Semester: Summer I 2002

Course Section: English 2700.004
M-R, 12:00 noon-1:50 p.m.
AB 212 / AB 307

Instructor: Anne Schoolfield

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

Office Hours: M-W, 2:00-3:00 p.m., and 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 and 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 understand the textbook
- take notes in class
- 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.
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 three (3) absences, you will receive an F in the course.

❖ Contact me if you cannot attend class.

❖ Turn your cell phone off during 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.*

❖ Turn off your computer screen during lectures and class discussions when you are in the lab
   *I will deduct points from your participation grade if I find your computer screen on during lectures or class discussions.*
# Readings and Assignments

## Week 1

<table>
<thead>
<tr>
<th>Day</th>
<th>Tasks</th>
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| 3   | Introduction to the course  
     Introduction to the computer lab  
     Opening Orientation |
| 4   | Topic: Audience / Correspondence  
     Reading: Sims, Chapters 3 & 18  
     Tasks: Discuss Formal Projects  
     Discuss Résumés and Letters of Application |
| 5   | Topic: Technical Style  
     Reading: Sims, Chapters 8 & 9 |
| 6   | Topic: Technical Design  
     Reading: Sims, Chapter 10  
     Tasks: Case Study for daily grade  
     Propose Formal Projects |

## Week 2

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| 10  | Topic: Proposals  
     Reading: Sims, Chapter 13  
     Tasks: Gantt Chart Orientation |
| 11  | Tasks: **Major Document 1—Case Study**  
     (You will write this document *during* class.)  
     Work on proposals in class |
| 12  | Tasks: Work on proposals in class |
| 13  | Topic: Feasibility Study  
     Reading: Sims, Chapter 15  
     Tasks: **Major Document 2—Proposal—DUE beginning of class** |

## Week 3

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<th>Day</th>
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<tr>
<td>17</td>
<td>Tasks: Work on Feasibility Study in class</td>
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</table>
| 18  | Topic: Instructions  
     Reading: Sims, Chapter 16  
     Tasks: **Major Document 3—Feasibility Study—DUE beginning of class**  
     Graphics Orientation |
| 19  | Topic: Instructions / Formal Report Elements  
     Reading: Sims, Chapter 12  
     Tasks: Manual Orientation |
| 20  | Tasks: Instructions |
Week 4

24  Topic: Progress Reports
    Reading: Sims, Chapter 14
    Tasks: Major Document 4—Progress Report
           (You will write this document during class.)

25  Tasks: Instructions

26  Tasks: Major Document 5—Instructions—DUE end of class

27  Tasks: Formal Projects—Rough draft conferences

Week 5

July 1  Tasks: Work on Formal Projects in class

2  Tasks: Formal Project—DUE at 5:00 p.m.

3  Tasks: Work on Résumés and Letters of Application

4  Holiday!!!!

5  Tasks: Major Document 6—Résumé and Letter of Application—DUE end of class