Technical Writing—English 2700

**Semester**  
Spring 2003

**Course Section**  
English 2700.003/English 2700.005  
MWF 9:00 a.m./MWF 10:00 a.m.

**Instructor**  
Anne Schoolfield

**Office Information**  
Room: AudB R206B  
Phone: English Office 565-2050 / 206B 369-8942  
Email: anne@unt.edu

**Office Hours**  
MWF 11:00-11:50 a.m. & by appointment

**Textbook**  

**Course Goals**  
Our course goals include learning to  
- write clearly, concisely, and correctly  
- apply good writing skills to technical documents  
- write technical documents common in business and industry  
- write as a member of a team  
- use word processing, electronic mail, and graphics software applications on a personal computer

**Evaluation**  
Daily Work & Participation  
Major Technical Documents  
Formal Project

- Daily Work
- 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 will collect it. You may also have pop quizzes as daily grades.

- Participation
- I will use the following scale to award points for class participation:
  - 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

**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 registered with ODA, I encourage you to register.

- 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

In this course, you will learn to write professionally. 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 11th 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

You must use MS Word in the Technical Writing Lab to prepare the following assignments:
- A Case Study (I will tell you which one.)
- Your Progress Report

You must prepare all other assignments using MS Word or WordPerfect.

Note:
The Technical Writing Lab is a teaching lab, not a general access lab. Weekly handouts tell you when the lab is open.
Class Policies

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

Attendance

☞ Attend class regularly.

_You cannot perform well unless you attend class._

If you miss a class, you are responsible for all material covered and all assignments made. Further, if you exceed six (6) absences, you will receive an F in the course.

☞ Contact me if you cannot attend class.

Assignments

☞ 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 (except some daily exercises) 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._
### Readings and Assignments

#### Week 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Introduction to the course</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Audience</td>
<td>Sims, Chapters 2 &amp; 18</td>
</tr>
<tr>
<td>17</td>
<td>Audience</td>
<td>Sims, Chapters 2 &amp; 18</td>
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#### Week 2

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<tr>
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<th>Reading</th>
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<tbody>
<tr>
<td>20</td>
<td>Martin Luther King, Jr. Day—No Class!!!!</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Technical Style</td>
<td>Sims, Chapter 7</td>
</tr>
<tr>
<td>24</td>
<td>Technical Style</td>
<td>Sims, Chapter 7</td>
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#### Week 3

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<tbody>
<tr>
<td>27</td>
<td>Technical Style</td>
<td>Sims, Chapter 8</td>
</tr>
<tr>
<td>29</td>
<td>Technical Style</td>
<td>Sims, Chapter 8</td>
</tr>
<tr>
<td>31</td>
<td>Technical Style</td>
<td>Sims, Chapter 8</td>
</tr>
<tr>
<td></td>
<td>Tasks: Case Study for a daily grade</td>
<td></td>
</tr>
</tbody>
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#### Week 4

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<th>Date</th>
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<th>Reading</th>
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<tbody>
<tr>
<td>3</td>
<td>Technical Design</td>
<td>Sims, Chapter 9</td>
</tr>
<tr>
<td>5</td>
<td>Technical Design</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Tasks: Major Document 1—Case Study</td>
<td>You will write this document during class.</td>
</tr>
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#### Week 5

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<tbody>
<tr>
<td>10</td>
<td>Feasibility Studies</td>
<td>Sims, Chapter 14</td>
</tr>
<tr>
<td>12</td>
<td>Tasks: In-class writing workshop Tables/Styles I Orientation</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Tasks: In-class writing workshop Discuss formal projects</td>
<td></td>
</tr>
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#### Week 6

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<tr>
<th>Date</th>
<th>Tasks</th>
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<tbody>
<tr>
<td>17</td>
<td>In-class writing workshop</td>
<td>Major Document 2—Feasibility Study—DUE</td>
</tr>
<tr>
<td>19</td>
<td>In-class writing workshop</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>In-class writing workshop</td>
<td></td>
</tr>
</tbody>
</table>
Week 7  
24 Topic: Proposals  
Reading: Sims, Chapter 12  
26 Tasks: In-class writing workshop  
Gantt Chart Orientation  
28 Tasks: In-class writing workshop  

Week 8  
March 3 Topic: Instructions  
Reading: Sims, Chapter 15  
Major Document 3—Proposal—DUE  
5 Tasks: Graphics Orientation  
In-class writing workshop  
7 Tasks: In-class writing workshop  

Week 9  
10 Topic: Formal Report Elements  
Reading: Sims, Chapter 14  
12 Tasks: Manual Orientation  
In-class writing workshop  
14 Tasks: Styles 2 Orientation  
In-class writing workshop  

Week 10  
17-21 Spring Break—No Class!!!  

Week 11  
24 Topic: Résumés and Letters of Application  
Reading: Sims, Chapter 19  
26 Tasks: In-class writing workshop  
28 Tasks: In-class writing workshop  
Rough draft of group instructions—DUE  

Week 12  
31 Tasks: User-testing  
In-class writing workshop  

April 2 Tasks: User-testing  
In-class writing workshop  
4 Tasks: User-testing  
In-class writing workshop
Week 13

7 Topic: Formal Projects
    In-class writing workshop
    **Major Document 4—Group Instructions—DUE**

9 Topic: Justification Documents
    In-class writing workshop

11 Tasks: In-class writing workshop

Week 14

14 Topic: Progress Reports
    Sims, Chapter 13

16 Tasks: **Major Document 5—Progress Report**
    You will write this document *during* class.

18 Tasks: In-class writing workshop

Week 15

21 Tasks: In-class writing workshop

23 Tasks: In-class writing workshop

25 Tasks: In-class writing workshop

Week 16

28 Tasks: **Formal Project—DUE**
    In-class writing workshop

30 Tasks: In-class writing workshop

May 2 Tasks: In-class writing workshop
    **Major Document 6—Résumé and Letter of Application—DUE**

Week 17    No Final Exam!!!!