Technical Writing – Spring 2010
ENG 2413.002 ~ MB 1.206 ~ 9:30-10:45 ~ Tuesdays/Thursdays

This Syllabus is provided for informational purposes regarding the anticipated course content and schedule of this course. It is based upon the most recent information available on the date of its issuance and is as accurate and complete as possible. I reserve the right to make any changes I deem necessary and/or appropriate. I will make my best efforts to communicate any changes in the syllabus in a timely manner. Students are responsible for being aware of these changes.

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General:

This class is designed to introduce students, in all fields of study, to the kinds of communication required in most careers. A need access to a computer with a strong internet connection, as well as a general understanding of basic technical background is not needed. Writing on a word processor is required, but you do not need previous experience. Technical writing focuses on clear, orderly, readable writing with careful consideration of audience, purpose, and situation.

A number of projects will be assigned, and each should be done in as professional a style as possible, including on time, neat, carefully proofread, and with attention to detail.

This particular section of Technical Writing is hybrid, which means we’ll meet some of the time in class and other times online. You’ll computer use, including email, attachments, internet, and chat.

Required Materials:

- The Technical Communication Handbook, by Laura Gurak and Mary Hocks
  (recommended)
- CD (for electronic portfolio) - we’ll discuss other options in class

Class Website:

Our class has a Blackboard (it’s under the CE6 link at the bottom of your WebCT main page). This is where grades will be posted, as well as chapter quizzes that coincide with the Concise Guide above. As for all other electronic work, we will use the linked “Google Site.”

Grading:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Mission Statement/Code of Ethics</td>
<td>10%</td>
</tr>
<tr>
<td>Resume/Cover Letter</td>
<td>10%</td>
</tr>
<tr>
<td>Customer Brochure</td>
<td>10%</td>
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<tr>
<td>Panel Discussion – dress the part!</td>
<td>15%</td>
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<tr>
<td>Business Proposal (w/formal oral presentation)</td>
<td>15%</td>
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<tr>
<td>Video Advertisement (using YouTube)</td>
<td>15%</td>
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<tr>
<td>Chapter Quizzes (in Blackboard)</td>
<td>5%</td>
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<tr>
<td>ePortfolios (see below for description)</td>
<td>10%</td>
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<tr>
<td>Group work, class work, attendance, participation (in class and outside with team)</td>
<td>10%</td>
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Portfolios:

At the end of the semester, you will turn in an electronic portfolio consisting of the following:

- An introduction page, including a short bio (interests, goals, etc.)
- Your resume in its final form
- At least two samples of your work – either from this class or others. This can include writing work, PowerPoint, photographs – any type of work that shows your skills and/or talents

This is your opportunity to give one final impression of your work. Show me what you’re proud of. Note: Confidentiality is of utmost importance to me. I will not show your portfolio to future classes unless I have written permission from you attached in your ePortfolio. This is completely your decision and will not affect your grade in ANY WAY.

Attendance:

It doesn't matter the reasons, if you miss class more than five times, it's basically impossible to pass.

Academic Dishonesty:

It is expected that the work handed in by each student will be his or her own. Scholastic dishonesty, including plagiarism and cheating during tests, will result in penalties ranging from a "0" on the assignment to an "F" in the course. In some cases, academic dishonesty may result in expulsion from the University. Plagiarism involves using someone else’s words, ideas, or pattern or organization without properly acknowledging the source. Consult your textbooks, or visit with me, for a more detailed explanation of what constitutes plagiarism and how to correctly use and document sources.

Basically, the writing you do in all courses must be your own. Sometimes, plagiarism is committed because of a misunderstanding as to what it actually is. Plagiarism is defined as:

- Failure to acknowledge the sources of information, which is neither common nor personal knowledge.
- Failure to place another's direct words in quotation marks or to indent in the case of longer quotations. If a passage is copied in the exact words of the original text, it must be placed in quotation marks in addition to citation of the source.
- Failure to document a source that has been paraphrased.
- **Collusion** - collaboration with another person to prepare work presented for credit. Collusion includes allowing someone else to write or to edit your papers.

Special Accommodations:

If you have a specific learning disability and require accommodations, please let me know within the first two weeks of school. I will need official documentation.

Class Rules:

- Please take care of cell phone conversations before coming to class.
- Respect yourself as a college student. This means you should strive to have all assignments done by their deadlines. You will also be expected to contribute to your team. At the end of the semester, everyone will be provided with a Group Evaluation form. A lack of group participation during the semester will result in a deduction in an individual’s final grade.
- Be responsible by showing up for class on time.