 2413 – Technical Writing

REQUIRED TEXTBOOKS:

COURSE DESCRIPTION:
This course, which examines the techniques of expository writing, is designed for students in all fields of study – including 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 intensive practice in editing and in the writing of various types of documents, including proposals, instructions, technical descriptions, e-mail, memorandums, letters, and progress reports. Reading and analysis of appropriate technical writing models will assist students in the development of these writing skills. Students will learn to make professionally-prepared 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 non-technical audiences, though the latter is stressed. In the marketplace, the ability to communicate effectively gains positive recognition and rewards – as much as or more than any other criterion. Therefore, sharpening these skills, which are such highly-prized assets, is imperative.

GOALS FOR ENGLISH 2413:
Students will–
* gain an overview of technical writing and will review the writing process as it relates to technical writing.
* will be aware of audience in all technical writing.
* will write assignments based on the strategies of definition, description, process, comparison and contrast, and argument.
* will produce electronic correspondence, reports, graphics, business letters, memorandums, and proposals.
* will give an oral presentation of the proposal that is also a written project.
* will collaborate within a group setting. A major feature of this section of English 2413 is to learn to work in groups.

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.

Guided by these principles now and forever, I am a Roadrunner!

THE UTSA 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.

COURSE EVALUATION:
Formal writing assignments 70%
Grammar quizzes (including final) 10%
Unannounced quizzes (reading / writing) 10%
Oral presentations 10%
GRADING POLICY:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>94-96</td>
<td>A-</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>B</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
<td>B-</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>C</td>
</tr>
<tr>
<td>C</td>
<td>74-78</td>
<td>C-</td>
</tr>
<tr>
<td>C-</td>
<td>70-73</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>D</td>
</tr>
<tr>
<td>D</td>
<td>64-68</td>
<td>D-</td>
</tr>
<tr>
<td>D-</td>
<td>60-63</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>below 60</td>
<td></td>
</tr>
</tbody>
</table>

CLASS POLICIES:

1. All projects are due at the beginning of the class on the day that they are scheduled. NO late papers will be accepted without a dated and signed note from a doctor or medical facility.
2. Assignments must be typed when turned in for evaluation. They must be fastened with a large pinch clip, and all supporting work, such as rough drafts, notes, outlines, must also be submitted in the order they were done. Evidence of the writing process is part of the final grade of each assignment.
3. 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. They may drop by at any time; however, those students who make appointments take priority over drop-ins. If students have questions about grades, I request that they wait 24 hours after receiving the grade to discuss it with me.
4. No written proposals or other assignments will be accepted after the LAST CLASS DAY OF THE SEMESTER.
5. Grading criteria for each assignment will be discussed in class and in general will follow the guidelines of the Student Handbook for the UTSA Writing Program.
6. Students will turn off all electronic devices, cell phones, pagers, iPods, etc., when they enter the classroom.
7. Mandatory attendance policy. After four absences for any reason, students will lose two points off their final grades for each additional absence, up to and including eight missed classes. Students who are absent more than eight times in a semester will NOT receive credit for this course. Any combination of three late arrivals and / or early departures will equal an absence. DO NOT MAKE APPOINTMENTS DURING THIS CLASS!
8. Scholastic Integrity: I expect absolute integrity from my students. Any infringement of that policy will result in a 0 on the project. This policy includes both intentional and UNINTENTIONAL plagiarism. If you have any questions concerning the use of source materials, be certain to check with me.
8. Special needs: If any students have special needs or require additional considerations, they must inform me of their issues during the first week of class, as well as present a letter of documentation for my files.

FINAL EXAMS:

2413.12 TR, Dec. 15, 10:30-1:00
2413.13 F, Dec. 16, 10:30-1:00
AGENDA – English 2413—ALL INSTRUCTIONS IN BOLD ARE DUE / SCHEDULED FOR THE NEXT CLASS DAY. This agenda is subject to revision any time throughout the semester. Any such revision will be announced in class as well as on the Blackboard.

8/25  Introduction to syllabus, policies, books. Introductions. Read Ch. 1 in Markel. Bring Scantron.

8/30  Pre-Diagnostic Grammar Test. Discussion of proposals, the semester project. Read Ch. 2 in Markel.

9/1   Discuss the writing process, Ch. 1 and 2. Formation of groups. Read Ch. 3 in Markel.

9/6   Assign Project 1—Code of ethics. (100 points). Discussion / activities. Grammar lesson 1. Bring 2 copies of codes of ethics. Read Ch. 4 in Markel.


9/15  Project 1 (Code of Ethics) due at beginning of class. Group project 2—instructions. (50 points). Class activities. Read Ch. 14 in Markel.

9/20  Preparation for in-class writing: memorandums and e-mails.

9/22  Meet in the Writing Center, Project 3—memos and e-mails (50 points)


9/29  Assign Project 4—correspondence. (100 points). Grammar activities.

10/4  Class activities—prewriting / drafting correspondence. Bring Scantron. Bring one complete, typed copy of letter.


10/11 Project 4—correspondence due at beginning of class. Discuss resume. Assign job search / resume project 5 (100 points)

10/13 Guest speaker – “Making the cut—interviewing.” Read Ch. 11 in Markel.

10/18 Project 5—job search / resume due at beginning of class. Discussion of report writing.

10/20 Assign group project 6—brochure. (100 points). Read Ch. 12 & pp. 464-475 in Markel.

10/25 Group work / conferences. Read Ch. 18 in Markel.

10/27 Group work / conferences Read Ch. 19 in Markel.

11/1  Meet in the Writing Center – Report writing (50 points). Read Ch. 16 in Markel.

11/3  Discussion of semester project – the formal proposal (200 points)


11/15 Review of 20 most common grammar errors. BRING ONE COMPLETE, TYPED COPY OF PROPOSAL WITH ALL ADDENDA.

11/17 Peer evaluation of proposal. Read Ch. 21 in Markel.

11/22 Proposal due at beginning of class. Preparation for oral presentation.

11/29 Oral presentations. (If you are called upon to perform, but are either absent or unprepared, you will lose 10 points.)

12/1  Oral presentations.

12/6  Oral presentations, completion, if necessary. Preparation for the final exam. Course evaluations.