

# Technical Writing—English 2700

<b>Semester</b>	Spring 2008												
<b>Course Section</b>	ENGL 2700.003 (AB 301) / ENGL 2700.005 (AB 302) / ENGL 2700.007 (LB 219) MWF 9:00 a.m. / MWF 10:00 a.m. / MWF 11:00 a.m. <b>Note:</b> This course meets in the Technical Writing Lab, AB 307, as well as in the assigned classroom printed in the Schedule of Classes												
<b>Instructor</b>	Anne Schoolfield												
<b>Office Information</b>	Room: Language Building, R 407F Phone: English Office 565-2050/ 407F 565-2150 Email: <a href="mailto:anne@unt.edu">anne@unt.edu</a> Web: <a href="http://www.engl.unt.edu/~anne">http://www.engl.unt.edu/~anne</a>												
<b>Office Hours</b>	MW 12:00-12:50 a.m. & by appointment												
<b>Textbook</b>	Sims, Brenda R. <i>Technical Writing for Readers and Writers</i> . 2nd Edition, 2003.												
<b>Course Goals</b>	Our course goals include learning to <ul style="list-style-type: none"><li>▪ write clearly, concisely, and correctly</li><li>▪ apply good writing skills to technical documents</li><li>▪ write technical documents common in business and industry</li><li>▪ write as a member of a team</li><li>▪ use word processing, electronic mail, and graphics software applications on a personal computer</li></ul>												
<b>Evaluation</b>	<table><tr><td>Daily Work &amp; Participation</td><td>10%</td></tr><tr><td>Style Exam</td><td>10%</td></tr><tr><td>Major Technical Documents (Case Study, Feasibility Study, Team Instructions, Résumé)</td><td>40%</td></tr><tr><td>Formal Project (Proposal, Progress Report, Justification Memo, Revised Documents)</td><td>30%</td></tr><tr><td>Final Exam</td><td>10%</td></tr></table>	Daily Work & Participation	10%	Style Exam	10%	Major Technical Documents (Case Study, Feasibility Study, Team Instructions, Résumé)	40%	Formal Project (Proposal, Progress Report, Justification Memo, Revised Documents)	30%	Final Exam	10%		
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<b>Daily Work</b>	I will assign daily work in addition to the work I list on the syllabus. Daily work and class participation count as 10% of your course grade. Usually, we will go over daily work in class; then, I may collect it. You may also have pop quizzes as daily grades.												
<b>Participation</b>	I will use the following scale to award points for class participation: <table><tr><td>Very well prepared, excellent participation</td><td>10 points</td></tr><tr><td>Well prepared, good participation</td><td>9 points</td></tr><tr><td>Adequately prepared, good participation</td><td>8 points</td></tr><tr><td>Somewhat prepared, average participation</td><td>7 points</td></tr><tr><td>Unprepared, minimal/no participation</td><td>6 points</td></tr><tr><td>Unprepared, no participation/disruptive</td><td>5 points</td></tr></table> <b>Note:</b> Merely sitting in class playing on your computer earns you an F in participation. Also, please see important information about attendance and class behavior on page 3.	Very well prepared, excellent participation	10 points	Well prepared, good participation	9 points	Adequately prepared, good participation	8 points	Somewhat prepared, average participation	7 points	Unprepared, minimal/no participation	6 points	Unprepared, no participation/disruptive	5 points
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## Disability Accommodation

In accordance with the terms and spirit of the Americans with Disabilities Act and Section 504, Rehabilitation Act, I will cooperate with the Office of Disability Accommodation to make reasonable accommodations for qualified students with disabilities.

If you have disabilities and have not yet registered with the ODA, I encourage you to register quickly.

Please present your written request for accommodation to me no later than the end of the fourth day of class.

## Essential Competencies

Essential competencies for this course include the ability to

- read and analyze technical documents
- write clear, concise, and appropriate technical prose to respond to intended readers for a variety of assignments
- discuss—in class and in small groups—technical documents
- use word processing, electronic mail, and graphics software applications on a personal computer

## Grades and Their Meaning

To help you learn to write professionally, I will evaluate your projects in three broad areas:

- Audience
- Style
- Design

We will discuss audience, style, and design during the first few class meetings. I will usually determine grades based on these three areas equally; however, if one area does not meet the course standards, I will base most of the grade on that area.

For this course, we define grades

**A**=excellent (reserved for real excellence)

**B**=good (an honors grade)

**C**=fair (signifies average competence)

**D**=passing

**F**=failing

In business, *the product gets the contract, not the effort*; in Technical Writing, your grades reflect your finished product.

## Plagiarism and Academic Dishonesty

While I encourage scholarly cooperation, I abhor cheating. Plagiarism is cheating. The 11<sup>th</sup> edition of the *Harbrace College Handbook* defines plagiarism as presenting as your own work, deliberately or accidentally, the words or ideas of another (424).

In the third edition of *A Writer's Reference*, Diana Hacker delineates three forms of plagiarism: "(1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words" (261).

**You** must keep straight which ideas and words are your own and which belong to others. ***I will fail from the course anyone I catch plagiarizing!***

## Computer Requirements and Your UNT Network Account

You must use MS Word in the Technical Writing Lab to prepare all assignments. Additionally, this class may use WebCTVista. You can reach the login for WebCTVista at <http://webctvista.unt.edu/>.

UNT now provides network storage accounts for all students, and we will use these accounts during this class. You can reach the login for your UNT Student Storage account at <http://untss.unt.edu>.

## Class Policies

The following class policies will help you succeed in this class and understand what I expect of you.

### Attendance and Class Etiquette

- Attend class regularly and on time.

*You cannot perform well unless you attend class.*

If you miss a class, **you** are responsible for all material covered and all assignments made. If you exceed three (3) absences, your participation grade will drop one letter grade. Further, if you exceed six (6) absences, you will be dropped with a WF or receive an F in the course. If you are absent on the day that we begin a group assignment, you will complete the assignment (with the same scope and requirements) individually.

**Important!** You are absent if you

- are not in class when I call roll
- leave class early without my permission
- sleep during class
- fail to turn off your computer screen when I ask the class to
- come to class without your textbook
- sit in class with any kind of nonessential electronic device in your ear

**Please note:** Illness is **NOT** a university-approved excuse.

- Contact me if you cannot attend class.
- Turn off all cell phones and other nonessential electronic devices during class.

### Assignments

- Reading assignments are due the first day they are listed on the syllabus.
- Submit all assignments on time.

*If you are having trouble completing an assignment, talk with me several days before the assignment is due.*

- Prepare all outside class assignments using word-processing software.
- Use the Technical Writing Lab software when you write in the lab.
- Print all documents on a laser printer to ensure your documents are neat and visually appealing and appear professional.
- Prepare all assignments specifically according to instructions for format, organization, or style.

*Assignments not prepared according to instructions may receive a grade of F.*

- Make copies of your formal project and other documents that you wish to keep.

*I must keep your formal project and other documents on file for one year.*

### Technical Writing Lab Equipment

- Comply with all policies of the Technical Writing Lab.

*I will dismiss from the course any student caught damaging lab equipment, changing computer settings, downloading software, or sending broadcast messages.*

***Being dismissed from the course means you fail the course.***

### Contacting Me

- The best way to contact me is by email; however, I will not respond to emails that are unsigned. Therefore, please sign all emails with your name and section number.

## Readings and Assignments

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<b>Week 1</b>	January	14	Topic: Introduction to the course; introduction to the computer lab	Assigned Room
		16	Topic: Audience Reading: Sims, Chapter 2	Assigned Room
		18	Topic: Correspondence Reading: Sims, Chapter 18	Assigned Room
<b>Week 2</b>		21	<b>Martin Luther King, Jr. Day—no class!</b>	
		23	Tasks: Audience and Correspondence workshop  <b>Note:</b> Starting today, I count students without textbooks absent.	Assigned Room
		25	Tasks: Case Study for a daily grade; you will write this document <i>during</i> class.	AB 307
<b>Week 3</b>		28	Tasks: Technical Style Sims, Chapter 7	Assigned Room
		30	Tasks: Style Workshop, Chapter 7	Assigned Room
	February	1	Tasks: Style Workshop, Chapter 7	Assigned Room
<b>Week 4</b>		4	Topic: Technical Style Reading: Sims, Chapter 8	Assigned Room
		6	Tasks: Style Workshop, Chapter 8	Assigned Room
		8	Task: Style Workshop, Chapter 8	Assigned Room
<b>Week 5</b>		11	Task: <b>Style Exam</b>	Assigned Room
		13	Topic: Technical Design Reading: Sims, Chapter 9	Assigned Room
		15	Tasks: Design Workshop, Chapter 9	Assigned Room
<b>Week 6</b>		18	Tasks: <b>Major Document 1—Case Study</b> You will write this document <i>during</i> class.	AB 307
		20	Topic: Résumés and Letters of Application Reading: Sims, Chapter 19	AB 307
		22	Tasks: In-class writing workshop <b>Major Document 2—Résumé and Letter of Application—DUE end of class</b>	AB 307

<b>Week 7</b>		25	Topic: Feasibility Studies Reading: Sims, Chapter 14	AB 307
		27	In-class writing workshop	AB 307
		29	In-class writing workshop	AB 307
<b>Week 8</b>	March	3	Tasks: In-class writing workshop <b>Major Document 3—Feasibility Study—DUE end of class</b>	AB 307
		5	Topic: Instructions Reading: Sims, Chapter 15	AB 307
		7	Tasks: In-class writing workshop	AB 307
<b>Week 9</b>		10	Tasks: In-class writing workshop	AB 307
		12	Tasks: Graphics Orientation In-class writing workshop	AB 307
		14	Tasks: In-class writing workshop	AB 307
<b>March 17-23 Spring Break—no class!!!!</b>				
<b>Week 10</b>		24	Tasks: Formal Report Elements Sims, Chapter 14	AB 307
		26	Tasks: Manual Orientation In-class writing workshop	AB 307
		28	Tasks: In-class writing workshop	AB 307
<b>Week 11</b>		31	Tasks: <b>Rough draft of group instructions—DUE beginning of class</b>	AB 307
	April	2	In-class writing workshop	AB 307
		4	In-class writing workshop <b>Major Document 4—Group Instructions—DUE end of class</b>	AB 307
<b>Week 12</b>		7	Tasks: Document Scavenger Hunt	Campus and beyond
		9	Tasks: Review Documents	AB 307
		11	Topic: Proposals Reading: Sims, Chapter 12 Tasks: Gantt Chart Orientation	AB 307
<b>Week 13</b>		14	Tasks: In-class writing workshop	AB 307
		16	Tasks: In-class writing workshop	AB 307
		18	Tasks: <b>Proposal—DUE end of class</b>	AB 307

<b>Week 14</b>	21	Tasks: In-class writing workshop	AB 307
	23	Topic: Progress Reports Reading: Sims, Chapter 13	AB 307
	27	Tasks: <b>Progress Report—DUE end of class</b> You will write this document <i>during</i> class.	AB 307
<b>Week 15</b>	28	Tasks: In-class writing workshop	AB 307
	30	Tasks: In-class writing workshop	AB 307
	May 2	Tasks: <b>Formal Project—DUE</b>	AB 307
<b>Week 16</b>	<b>Final Exams</b>		
	English 2700.003 (9:00 a.m.), Monday, May 5, 8:00-10:00 a.m.		
	English 2700.005 (10:00 a.m.), Wednesday, May 7, 8:00-10:00 a.m.		
	English 2700.007 (11:00 a.m.), Friday, May 9, 10:30 a.m.-12:30 p.m.		