Fall 2018

ENG 352-457: Technical Writing

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Course: **ENGL 352 Technical Writing**  
Section: 457 Online

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**Course Description**  
ENG 352 develops your knowledge and proficiency of writing for scientific and technical professions. In this course, you will learn to create, adapt, and revise technical deliverables for non-expert and expert audiences. In particular, you will develop an awareness of multiple audiences for your work. Thus, your primary goal will be rhetorical awareness rather than a mastery of every convention and genre that you might possibly be required to write in your future careers. Please keep this goal in mind as we move through the course, because we will be covering a lot of material in very short amount of time. In this syllabus you will find information about class policies, assignments & grading, resources that are available to you, and more. If you have questions about anything related to the class, check this syllabus and the Moodle site first; if it is not covered on the syllabus or online email me.

**Course Outcomes**  
In this course, you will learn to:
1. Understand the interaction of purpose, audience, format (including style and grammar), and situation in technical writing.
2. Make effective and ethical choices in technical writing.
3. Identify and address the specific rhetorical challenges and opportunities of collaborating in writing projects.
4. Learn how to apply basic principles of document design to enhance and clarify your writing deliverables.
5. Construct clear, grammatical sentences and produce well-organized texts that exhibit an attention to audience, genre, and purpose that follow the conventions of logical argumentation.
6. Demonstrate the ability to find, select, assess, and analyze information sources, both print and electronic, and to credit integrate, and synthesize those sources in your own work.

**Course Requirement**  
1. Participate weekly on Moodle. Attend online discussions.
2. Complete all assignments.
3. Keep backup of all completed work in a folder as well as a disk or flash drive.

**Required Material**  
- *Technical Communication* by Mike Markel, 11th edition, BEDFORD Saint Martin’s (book or electronic copy)
Diana Hacker’s *Rules for Writers & Comp Class Solo*, Hacker, Diana, ISBN: 0312612710 (Optional)

Other course materials, including readings will be provided by the instructor online.

**Grading Policy and Assignments**

- Participation = 20% (attend online discussions, do the readings, submit the writings on time)
- Abstract = 10% (1 page) Due by Week 3
- Memo = 10% (1 page) Due by Week 5
- Technical Description = 15% (min 4-5 pages) Due by Week 5
- Lab Report = 15% (4-5 pages) Due by Week 11
- Engineering Proposal = 30% (5-6 pages) Due by Week 15

**Plagiarism**

Plagiarism is the unacknowledged use of anybody else’s material (words or even ideas). Any paper with your name on it signifies that you are the author- that the wording and ideas are yours, with exceptions indicated by quotation marks and citations. In academic environment where thinking is of primary importance, stealing the thoughts of others and passing them off as your own is not tolerated and is subject to highest penalties. Evidence of plagiarism will result in one or more of the following: a failing grade from the assignment, the course or a report with the college, and disciplinary action. Students can consult a writing manual on incorporating secondary research. They can also talk to the professor during office hours for more information about acknowledging references (especially when uncertain about the rules).

**Class Schedule**

(Note: The schedule is subject to change based on the pace of class.)

**Week 1**
Introduction to the Course

**Week 2**
Abstract
Introduction to writing an abstract.
(Read Chapter 18, page 491 of Markel’s Book.)

**Week 3**
Abstract continued.
*** Abstract is Due.***

**Week 4**
Memo
Introduction to writing a memo.
(Read Chapter 14, pages 372-374 of Markel’s Book.)

**Week 5**
Memo continued.
*** Memo is Due.***

**Week 6**
Technical Description
Introduction to writing a technical description.
(Read Chapter 20 of Markel’s Book.)

**Week 7**
Technical Description continued.

**Week 8**
Technical Description continued.
*** Technical Description is Due.***

**Week 9**
Lab Report (or Test Report)
Introduction to writing a lab report or test report.
(Read Chapters 17, 18, and 19 of Markel’s Book.)

Week 10  Lab Report Continued.

Week 11  Lab Report Continued.
*** Lab Report is due.***

MONDAY 11/12 IS THE LAST DAY TO DROP WITH A GRADE OF W.

Week 12  Proposal
Introduction to writing an engineering proposal.
(Read Chapter 16 of Markel’s Book)

THANKSGIVING RECESS

Week 13  Proposal Continued.

Week 14  Proposal Continued

Week 15  Final
*** Proposal is due.***

COURSE POLICIES

Participation: Class participation is MANDATORY, and necessary for your own learning. It includes writing in class, working in pairs and groups, reviewing peers’ papers, speaking up in class discussions, asking interesting questions. “Showing up is eighty percent of life,” said Woody Allen. I agree with him because you learn a lot from just being present and listening in the class. AND you should be present mindfully. That means you want to be awake, attentive, and responsive. Follow the lectures, be engaged in class activities such as writings, readings, discussions, cooperate in group works and be a team player by being both a leader and a follower. Ask and answer questions, and speak up in class. Come to class equipped with a pen, highlighter, notebook, and the course texts.

Meeting the Due Dates: You are expected to submit all works on time. Late papers will be graded lower.

Formatting in APA style: All your essays MUST be formatted in APA style. Consider the following:
*  APA Cover Sheet/Title Page: Use a separate page before the essay with the following information on it: The title of your essay/paper, your first and last name, the professor’s name, the title of the course, and the due date of the assignment or the academic semester and year, the name of the school. Adding a picture is your choice.
*  Page Numbers: On every page except the cover page, on the top left corner put the title or a summary of the title of the paper, and on the right corner of every page put the page number.
*  Type the entire essay/paper (including the cover page) in 12-point font, Times New Roman or Calibri, double-spaced, with normal margins. Do not use any bold type. The only words that can be underlined or italicized are the titles of books. Note that the titles of smaller works as articles, poems, short stories or chapters will go in quotation marks. Handwritten papers will not be accepted. Print on 8 ½ x 11 paper in black ink. Back to back printing is acceptable and preferred. Staple your paper.

Avoiding Plagiarism: When formatting your paper, pay attention to the following:
* Use proper quotation and citation in APA style.
* Short direct quotes (words, phrases or sentences that you borrow from other writers) get quotation marks.
* Long direct quotes get indented in a block but do not get quotation marks.
* Indirect quotes (other writers’ ideas in your own words) do not get quotation marks.
* All quotes: direct or indirect, long or short MUST have two citations: 1. In-text citation, briefly in the parentheses after the quotation and 2. In Works Cited page, a separate page at the end of your essay where you give full details of the source of the quotation in APA format.
* Check your writing packet for extended details, examples, and sample essay in APA format.

**Scoring Rubric:** When evaluating your essays, the instructor will consider the following:
* **Introduction:** Does the introduction provide a background and establish a context for the rest of the essay? Does it introduce the literary works analyzed in the essay? Does it have a thesis statement? Or does it pose a question, or formulate a problem? Does it engage and absorb the reader through the inclusion of interesting/thought-provoking details and ideas?
* **Body Paragraphs:** Is the essay organized in various body paragraphs? (minimum 3) Does every paragraph have a topic sentence? Is the topic supported by details, examples, quotations, interpretations, definitions, descriptions, and narrations?
* **Organization:** Is there a logical progression of ideas--and do they support the thesis of the essay? Does the writer transition effectively from one idea to another? Is each idea critical to the development of the essay's central idea? Is the work focused?
* **Content, Style, and Voice:** Is the essay well developed? Is the work honest? Does it employ a conversational tone and make use of narrative devices, such as dialogue, scene construction, and characterization? Does it use descriptive devices such as metaphors, similes, analogies, and imagery? Does it provide examples to clarify abstract ideas? Does it provide the definition of terms and keywords to clarify their meaning? Does it provide interpretation and insight into the narratives and descriptions? Are there enough quotations from the outside sources to back up arguments? Is it relatable? Is it personal? Is it in the students’ voice? Does it apply a natural tone? Did the student apply in the essay, the analysis, and discussion that were done in the class?
* **Conclusion:** Is there a concluding paragraph which does one or more of the following: summarizes the essay, or rephrases the thesis statement, or poses more questions for the future writers, or looks into the future of the subject matter in the essay,…?
* **Format:** Is it formatted in MLA style essay, following the MLA rules of writing, quotation, and citation?
* **Mechanics:** Has this essay been carefully reviewed by the writer and outside readers for errors in grammar, syntax, spelling, and punctuation?
* **Compliance:** Has the writer followed all the instructions for the assignment?

**Proofreading:** All assignments must be written in grammatically correct English, and properly punctuated. You should proofread all submitted works at least twice. Use a writing manual for help or visit a tutor at the writing center of the school.

Thank you for following these guidelines! 😊