ENGLISH 310.001
Technical Writing
Tues/Thurs 10:00 – 11:40 AM
L&L 223

Contact Information
Mr. Rampa
RampaPe@cwu.edu
Office: L&L 416F
Office Hours: Tues/Wed 12:00 – 1:00 PM (or by apt.)

Course Goals
This class provides you with the opportunity to practice writing and editing technical documents. The course takes a “genre-based” approach to writing in the workplace. This means that you’ll be taught the basic structure of a wide range of workplace writing types, ranging from professional e-mails to technical reports. This course assumes that workplace writing is explicitly rhetorical (that is, aimed at persuasion and action). As such, you will also learn basic rhetorical approaches and moves to take with your writing. Finally, since mechanical correctness is essential to effective writing, ENG 310 provides opportunities to practice grammar and editing skills.

Office Hours
My regular office hours are Tuesdays and Wednesdays from 12:00 to 1:00 PM. If these times won’t work for you, contact me via e-mail to set up a specific meeting time. I’m happy to discuss reading material, grammar components, or even look over early drafts of your writing—be sure to bring along specific questions to help guide feedback.

Textbook and Materials

You will also need to be able to print out paper copies of your work and sample documents to bring to class.

How to Do Well in this Class
Do all of the assigned reading. Participate in in-class discussions. Take the reading quizzes. Complete the homework and bring it to class. Read the assignment sheets. Ask me questions about your writing projects. Take advantage of office hours.

Grading
I will provide rubrics with each assignment sheet. Be sure to read those rubrics and ask questions ahead of the deadline if anything is unclear. At the end of the quarter I round up according to standard rounding conventions. This means that if you have a 93.4% at the end of the quarter, you will get an A-. If you have a 93.5%, you will get an A.

File Formats
For work that is turned in online, you must provide a .docx, .doc, or .pdf file, and I must be able to open the file. If I can’t open the file, I’ll ask you to resubmit, and the assignment will be graded late, according to the policy described below. (Note that OpenOffice allows you to save your file as .doc, which is fine.)

Paper Formatting
Papers must be formatted as follows:
- Font: 12 point, Times New Roman
- Line Spacing: Single
- Page Margins: 1 inch on all sides.
- (NOTE: Microsoft Word defaults to larger left and right margins. You will
- Effective use of headings is allowed and encouraged, but they should follow the guidelines provided in Chapter 17 of your textbook.

**Paper Length**
Each assignment will come with a minimum word or page count. Turning in a paper that has fewer words or pages than the minimum means that the minimum amount of work required for the assignment has not been met. Short papers are docked at least 10% of the grade for every 10% they are short. For a page to count towards the page count, it must be entirely filled with words. The works cited page does not count towards the word or page count.

**Late Work**
Late work will be marked down 1 full letter grade for every day that it is late. After 3 days, late assignments will not be accepted. I do not provide reminders for any assignments that are missing.

If there are factors outside of your control that will prevent you from turning your work in on time, e-mail me to request an extension. I am usually happy to negotiate a few extra days— with no late penalty. **But this policy only applies if I have agreed to the extension in writing before the paper is due.**

Late quizzes and homework will not be graded.

**Revision Policy**
You will have the option to revise one paper in this course for a better grade. In order to take advantage of this revision policy, you must 1) have received a D or an F on the paper you wish to revise, 2) schedule a 15-minute meeting with me to discuss the changes that need to be made, and 3) submit your revision before the end of week nine.

**Attendance**
Attendance is very important to your success in this class. That said, I recognize that you have competing demands on your time. As such, the attendance policy for ENG 310 is as follows:
- There are no “excused” absences.
- You can miss class 3 times, no questions asked. You do not need to explain your absence in any way.
- Beginning with the 4th absence, you will be marked down a third of a letter grade for every day that you are absent, **regardless of the reason.**
- Missing 6 or more classes will result in an automatic F for the course.

If you have to miss class for military service, band, or athletics, let me know ahead of time, provide me with a schedule, and we will work out a way for you to make up the missed class time.

**Cell Phones, Laptops, and Other Devices**
Please don’t use your cell phone, laptop, or other devices in this class, unless you are using it as part of an in-class activity. Distracting use of these devices will lower your participation grade.

**Scholastic Integrity**
It is very easy to tell when a student has plagiarized in this class. All assignments are processed by TurnItIn (a plagiarism detection service) by default. If it appears that you’ve submitted a plagiarized assignment, we will have an uncomfortable talk. If it appears that you’ve intentionally presented the ideas of someone else as your own, you will receive an F for the assignment and risk failing the course. Intentional plagiarism will be reported to the Office of Student Rights and Responsibilities and be subject to the process outlined in the CWU Academic Dishonesty policy. The details of the policy can be found here: [http://www.cwu.edu/resources-reports/cwup-5-90-0104-academic-dishonesty](http://www.cwu.edu/resources-reports/cwup-5-90-0104-academic-dishonesty)
If you have any questions about how to properly cite your work, see me before the paper is due. It’s not plagiarism until you turn it in for credit. After an assignments been turned in, however, the above policies are applied.

Finally, all submitted work must be created originally for this class. Except for assignments that are specifically directed towards your writing group, all of your writing must be 100% your own.

**Disruptive Behavior**

Behavior that is disruptive of class or disrespectful of other students will affect your performance and ultimately your grade. Please treat others in this class with respect and follow the guidelines of the student conduct code.

**ADA Statement**

If you have a documented disability and wish to set up academic adjustments in this class, please give me a copy of your “Confirmation of Eligibility for Academic Adjustments” as soon as possible. If you do not have this form, contact the Disability Services Office in Bouillon 140 (ds@cwu.edu, 936-1202).

### Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional E-mail Describing a Topic for your Report</td>
<td>100</td>
</tr>
<tr>
<td>Project Proposal</td>
<td>150</td>
</tr>
<tr>
<td>Technical Definition</td>
<td>100</td>
</tr>
<tr>
<td>Empirical Research Report</td>
<td>250</td>
</tr>
<tr>
<td>Research Presentation and Handout</td>
<td>100</td>
</tr>
<tr>
<td>Quizzes</td>
<td>80</td>
</tr>
<tr>
<td>Homework and Participation</td>
<td>120</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
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</tbody>
</table>

**Major Assignments**

Major assignments include the e-mail you will write to me to outline your project, your project proposal, your technical definition, your research report, and your research presentation. All of these assignments are part of an overarching research project, which you will conduct and report on throughout the quarter. It is important that you pick a topic for your project that you are interested in, since you will be stuck with it for the entire quarter!

**Quizzes**

Every week you will take open-book reading quizzes over the assigned reading. These will be given on Canvas and will be due on Sunday night by 11:59 PM. Late quizzes will not be accepted.

**Participation**

Your participation will play an important role in your success in this class. Participation will be gauged based on your preparedness for class and your work during in-class activities. Coming to class without having completed homework assignments will drastically impact your participation grade.
ENG 310.001 Course Schedule
In the tables below, you’ll find an at-a-glance course schedule. For specific due dates, make a habit of regularly checking Canvas. Due dates are subject to change! If a change is made, I’ll send out an announcement and update Canvas accordingly.

<table>
<thead>
<tr>
<th>Week</th>
<th>Reading</th>
<th>Homework</th>
<th>Major Assignment</th>
</tr>
</thead>
</table>
| 1    | Ch. 1: Communicating in the Technical Workplace  
      Ch. 5: Letters, Memos, and E-mail [Genre]  
      A1-A2: Comma Splices, Run-on Sentences | Find and Discuss a Document [Hard copy] |       |
| 2    | Ch. 2: Communicating in a Reader-Focused Way  
      Ch. 16: Using Plain and Persuasive Style  
      Ch. 10: Analytical Reports [Genre]  
      A3: Fragments, Dangling Modifiers | Style Analysis [Hard copy] | Professional E-mail Outlining a Topic for Your Report |
| 3    | Ch. 8: Proposals [Genre]  
      Ch. 12: Strategic Planning, Being Creative  
      A4-A5: Subject-Verb Disagreement, Pronoun-Antecedent Disagreement | Reader-Centered Analysis and Memo |       |
| 4    | Ch. 13: Persuading Others  
      Ch. 10: Analytical Reports (Review as needed.) [Genre]  
      A5-A6: Faulty Parallelism, Pronoun Case Error | Research Question Tweet | Project Proposal |
| 5    | Ch. 4: Managing Ethical Challenges  
      Ch. 6: Technical Descriptions and Specifications [Genre]  
      A7: Shifted Tense, Vague Pronouns | Analyze the Student Code of Conduct [Hard copy] |       |
<table>
<thead>
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<th>Week</th>
<th>Reading</th>
<th>Homework</th>
<th>Major Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Ch. 14: Researching in Technical Workplaces Ch. 17: Designing Documents and Interfaces A9: Period, Exclamation Point, Question Mark, Comma</td>
<td>Critique a Poorly-Designed Document [Hard copy] Summarize, Paraphrase, and Cite</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Ch. 7: Instructions and Documentation [Genre] Ch. 15: Organizing and Drafting A11-A13: Semicolon and Colon, Apostrophe</td>
<td>Reverse Outline a Source [Hard copy]</td>
<td>Technical Definition and Reflective Memo</td>
</tr>
<tr>
<td>9</td>
<td>Ch. 3: Working in Teams Ch. 19: Revising and Editing for Usability A17-A18: Parentheses and Brackets, Ellipses</td>
<td>Research Report Rough Draft Peer Review</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Ch. 20: Preparing and Giving Presentations</td>
<td></td>
<td>Empirical Research Report Research Presentation and Handouts</td>
</tr>
<tr>
<td>Finals Week</td>
<td></td>
<td></td>
<td>Final Exam (In-class) Check MyCWU for exam schedule.</td>
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