

Spring 2021

ENG 352-464: Technical Writing

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ENG 352-464 TECHNICAL WRITING SPRING 2021

New Jersey Institute of Technology
Newark, New York
Department of Humanities

<p>Instructor: Professor Eric Sandve Meeting Time: ONLINE Location: ONLINE Contact Information: esandve@njit.edu Office Hours: Fridays 2:00pm-3:00pm By Appointment</p>
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Welcome to ENG 352

Prerequisites:

HUM 102 with a grade of C or higher, and one History and Humanities GER 200 level course with a grade of C or higher.

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 during 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 a very short amount of time.

In this syllabus, you'll find information about class policies, assignments and grading, resources that are available to you, and more. If you have questions about anything related to the class, check this syllabus and the Canvas site first; if it is not covered on the syllabus or online, email me at esandve@njit.edu.

Course Materials

Any Technical Writing Handbook would be useful. The below text is a good reference point and general guide. I will be providing scans of several chapters for this course.

The Essentials of Technical Communication 3rd Edition
By Elizabeth Tebeaux & Sam Dragga
ISBN 13: 978-0-19-937999-6

All content will be posted to the course Canvas page.

Course Goals

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 collaboration 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.

Attendance

This class will be working remotely on an entirely asynchronous schedule. Attendance and participation are reflected by completing all coursework and assignments according to the designated deadline. Frequent late submissions or lack of participation will put your grade in jeopardy.

It is not acceptable to submit an entire semester's worth of work and materials at the end of the semester and expect full/any credit.

Students who expect to miss classes because of religious observance must submit to their instructors a written list of dates that will be missed by the end of the second week of classes (per university policy). Students are expected to make up missed work within a week.

Academic Integrity

“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>.

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”

Support Services

Accessibility & Accommodation

I am committed to the principle of universal learning. This means that our classroom, our virtual spaces, our practices, and our interactions be as inclusive as possible. Mutual respect, civility, and the ability to listen and observe others carefully are crucial to universal learning. If you need instructional accommodations please give me an official authorization letter from the Office of Services for Students with Disabilities (OSSD) as soon as possible.

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 intended 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. To make an appointment, please visit

<https://njit.mywconline.com>

Location: Central King Building (CKB G17)

SPRING 2021 COVID-19 Writing Center Instructions

Writing Center sessions will be fully online for Spring 2021, using Google Docs and Hangouts. A university-wide scheduling system, Navigate, will be utilized and it can be reached through NJIT Pipeline or at [NJIT.campus.eab.com](https://www5.njit.edu/writingcenter). For more information, please visit the writing center website <https://www5.njit.edu/writingcenter> or contact director Catherine Siemann at siemann@njit.edu.

Technology Requirements

Canvas

You must access our class Canvas site regularly. On this site, you'll find information about assignments, an updated course calendar, and additional resources chosen to help you succeed.

Laptops

This is an online composition course. Access to a working computer or laptop is required, be prepared.

Email

If you need to get a hold of me, email is my preferred method. I will respond to your NJIT emails within 48 hours (often sooner). Please plan accordingly. Remain to maintain an appropriate tone in all school-related correspondences. This means to include an appropriate SUBJECT line and your NAME in all emails. I will not respond to emails that do not include the sender's name. Please make sure you let me know your class section.

I often send out announcements via NJIT email/Canvas. Because of this, you must check this account at least every other day. When sending email to your instructor or classmates, include specific information in the subject line-

Example: Question about ENG 352 assignment 2 draft

Emergencies

In the event of an emergency, contact me as soon as possible, and we will arrange alternative scheduling. Emergencies include serious illnesses, deaths of close family members, or your house burning down. Failure to plan for an assignment, or even a computer crash, is not an emergency. Back up your work frequently to prevent problems caused by computer crashes.

Assignment Submission

All assignments must be submitted in the appropriate Canvas location by the deadline. *I will not accept emailed work.* Specific formatting guidelines will vary according to each assignment, so please follow the explicit guidelines found on individual assignment sheets. All assignments must contain your full name, course name and section/time, have pages numbered and placed in the right order. Not following general or specific requirements will result in penalization or no credit.

Late Work

Late work will be severely penalized (one grade per week) if accepted at all. Extensions are possible but not a given. Do not assume a late assignment will be accepted.

Course Etiquette

I expect professional, respectful behavior from you during all class interactions.

- You may not copy course instructional materials, or audio or videotape any part of any class without prior written permission from your instructor.
- Please come to (virtual) class prepared to participate!

- Please treat all students and the professor with respect. It is certainly acceptable to not agree with others, but it is unacceptable to use rude behavior and/or foul language. Treat your classmates with the same respect you would give to your future coworkers (or would like to have given to you). If you behave in a disruptive or disrespectful manner, including ways that are not explicitly described here, I will ask you to leave, and you'll receive no credit for any class activity that day.

In-Class/Homework Assignment: Understanding the Grades

Your classwork and homework assignments are designed to prepare you for the course's major assignments. Remember that informal classwork, homework, and class participation combine for 15% of your final grade, so do not ignore the importance of this work. Each assignment will be graded according to the following scale:

Satisfactory: This work is thoughtful, reasonably complete given time allowed, and it was turned in on time (full credit, usually 5/5 points).

Marginal: This work was turned in on time, but it is completed in a careless manner or is substantially incomplete given time allowed (half credit, usually 2.5/5 points).

Unacceptable: This work ignores written/verbal instructions and/or missed its deadline (no credit, usually 0/5 points).

Major Assignments: Understanding the Final Grades

A = 100-90	B+ = 89-87	B = 86-80	C+ = 79-77	C = 76-70	D = 69-60	F = 59-0
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Each assignment will be evaluated on criteria that are specific to the genre you are producing. You will find these criteria with the appropriate assignment sheet.

A/A- Superior. Your deliverable is professional and exceeds expectations. It meets (and exceeds) all of the grading criteria for the assignment. You demonstrate excellence in audience awareness, organization, and document design. I would use your work as an example for future classes, and I recommend you use it in your professional portfolio.

B+/B/B- Proficient. Your deliverable is professional in writing and design, and it meets all of the grading criteria for the assignment. The difference between an A and a B is your attention to detail and/or the sophistication of your writing or design.

C+/C/C- Average. Your deliverable meets the basic criteria for the assignment but does no more. It may be reasonably organized, have a few grammar or usage errors, but it needs another revision to improve usability and/or audience awareness.

D+/D/D- Deficient. Your deliverable needs significant revision of rhetorical approach, content development, writing, and/or document design/visuals.

F- Unacceptable. Your deliverable fails to accomplish its designated task, adapt to its audience, or develop key ideas.

Major Assignments and Grade Breakdown

Writing Assignments (Individual/Group 75%)

Assignment 1: Instructions (Individual, 10%) For this assignment, you will need to develop a usable set of instructions that meet the guidelines.

Assignment 2: Revising Website Content (Pairs, 10%) For this assignment, you will work with a partner to revise one page of the university's website for an audience of NJIT's students & the public.

Assignment 3: Client Presentation (Pairs, 10%) For this assignment, you and your Assignment 1 partner will present the rationale for your page revisions to your clients.

Assignments 4-6: Professional Recommendation Report Project. These assignments will ask you to demonstrate what you have learned about audience assessment, research, and the proposal and recommendation report genres.

Assignment 4: Discourse Community White Paper (Group 10%)

For this assignment you will investigate the documents and genre expectations of your field/disciplines.

Assignment 5: Recommendation Report Proposal (Individual 10%)

For this assignment, you will need to develop an idea of your topic, consider your audience's needs, and create a proposed calendar of tasks and deadlines.

Assignment 6: Recommendation Report (Individual 25%)

For this assignment, you will develop a recommendation report about your chosen topic. This recommendation report should be aimed at an audience that a) has the power to make changes and b) is likely to read a recommendation report.

In-Class/Homework Assignments (Individual/Group, 15%) Your in-class and homework assignments prepare you for major assignments. They also develop your writing and critical thinking abilities.

Participation (Individual, 10%) Participation credit includes your active, ongoing participation in class discussions, asking pertinent or clarifying questions, etc. It is very difficult to do well in the rest of the course without participating extensively.

ENG 352 Tentative Schedule
(Subject to Change with Written Notification)

Week 1		Introduction/Syllabus Instruction Project Assigned
Week 2		Instruction Project Work
Week 3		Completed Revised Instruction Project Due 2/4 at 11:59pm Revising Website Content Project and Client Presentation Assigned
Week 4		Continue Work on Website Content
Week 5		Completed Website Content Project Due 2/21 at 11:59pm
Week 6		Continue Work on Client Presentation Based on Website Content Feedback
Week 7		Completed Client Presentation Project Due 3/7 at 11:59pm Start White Paper Assignment
Week 8		SPRING RECESS 3/14-3/21
Week 9		Continue Work on White Paper Assignment
Week 10		Completed White Paper Project Due 4/ at 11:59pm Start Recommendation Report Proposal
Week 11		Work on Proposals
Week 12		Completed Recommendation Report Proposal Due 4/18 at 11:59pm Start Recommendation Report & Presentations after feedback and approval
Week 13		Continue Recommendation Report Work
Week 14		Start Reviewing Presentations Must Be Submitted By 5/2 at 11:59pm
Week 15		THERE IS NO FINAL EXAM IN THIS COURSE! **Final Recommendation Report Due by 5/11 at 11:59pm*