New Jersey Institute of Technology

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Spring 2021

ENG 352-458: Technical Writing

Gabriella Wilson

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Eng 352 - Technical Writing (Prerequisite: HSS 101): 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, ethical considerations, and gender equity issues.

Course Syllabus Guidelines
Class: ENG 352

Gabriella Wilson

Contact: gwilson@njit.edu

Office hours: Online Webex Sessions Thursdays 1-2 p.m.

Office Hours ENG 352
Hosted by Gabriella Wilson

[Meeting Topic]
Hosted by Gabriella Wilson

https://njit.webex.com/njit/j.php?MTID=m38134bdbe91ced437420fe77b286f67f (Links to an external site.)
Thursday, Jan 21, 2021 1:00 pm | 1 hour | (UTC-05:00) Eastern Time (US & Canada)
Occurs every Thursday effective 1/21/2021 until 5/13/2021 from 1:00 PM to 2:00 PM,
(UTC-05:00) Eastern Time (US & Canada)
Meeting number: 120 045 6507
Password: 9WRfmUFpE24
ece16efd092a4c0fa8201771e79a738a_20210121T180000Z

Join by video system
Dial 1200456507@njit.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
1-650-479-3207 Call-in toll number (US/Canada)
Access code: 120 045 6507

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, screen capture tools and basic digital media.
- To increase awareness of issues of race, gender, and accessibility in technical writing.

Required Textbook

- No textbook is required for this course.

Final Grades

A = 94 – 100   B+ = 87 – 93   B = 81 – 86   C+ = 76 – 80   C = 70 – 75   D = 65 – 69   F = 0 – 64

Grading Procedure

Your final grade will be calculated based on the following point values:

- Discussion Boards/worksheets/quizzes 25%
- Rough Outline 5%
- Proposal 10%
- Job Application Project 15%
- Action Plan 10%
- Recommendation Report Proposal 30%
- Presentation: 5 %
- Total = 100%

Modules

All assignments are located under modules. **The course schedule and assignment list is organized under modules on Canvas.** You should refer to the module to complete the readings/presentations/videos and then the graded assignments. The only thing I *CANNOT* accommodate is students completing the course in its entirety at the end of the semester. Assignments are expected to be handed in weekly. I will not accept all work in bulk at the end of the semester.

Announcements

Be sure to read the weekly announcements as they will be used to communicate important, timely information about the course.

Discussions/Worksheets

Discussion Board questions are posted in Canvas. Discussion Board responses account for attendance. The questions/discussion items are designed to stimulate your own critical thinking and discussion among the class and fellow students. Worksheets will also be categorized under this heading. They will be graded on a complete/incomplete basis. In other words, if you complete the assignment you will get credit, if you do not, you will not. This is meant to be an easy A category, use it as such.

Your response must be comprehensive (aim for 250-300 words), well-written, and use the grammar, mechanics, and spelling associated with Standard American English. You may want to use MSWord to prepare your draft discussion and to spell check your work before it is posted on the Discussion Board.

If you take material from a book/magazine/newspaper or from the Internet, provide a reference at the end of your discussion. If you "copy and paste" material from a document or from the Internet, you must enclose the material quotation marks and follow it with an MLA formatted reference; however, copy and paste must be kept to a minimum—you must prepare the bulk of your discussion using your own words. If you paraphrase material, you can place the reference (author and title of a book/article; Internet address) at the end of your discussion.

Using outside sources without references is considered plagiarism, as is using work from a prior term or different course without instructor approval.

Projects

There are a variety of written assignments throughout the term. Each project targets a particular skill associated with technical writing.

Project guidelines are outlined in the respective modules and are never locked. This means you can read about upcoming projects at any time.

The course projects are meant to build upon each other. By the end of the course, you'll have all of the materials needed to compose the final recommendation report. You should revise these materials to the best of your ability and hand in a polished final draft.

Remember the projects are weighted and will be assigned a letter grade. They should be submitted on the shared google drive under your name. You can access the google drive here (Links to an external site.).

Extensions

Assignments for the week are due on Sunday at midnight. However, I understand that sometimes other things get in the way. I am willing to grant extensions when they are needed. This means that if you realize you are falling behind on the work for a assignment—email me right away. You should email me at least 48 hours before the deadline if you need an extension (exempting emergencies). The extension is not an issue, lack of communication is. There will be no extensions on the final papers.

All assignments should be typed and proofread for grammar and spelling errors.

This course moves fast. It is expected that you complete assignments weekly. If you experience an illness or emergency, please contact me as soon as you are aware that there will be an issue. We will then work out a plan to ensure your completion of the course that works for you. Given the extenuating circumstances we are currently enduring, I expect there to be issues that will arise throughout the term, it's important that you communicate any and all issues with me ahead of time. Remember that I cannot read your mind.

Missing/Late Work

I will email students semi-weekly to remind them of any assignments that they are missing. You'll have about one week to submit any missing/late work. After that one week period, if you need more time you should reach out to me. Otherwise, the assignment will be a failing grade.

NJIT University Code on Academic Integrity

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

The NJIT Code of Academic Integrity 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 assignments are to be completed individually unless otherwise specified.

The full text of the NJIT University Code on Academic Integrity can be found at www.njit.edu/education/pdf/academic-integrity-code-pdf (Links to an external site.). *"Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at: http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf (Links to an external site.).*

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at dos@njit.edu"

Accommodations

Usability, disability and design: I am committed to creating a course that is inclusive in its design. If you encounter barriers (this includes mental, emotional, or physical), please let me know immediately so that we can determine if there is a design adjustment that can be made or if an accommodation might be needed to overcome the limitations of the design. I am always happy to consider creative solutions as long as they do not compromise the intent of the assessment or learning activity. You are also welcome to contact the disability resource office to begin this conversation or to establish accommodations for this or other courses. I welcome feedback that will assist me in improving the usability and experience for all students. (https://www.atu.edu/disabilities/docs/Syllabus_Statement.pdf)

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a disability, documented or undocumented, 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

The Writing Center (G17 Central King) is available for 45-minute individual and group appointments with professional writing tutors both onsite and online. This resource is indented to help you 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. For more information, please visit https://njit.mywconline.com (Links to an external site.)

Email Policy

If you need to get a hold of me email is my preferred method. I will respond to your emails within 24 hours (I don't check email from 6 p.m.- 9 a.m.). Please plan accordingly. If I do not respond in 24 hours, please feel free to email me again. Remember to maintain an appropriate tone in all school-related correspondence. This means to include an appropriate SUBJECT line, your NAME, and class in all emails.

Land Acknowledgement

NJIT is located on land which has long served as a site of meeting and exchange amongst Indigenous peoples, including the Lenni-Lenape people. Lenni-Lenape literally translates to "Men of Men" but is taken as "Original People." (https://nanticoke-lenape.info/history.htm)