Semester: Spring 2004

Course Section: English 2700.004  
MWF 9:00 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 10:00-10:50 a.m. & by appointment


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: 10%  
Major Technical Documents: 60%  
Formal Project: 30%

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.

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

<table>
<thead>
<tr>
<th>Week 1</th>
<th>January 12</th>
<th>Topic: Introduction to the course</th>
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<tr>
<td></td>
<td>14</td>
<td>Topic: Audience</td>
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<td>Tasks: Introduction to the computer lab; Opening and Basic Orientations</td>
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<td>Reading: Sims, Chapters 2 &amp; 18</td>
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<td>16</td>
<td>Topic: Audience</td>
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<td>Reading: Sims, Chapters 2 &amp; 18</td>
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<tr>
<th>Week 2</th>
<th>January 19</th>
<th><strong>Martin Luther King, Jr. Day—No Class!!!!</strong></th>
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<tbody>
<tr>
<td></td>
<td>21</td>
<td>Topic: Technical Style</td>
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<td></td>
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<td>Reading: Sims, Chapter 7</td>
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<td></td>
<td>23</td>
<td>Topic: Technical Style</td>
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<td></td>
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<td>Reading: Sims, Chapter 7</td>
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<th>Week 3</th>
<th>February 26</th>
<th>Topic: Technical Style</th>
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<td>Reading: Sims, Chapter 8</td>
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<th>Week 4</th>
<th>February 28</th>
<th>Topic: Technical Style</th>
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<td>Reading: Sims, Chapter 8</td>
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<th>Week 4</th>
<th>February 30</th>
<th>Topic: Technical Style</th>
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<td>Tasks: Case Study for a daily grade</td>
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<th>Week 5</th>
<th>February 9</th>
<th>Topic: Feasibility Studies</th>
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<td>Reading: Sims, Chapter 14</td>
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<tr>
<th>Week 5</th>
<th>February 11</th>
<th>Tasks: In-class writing workshop</th>
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<td>Tables/Styles I Orientation</td>
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<th>Week 5</th>
<th>February 13</th>
<th>Tasks: In-class writing workshop</th>
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<td>Discuss formal projects</td>
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<th>Week 6</th>
<th>February 16</th>
<th>Tasks: In-class writing workshop</th>
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<td>18</td>
<td>Tasks: In-class writing workshop</td>
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<td>20</td>
<td>Tasks: In-class writing workshop</td>
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**Major Document 2—Feasibility Study—DUE**
| Week 7 | 23 | Topic: Proposals  
Reading: Sims, Chapter 12 |
|--------|----|-----------------------|
|        | 25 | Tasks: In-class writing workshop  
Gantt Chart Orientation |
|        | 27 | Tasks: In-class writing workshop |
| Week 8 | March 1 | Topic: Instructions  
Reading: Sims, Chapter 15  
**Major Document 3—Proposal—DUE** |
|        | 3  | Tasks: Graphics Orientation  
In-class writing workshop |
|        | 5  | Tasks: In-class writing workshop |
| Week 9 | 8  | Topic: Formal Report Elements  
Reading: Sims, Chapter 14 |
|        | 10 | Tasks: Manual Orientation  
In-class writing workshop |
|        | 12 | Tasks: Styles 2 Orientation  
In-class writing workshop |
| Week 10 | 14-21 | **Spring Break—No Class!!!** |
| Week 11 | 22 | Topic: Résumés and Letters of Application  
Reading: Sims, Chapter 19 |
|        | 24 | Tasks: In-class writing workshop |
|        | 26 | Tasks: In-class writing workshop  
**Rough draft of group instructions—DUE** |
| Week 12 | 29 | Tasks: User-testing  
In-class writing workshop |
|        | 30 | Tasks: User-testing  
In-class writing workshop |
|        | April 2 | Tasks: User-testing  
In-class writing workshop |
| Week 13 | 5 | Topic: Formal Projects  
In-class writing workshop  
**Major Document 4—Group Instructions—DUE** |
|---------|---|---|
|         | 7 | Topic: Justification Documents  
In-class writing workshop |
|         | 9 | Tasks: In-class writing workshop |
| Week 14 | 12 | Topic: Progress Reports  
Sims, Chapter 13 |
|         | 14 | Tasks: **Major Document 5—Progress Report**  
You will write this document *during* class. |
|         | 16 | Tasks: In-class writing workshop |
| Week 15 | 19 | Tasks: In-class writing workshop |
|         | 21 | Tasks: In-class writing workshop |
|         | 23 | Tasks: In-class writing workshop |
| Week 16 | 26 | Tasks: **Formal Project—DUE**  
In-class writing workshop |
|         | 28 | Tasks: In-class writing workshop |
|         | 30 | Tasks: In-class writing workshop  
**Major Document 6—Résumé and Letter of Application—DUE** |
| Week 17 | No Final Exam!!!! |