ENGLISH 2413.010 and 011 Technical Writing  
Spring 2012

Instructor: Professor Maia Adamina  
Course Credit: 3 hours
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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
USB(s)

Course Description:

Technical Writing is designed for students in all fields of study. The emphasis is on the writing process with careful analysis of audience. The assignments involve establishing a clear, concise style in both written and oral communication.

Policies:

- **Attendance** is mandatory. There will be a sign in sheet for each class. **More than four unexcused absences will result in a 2.5 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. Instructor should be informed **ahead of time** if student is going to miss a class for religious or university related reasons. Emergency situations will require proper documentation. Travel plans and appointments do not constitute an emergency. Three tardies and/or early exits (before I dismiss the class) count as one absence.
- **Late Assignments** will only be accepted by the next class period and will automatically lose ten points. No daily in-class work, including the group projects, may be made up.
- **Assignments** will be typed and printed appropriately and clearly
- **Readings** will be completed **before** class discussion. Always bring the book and your USB to class.
- **UTSA policies and services regarding disabilities and academic dishonesty:** these may be found online at
  - Disability: [http://www.utsa.edu/disability/students.htm](http://www.utsa.edu/disability/students.htm)
  - Academic dishonesty: [http://www.utsa.edu/infoguide/appendices/b.html](http://www.utsa.edu/infoguide/appendices/b.html) under section 203

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.

Additional Points please make use of my office hours and the Writing Center for help with your work. This syllabus is subject to change. Please check Blackboard 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 and use the computer only for class work. Disregard of the previous will result in a point penalty on your grade for the class.

Course Requirements:
In-class writings (ICW) = (10%)
8 Individual Assignments (IA) = 6.75% each (54%)
3 Group Assignments (GA) = 3% each (9%)
Oral Presentation and Proposal = 17%
Portfolio= 10%

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

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 Course
January 17 Discuss syllabus
January 19 Discuss Chapter 1 (3-18); ICW 1 (1st letter and 2nd letter)

Week 2  Technical Writing, Ethics, and Document Design
January 24 Discuss Chapter 2 (29 – 39); ICW 2 (memo)
January 26 Discuss Chapter 8 (139-53); ICW 3 (flyer)

Week 3  Audience, Purpose, and Organization
January 31 Discuss Chapter 4 (62-75); Begin work on IA1.
February 2 *IA1 Fact Sheets Due  Discuss Chapter 5 (78-96); ICW 4 (Bulletin)

Week 4  Organization cont. and Revision
February 7 *IA2 Fact Sheet Due. Meet in classroom and begin GW1
February 9 *GW1 Due Itinerary  Discuss Chapter 6 (99-112); ICW 5 (revision)

Week 5  You Attitude and Correspondence
February 14 Discuss “You Attitude” (Chapter 10 194-99)
February 16 Discuss Chapter 18 (361-67); ICW 6 (e-mail)

Week 6  Letters, Memos, and E-mail cont.
February 21  *IA3 e-mail Due. Discuss Chapter 10 (183-91; ICW 7 (memo)
February 23  *IA4 Memo Due. Discuss Chapter 10 (191-210) research for IA5

**Week 7** Audience Centered Visuals
February 28  *IA5 Letter and Flyer due. Discuss Chapter 7 (117-36) and Excel tutorial; ICW8 (graphics)
March 1  Research for GW2 (Black board prompt)

**Week 8** Definition and Description
March 6  *Group 2 Graphs Due. Discuss Chapter 11 (214-26); ICW 9
March 8  Discuss Chapter 12 (229-47). Practice designing brochures –see web links

**Week 9**
Spring Break

**Week 10** Instructions, Procedures, and Process Explanations
March 20  *IA6 Description Fact Sheet Due. Discuss Chapter 13 (251-71); ICW 10 (bulletin)
March 22  ICW11 (brochure)

**Week 11** Types of Reports
March 27  *IA7 Process Brochure Due. Discuss Chapter 15 (290-91, 304-05); GW3
March 29  Meet in classroom and work on GW3

**Week 12** Proposals and Oral Presentations
April 3  *GW3 Recommendation Report Due. Discuss Chapter 17 (338-57) and draw proposal assignments
April 5  Discuss Chapter 21 (404-19). Determine oral presentation order and conference.

**Week 13** Proposals and Oral Presentations
April 10  Dry run for presentations to check tech. Come prepared!
April 12  *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!) *IA8 Peer Review Memo due for individuals presenting*

**Week 14** Presentations
April 17  *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!) *IA8 Peer Review Memo due for individuals presenting*

April 19  *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!) *IA8 Peer Review Memo due for individuals presenting*

**Week 15** Portfolios
April 24  Discuss Ch. 9 (170-71) for portfolio. Work on portfolio materials
April 26  Guest Speaker from Career Services

**Week 16**
May 1  Work on Resumes, Mission Statements, and Letter of Interest
May 3  – No class –Study Day

9:30 am - 1045am class  **Completed Portfolios due no later** than 1pm  Monday May 7  in my office Main 2.468
11am-1215pm class  **Completed Portfolios due no later** than 1pm  Tuesday May 8  in my office Main 2.468