ENGLISH 2413.005 Technical Writing  
Fall 2012  
Course Credit: 3 hours

Instructor: Maia Adamina, MA  
Office Hours: MWF 8-850am and 11-1150am

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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

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. There will be a sign in sheet for each class. More than four unexcused absences will result in a 2 point deduction per additional absence from your final grade. The only excused absences are those allowed by the University – religious holy days and university sponsored functions. Three tardies and/or early exits (before I dismiss the class) count as one absence. If an emergency arises, proper documentation will be required and make ups will be at my discretion – travel plans do not constitute an emergency so **plan ahead** for the Thanksgiving break.

**Late Assignments** will be accepted only by the next class period and will automatically lose ten points. Daily work including group projects and in-class writings may not be made up.

**Additional Points** please make use of my office hours for help with your work. I’m not a mind reader, so if you have questions or comments, please let me know. 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. The use of the computers in the course must be course related only. Always bring the textbook to class.

Course Requirements:  
14 In-class Assignments = 8%  
7 Individual Assignments = 56%  
4 Group Assignments = 10%  
Oral Presentation and Proposal = 14%  
Portfolio= 12%

Letter grades will be assigned as follows:  
A+ = 100-97 A = 96-94 A- = 93- 90  
B+ = 89-87 B = 86-84 B- = 83- 80  
C+ = 79- 77 C = 76- 74 C- = 73 – 70  
D+ = 69-67 D= 66- 64 D= 63-60  
F= 59 - 0
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 a commitment to integrity, the ethical pursuit of knowledge, and adheres to the UTSA Honor Code.

Rubric: See Blackboard but in general an “A” work contains the following:

- Format: correct with appropriate details
- Graphs and images: unified and labeled correctly
- Design: clear, appropriate, and coherent
- Text: clear, concise, correct, and audience appropriate

Week 1 Introduction to Technical Writing
8/29 Introduction to Course. Discuss syllabus.
8/31 Discuss Chapter 1 (3-18); ICW 1 (e-mail)

Week 2 Ethics and Audience
9/3 – off
9/5 Discuss Chapter 5 (73-80); ICW 2 (ethics memo)
9/7 Discuss Chapter 4 (51-56); Work on ICW3 (1st letter)

Week 3 Audience and Purpose
9/10 Discuss Chapter 4 (57-71) Work on ICW 3 (2nd letter)
9/12 Discuss Ch. 9 (143-56) ICW 4 (Bulletin)
9/14 Work on IA1 (fact sheets)

Week 4 Organization
9/17 *IA1 Fact Sheets Due Discuss Chapter 6 (83-100); ICW5 (Fact Sheet)
9/19 Work on IA2 (Fact Sheet)
9/21 *IA2 Fact Sheet Due Meet in classroom then begin GW1
Week 5  Revision, You Attitude, and Correspondence
9/24  *GW1 Due Itinerary Discuss Chapter 7 (103-119); ICW6 (revision)
9/26  Discuss “You Attitude” Chapter 11(198-202); ICW 7 (e-mail)
9/28  Discuss Chapter 19 (365-71); IA3 part 1 (e-mail)

Week 6  Letters, Memos, and E-Mail Cont.
10/1  Discuss Chapter 11 (187-95; IA3 part 2 (memo)
10/3  *IA3 e-mail and Memo Due Discuss Chapter 11 (195-214) work on IA5
10/5  *IA4 Letter Due Discuss Chapter 8 (121-40) and ICW 8 (Flyer)

Week 7  Audience Centered Visuals
10/8  Excel tutorial; ICW9 (graphics)
10/10  Work on GW2 (Fact Sheet)
10/12  *GW2 Fact Sheet Due; ICW10 (format exercises)

Week 8  Definition and Description.
10/15  Discuss Chapter 12 (218-30); ICW 11 (Definitions)
10/17  Discuss Chapter 13 (233-50); work on IA6 (Fact Sheet)
10/19  *IA5 Fact Sheet Due. Practice designing brochures –see web links ICW12 (brochure)

Week 9  Instructions, Procedures, and Process Explanations
10/22  Discuss Ch 14 (255-75) ICW 13
10/24  Work on IA7
10/26  *IA6 Brochure Due. Discuss Ch. 21 (394-98) Online Videos and Scripts

Week 10
10/29  Work on GW3 Online Video Script
10/31  Preview Online Videos (video at this stage worth 25% of grade)
11/2  GW 3 Online Video and Script Due. Present to the class.

Week 11  Social Applications and Types of Reports
11/ 5  Discuss Ch 20 (378-83) ICW 14
11/ 7  Discuss Chapter 16 (295, 308). Work on GW4
11/ 9  Meet in class and work on GW 4

Week 12  Proposals and Oral Presentations
11/12  GW4 Recommendation Report Due. Discuss Chapter 17 (315-38) and draw proposal assignments
11/14  Discuss Chapter 22 (408-24) and determine oral presentation order
11/16  Conference Prompts 1 and 2
Week 13 Proposals and Oral Presentations
11/19 Conference Prompts 3 and 4
11/21 *IA7 part 1 Progress Report Due (Ch. 16, 295-98) Dry run for presentations to check tech. Come prepared!
11/23 Off - Thanksgiving

Week 14 Proposals and Oral Presentations
11/26 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!)
11/28 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!)
11/30 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 15 Proposals and Oral Presentations
11/28 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!)
11/30 *IA7 part 2 Peer Report Due.(Ch. 16, 295-98) Discuss Ch. 9 (175-76) for portfolio. Work on portfolio materials
12/2 Work on Resumes (161-70, 81)

*Portfolio due in my office (Main 2.482) Tuesday 18 December between 130pm-4pm.
This is the regular final exam time for the course so treat it as such. By that I mean that absolutely no portfolios will be accepted after 4pm by myself or the English Department secretaries. The portfolios must be complete, not in the process of being printed or pages being stuffed into plastic sheets by 4pm.