

Fall 2020

ENG 352-001: Technical Writing

Jerry Paris

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Recommended Citation

Paris, Jerry, "ENG 352-001: Technical Writing" (2020). *Humanities Syllabi*. 289.
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Course Section Description. An advanced writing course. Combines current theory with actual practice to prepare students as technical writers. Practice in writing professional memos, letters, emails, project proposals, and project progress reports in clear, concise, correct, and comprehensible English, with appropriate tone and style. Some attention to job applications and interviews.

Instructor. Dr. Jerry Paris
Email. paris@njit.edu

Office hours. Online individual office hour meetings are available. Just email the instructor two preferred dates/times and state what you would like to discuss in the office hour. Also, each student will have one or more individual video conferences with the course instructor during the semester to review the student's work in the course.

Course Objectives. By the end of the course, the student should have significantly strengthened his/her abilities in the following areas:

- Using a variety of written professional written communication forms, in an appropriate format;
- Identifying the purpose of a communication he or she is to write and writing the communication in such a way that it can achieve that purpose;
- Identifying and using the appropriate style and tone in professional written communications;
- Proofreading writing drafts so that grammar, spelling, and punctuation are correct;
- Evaluating writing drafts so as to produce final drafts at the level of one's "personal best";
- Giving the communication an appearance that enhances the document's effectiveness;
- Collaborating with team members to produce a professional document of high quality;
- Using writing and job interview skills in job searches.

Textbook

The Essentials of Technical Communication, by Elizabeth Tebeaux and Sam Dragga, Oxford University Press, 2018 ISBN: 9780190856144 (fourth edition, though you can also use the third edition, which is available for purchase online at a low price for used copies).

Important Notes

- This syllabus is subject to change. I will always notify you in advance of any change.
- You are responsible for checking your email and the Canvas page for updates.
- Any plagiarism (presenting another's writing as your own) will be referred to the Dean for further action. See the note below about academic integrity.
- You will complete most of your work in Microsoft Word and turn it in via Canvas. Most of the assignments are set to accept only .doc and .docx files. If you do not have MS Word

installed on your computer, contact the service desk so they can help you install it. As an NJIT student, you are entitled to a free copy. Email me if there is a problem.

- I will do my best to respond to emails within 24 hours.

Final Course Grade.	Homework	50 %
	Proposal	42.5 %
	E-Portfolio	7.5 %

Policy on Late Assignments

Assignments must be sent in on time so they can be corrected and rewritten. The major method to improvement in writing is **write**, get **feedback**, **rewrite**, and get more **feedback**. Turning in any assignments for the first time at the end of the semester fails to demonstrate the progress expected and will result in a lowered grade or failure in the course. You must keep **all** your assignments, drafts and other course work throughout the semester because it is required that you turn in an e-portfolio containing **all** course work at the end of the fall semester.

The general policy is the following: For each day (not class period) the assignment is late, the grade will drop by half a letter grade. However, I realize that these are difficult times for everyone. If you have some extenuating circumstance, please let me know. There is no penalty for your first two late papers.

Academic Integrity

NJIT is an institution dedicated to the pursuit of knowledge through teaching and research. We expect our graduates to assume positions of leadership within their professions and communities. Honesty in your academic work will develop into professional integrity.

NJIT's Academic Integrity Code embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the university and represents the highest possible expression of shared values among the members of the university community.

All assignments submitted shall be considered "graded work" and all aspects of your coursework are covered by the Code on Academic Integrity. All projects and homework are to be completed individually unless otherwise specified.

The full text of the NJIT's Academic Integrity Code is available for your review at <http://www.njit.edu/doss/code-student-conduct-article-11-university-policy-academic-integrity/>

Special Needs

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see me as early in the semester as possible to discuss the necessary accommodations and/or contact Student Disability Services at 973-596-3420.

The Writing Center at NJIT

<http://www5.njit.edu/writingcenter>

The Writing Center is available for **FREE individual and group appointments** with professional and peer writing consultants both onsite. This resource is intended to help you to improve your communication and writing skills. Tutors can help with planning assignments, improving your writing, refining an essay or multimedia project, or other communication-based needs.

Generating Ideas *Developing Arguments* *Working Through Drafts* *Revising Effectively*
Any Level, Any Project, Any Class (including THIS class) *ESL Students Welcome*
Oral Presentations & Conversation Practice *Personal Statements & Project Proposals*

TENTATIVE SCHEDULE - 352

Assignments will usually be due by 11:55 pm each Sunday. After that Canvas will not accept them, and you will have to e-mail them to me. There will be one main writing assignment each week and several exercises from each chapter for the week. One longer assignment, a proposal, will take a month or more to complete and will require a number of submissions and revisions. The proposal will be a team project.

The following is a tentative schedule that can be adjusted according to student requests and preferences, and other factors.

- 1) Sept. 1 Introduction to the course and writing sample.
- 2) Sept. 7 Job Interviews
- 3) Sept. 14 The writing process, parallelism, resumes – Chapter 1. Job application letter.
- 4) Sept. 21 Tone, audience and purpose, passive voice, writing abstracts/summaries – Chapter 2
- 5) Sept. 28 Writing ethically – Chapter 3. Readability – Chapter 4. / Projects –Chapter 9
- 6) Oct 5 Designing documents & illustrations – Chapters 5 & 6. / Projects – Chapter 9
- 7) Oct. 12 Writing letters, e-mails, & memos – Chapter 7.
- 8) Oct. 19 Mid-term writing. Technical Reports – Chapter 8
- 9) Oct. 26 Proposals – Chapter 9
- 10) Nov. 2 Proposals continued/ Makeup week
- 11) Nov. 9 To be announced.
- 12) Nov. 16 Progress Reports – Chapter 9.
- 13) Nov. 23 Oral presentations on *PowerPoint* – Chapter 11.
- 14) Nov. 30 Final Proposal / E-Folio due