

Spring 2021

ENG 352-H02: Technical Writing

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English 352 – H02 – Technical Writing Syllabus

Eng 352 - Technical Writing
Synchronous online
MW 11:00-12:20

Course Description: An advanced writing course. Combines current theory with actual practice to prepare students as technical writers. Analyze complex communication situations and design appropriate responses through tasks that involve problem solving, rhetorical theory, document design, oral presentations, writing teams, audience awareness, and ethical considerations.

Instructor: Dr. Victoria Livingstone
Email: vjliv@njit.edu
Office hours: Virtual and by appointment (email me to set up a time)

Webex info:

Meeting link: <https://njit.webex.com/njit/j.php?MTID=m566f029df9652353f0ed2dbbb5cc47f2>
Meeting number: 120 980 7942
Password: 352

Course Goals:

- ◆ To learn to communicate clearly in writing and in oral presentations.
- ◆ To learn types of technical writing: instructions, procedures, proposals, etc.
- ◆ To learn professional features of MS Word and basic digital media.

Textbook:

The Essentials of Technical Communication, by Elizabeth Tebeaux and Sam Dragga, Oxford University Press, 2018
ISBN: 9780190856144 (fourth edition, though an earlier edition is ok also). (You can rent the book for between \$20-30).

Software and Hardware:

Microsoft Office Suite and webcam.

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.
- **This is a synchronous online course, which means you are required to attend all sessions. Class participation is required and is graded.** If you are able to do so, I encourage you to turn on your webcams. Please note that you can change your background in Webex if you wish (you can use a virtual background).
- We will begin the semester with two synchronous classes a week. However, as we get into more peer review and writing activities, there will be weeks with only one synchronous session. I will always let you know in advance.
- 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

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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.

- I will do my best to respond to emails within 24 hours.
- **Policy on Late Assignments:** 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.
- **To participate in peer review (graded), you must turn in assignments on time.**

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
Revising Effectively*

Working Through Drafts

Any Level, Any Project, Any Class (including THIS class) ESL Students Welcome

Oral Presentations & Conversation Practice

Personal Statements & Project Proposals

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Peer Review and Discussions

Peer review is an important part of this course (and counts as 10% of your final grade). When participating in peer review, do not tell a peer that his/her paper is “fine” and s/he does not need to change anything! All writing can be improved upon. Take a look at the textbooks you bought for this semester. Notice how many of them are in the first edition. Most published textbooks go through many revisions. If professional writers can revise their work, all of our work can be revised.

When reviewing your peers’ work, begin with positive feedback. What works well about the paper? After that, comment on at least two aspects that can be improved. We will be running peer review through Canvas, which allows you to comment on specific aspects of your peer’s work.

Assignments & Grading

Assignments will be graded according to the scale below. I will put grades into Canvas so you can check your progress at any point.

A = 90-100	B+ = 87-89	B = 80-86	C+ = 77-79	C = 70-76	D = 60-69	F = 0 – 59
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Assignments and grade breakdown:

ASSIGNMENT	DESCRIPTION	PERCENTAGE OF FINAL GRADE
Short writing assignments (including in-class writing)	Assigned throughout the semester. You will turn these in Word (.doc or .docx files only) via Canvas. In-class writing will generally be graded for completion. Work completed out of class will be assigned a letter grade.	25%
Presentations	You will do two presentations: an introductory presentation in week 3 and a presentation based on your final project.	10%
Peer review	You will do peer review for various assignments during the semester. Your feedback should be as detailed as possible.	10%
Resume and cover letter	We will discuss job application materials and you will submit a resume and cover letter	15%
Proposal	For your final project: Once you have narrowed down your ideas to one, write me a formal email with the proposal for your project. It should be at least one	5%

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	paragraph and state what type your paper will be (proposal, procedure, report, or manual), where you intend to look for resources, and what the final product will look like.	
Major project	This is a project of your own choice. You can do a proposal, procedure, report, or manual. The first step will be to brainstorm in class. The second step is to send me a formal email describing your project. Next you will write a first draft for peer review that will be reviewed by your classmates and myself.	25%
Class participation	You must be on time, present and participate actively. Turn on your webcam if possible. If you have some issue with this, please contact me.	10%

Important notes:

- See Canvas for assignment details, including specific due dates and times.
- To participate in peer review (graded), you must turn in assignments on time.
- This syllabus is subject to change. I will always notify you in advance of any change.

Week 1 (Wed., Jan. 20)

Introductions and course policies
Buy textbook. Basics of MS Word
Initial writing assignment

Week 2 (Mon., Jan. 25 – Wed., Jan 27)

Jan. 25th: Last day to add/drop a class

Read chapters 1-2: Audience and tone
Readability
Giving effective oral presentations
Begin preparing presentation #1

Week 3 (Mon., Feb. 1- Wed., Feb. 3)

Oral Presentation #1 – Choose any topic – your favorite hobby, your area of expertise, a hot topic in your field, the best project you have ever done, etc. Each presentation should be 3-5 minutes.

Week 4 (Mon., Feb. 8- Wed., Feb. 10)

Submit questions for guest speaker
Chapter 12: Resumes and cover letters

Week 5 (Mon., Feb. 15-Wed., Feb. 17)

Monday Feb. 15th: Guest speaker (job market Q&A)
Interview a classmate (in-class writing)

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Resumes and cover letters cont.

Draft due: Resume and cover letter

Peer review: Resume and cover letter

Project proposal assigned

Read chapter 8, 9 or 10 (depending on major project)

Week 6 (Mon., Feb. 22- Wed., Feb. 24)

Read Chapters 3-4. Ethics and Readability.

Resume and cover letter: final version due

Group discussion: final project ideas

Week 7 (Mon., Mar. 1-Wed., Mar. 3)

Final project: proposal due

Manuals

Proposals

Week 8 (Mon., Mar. 8-Wed., Mar. 10)

Technical Reports

Writing day: major project

Week 9 Spring Break: March 14-21

Week 10 (Mon., Mar. 22-Wed., Mar. 24)

First Draft Major Project

Peer review major project

Chapter 7: Correspondence

Week 11 (Mon., Mar. 29-Wed., Mar. 31)

Ethics

Week 12 (Mon., Apr. 5-Wed. Apr. 7)

April 5th: Last day to withdraw

Writing Conferences

Week 13 (Mon., Apr. 12-Wed., Apr. 14)

Chapters 5-6: Visual Communication

Final project due (written portion)

Week 14 (Mon., Apr. 19-Wed., Apr. 21)

Workshop: presentations

Final Project/Presentations

Week 15 (Mon., Apr. 26-Wed., Apr. 28)

Final Project/Presentations

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Week 16 (Mon., May. 3)

Final Project/Presentations