TECHNICAL WRITING

ENGLISH 310.001
WINTER 2013

REQUIRED TEXTS AND TOOLS


COURSE INFO

Class time: MW 12—1:40 p.m.
Classroom: L&L 104 (Lab)
Instructor: Joseph Johnson
Office: L & L 403 I
E-mail: josjohns@cwu.edu
Office hours: MTW 10:00–10:50 a.m. or by appointment

ABOUT ENG310

TECHNICAL WRITING (ENG310) is a class designed to help you learn how to communicate effectively in organizational situations. You will learn to analyze and write for specific audiences and purposes. You will research, write, and edit documents in a variety of genres. As this is a course in writing for professional situations, we will observe professional standards of correctness, clarity, and accuracy. We will also study and practice visual forms of communication.

Microsoft Word, Excel, PowerPoint (doc/docx, xls/xlsx, ppt/pptx).

GroupWise e-mail (cwu.edu) / Blackboard access / Internet access.
OUTCOMES

✓ Analyze the rhetorical situations and purposes of written documents
✓ Analyze the rhetorical purposes of visual elements
✓ Conduct research on a technical topic
✓ Identify and apply effective collaboration techniques, including task analysis and role assignments
✓ Identify and use effective techniques for professional presentations
✓ Demonstrate effective editing techniques for professional materials
✓ Demonstrate ability to analyze rhetorical situations, select appropriate strategies, integrate source material and visual elements, organize materials, and create technical documents for various purposes

EXPECTATIONS

Writing is a process and writers depend on a community of readers. CWU and the English Department thus expect you to participate in this course in the following ways:
✓ All assigned readings should be completed by the due date.
✓ Thoughtful participation in class discussions, reviews, and exercises is essential.
✓ All assignments are due when noted on the course schedule.
✓ Attendance is expected. Regular absences will reflect poorly on your overall grade.

CITIZENSHIP

Students whose conduct is disruptive or disorderly (e.g., talking out of turn, using cell phones, texting, or using other electronic devices in class) will be reprimanded. In some cases, a student may be asked to leave class and the incident may be reported to Student Affairs. (See CWU’s policy in "Appendix B" of the Undergraduate Catalog.)

Use of electronic devices during class is prohibited and may be counted as an absence or non-participation. Computers (laptops, netbooks, etc.) are not permitted for in-class use except as arranged by Disability Support Services (see “ADA Statement”).
ATTENDANCE + PARTICIPATION

PARTICIPATION

CWU offers several online sections of English 310. The element that distinguishes this section is the opportunity for in-class instruction and collaboration. As such, this section places special emphasis on in-class participation.

Participation is defined as coming to class prepared for instruction and ready to engage fellow students, the instructor, and the material. Participation requires bringing materials, such as “drafts,” to class.

PARTICIPATION SCORE

Ten percent of your course grade comes from participation in six, in-class collaborative projects. These projects consist of three peer-reviews and three Collaboration Group meetings. You may earn up to 15 points per project. (These projects are marked with a ▲ on the Schedule.) In addition, the final ten points of your participation score is determined by your in-class participation throughout the quarter (as gauged by your instructor).

NON-PARTICIPATION

If you are not prepared for class, or if you are disruptive or inattentive — such as in the use of electronic devices — you will be considered non-participatory. Also, if you are absent—regardless of the situation—you can not participate in-class and will be counted non-participatory.

ABSENCES + TARDIES

ABSENCE PENALTIES

If you are absent from a session, you are unable to offer your perspectives and contribute to the class—thus, this course does not distinguish between excused and unexcused absences.

Furthermore, the lack of reliable and consistent attendance affects the overall quality of the class. As such, for each absence, you receive a 20 point penalty* (in addition to not gaining participation points for ▲ Participation projects). However, it is also understood that some absences are unavoidable. As such, the absence penalty begins with your second absence.

You are responsible for completing work assigned while absent. Some material cannot be made up.

EXCEPTIONS

You may petition to have one absence penalty waived. Requests must be made via e-mail within 12 hours of the absence.

TARDIES

If you are not present when roll is completed but arrive within the first five minutes of class, you are counted “tardy.” Every set of four tardies counts as an absence. Arriving late for a Participation project will affect your Participation Score.

*Note: Each session actually consists of two—one hour blocks. As such, if you miss half a class (50 minutes), the penalty will be ten points.
PLAGIARISM

A demonstrable case of plagiarism will likely result in a failing grade for the project and may result in a failing grade for the class. Furthermore, such a violation of the Student Code of Conduct may be reported to Student Affairs. (See CWU’s policy on academic dishonesty in Appendix B of the Undergraduate Catalog.)

CWU UNDERGRADUATE CATALOG: "'Plagiarism' which shall mean the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit" (Appendix B Section II.B.8).

WRITING CENTER

All student writers, of all disciplines, are invited to meet with consultants at the University Writing Center. The Writing Center is available free. For more information, see its website:

http://www.cwu.edu/learning-commons/

GRADING

Your final grade will be calculated according to the number of points you earn on the following projects.

Participation Score ......................... 100
Editing Diagnostic .......................... 50
Introductory Memo .......................... 50
Proposal Memo .............................. 75
Project Proposal .............................. 200
Proposal Evaluation ......................... 25
Résumé ........................................ 100
Usage Quizzes [2 x 50 points each] ..... 100
Progress Report .............................. 50
Collaborative Presentation .................. 100
Feasibility Paper ............................. 150

TOTAL ......................................... 1000

Your course grade is determined by the number of points you earn over the quarter, as listed below:

A 930 +  A- 900–929
B+ 870–899  B 830–869
C+ 770–799  C 730–769
D+670–699  D 630–669

D- 600–629
ASSIGNMENTS

LATE ASSIGNMENTS This class is modeled on the accountability standards of successful businesses. As such, projects and assignments are expected to be punctual and complete. Unless arrangements have been made in advance via e-mail, due dates are non-negotiable. In general, late assignments will not be accepted for points.

APPEALS AND EXTENSIONS If you are unable to deliver your project on time, it is up to you to recommend a strategy of appeal. In business, late and undelivered projects cost jobs and money. In this course, late and undelivered projects will, at the very least, cost points.

Appeals for acceptance of late assignments must be made via Blackboard or Groupwise e-mail within 36 hours of the original due date and time. Appeals made after that period will not be considered. A reasonable request for late acceptance should be specific and contain some degree of late penalty. Out of respect for your fellow students, do not request a full penalty exception.

Extensions can be requested (though will not necessarily be granted), via e-mail, up to eight hours before a due date and time.

ALTERNATIVE SUBMISSION If you are unable to submit a project in class, you may submit it to the English Department office for full credit,* if submitted by the stated due date and time.

*Note: this does not apply to in-class projects such as drafts or the Presentation.

ELECTRONIC SUBMISSION Unless specifically noted or pre-arranged via e-mail, electronic submissions are not accepted in lieu of paper submissions. However, some assignments require electronic submission. Check project sheets/assignment memos for details. Improper submission may invalidate your assignment.

EXTRA CREDIT Requests for "extra credit" will be denied. If an extra credit opportunity exists, your instructor will make it available to all students.

REVISIONS Students may not submit revisions of assignments for points. However, you may submit revised papers for consultation to improve writing skills.

CORRESPONDENCE

Due to SPAM and confidentiality concerns, all e-mail correspondence must go through a cwu.edu address.
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<td>Introductions. Syllabus. Editing Diagnostic.</td>
<td>Syllabus</td>
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<td>Audience and Rhetorical Situation. Memorandums.</td>
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<td>1/16</td>
<td>Library Tour. Detail. Style and Citation. Project Proposal.</td>
<td>Elements: 21–22, 86–97</td>
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<td>2/11</td>
<td>Résumé (draft), Usage Quiz 2</td>
<td>Collaboration. Résumé Peer Review and In-class Edit.</td>
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<td>Collaborative Presentations 1, 2</td>
<td>How to Evaluate Presentations. Collaborative Presentations.</td>
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<td>Collaborative Presentations.</td>
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<td>FINAL 3/14</td>
<td>Feasibility Report [Final]</td>
<td>Final must be submitted by 2:00 p.m. to be evaluated for credit.</td>
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