

Spring 2021

## **ENG 352-456: Technical Writing**

John Egan

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**Course Syllabus**  
**Technical Writing ENG 352.456 Spring 2021**

NJ Institute of Technology  
ENG 352.456  
Delivery: Asynchronous online \*

Prof. John Egan  
Office: Cullimore 309  
Email: [jegan@njit.edu](mailto:jegan@njit.edu)

Office Phone: (973) 596-6305 but because we are online, please email me to contact me  
Professor John Egan OFFICE HOURS Spring 2021  
By Webex in my personal room. Please email for an appointment so that there isn't more than one student at the same time if you want to discuss your issue one on one.

Monday 10:30-11:30      Tuesday 10:30-11:30  
Thursday 4:00-5:00      Friday 11:00-12:00  
And by appointment; email to set up an appointment

\* Our class is asynchronous online. This means assignments will be posted on Mondays, and you are expected to submit your assignments before or by 11:55 PM on the Sunday following the posting.

Prerequisite: completion of HUM 102 with a C or better.

Assignment and homework due dates will be assigned with the assignment.

Required Textbook: The Essentials of Technical Communication, 4th Edition by Tebeaux, Elizabeth and Sam Dragga. Oxford University Press ISBN: 9780190856144.

You will need this book to do well in the class. You can buy the book or the electronic e-book, or rent it. We will use it for discussion and for exercises.

Note: the 3<sup>rd</sup> edition has much the same content but different page numbers. Editions 1 and 2 are so different you can't use them.

**Course Outline:**

Technical Writing is an advanced writing course which combines current theory with actual practice to prepare students for professional writing. Students 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, so that their professional communication is clear and concise, with few to none grammar errors, professional appearance, and appropriate level of reader awareness.

As a professional writing course, the course will place strong emphasis on improvements in grammar, appropriate word choice and vocabulary. Progress is factored into your final grade.

**Student Learning Outcomes:**

By the end of the course, you will be able to recognize and incorporate the elements of good writing and document design, able to write appropriately for various audiences, and have the elements of professional style in your writing.

You will be able to write in the correct formats a job application, professional memos and emails, short reports on various topics, compare ethics at NJIT and other universities, a proposal

to improve NJIT (this one will be modified because of limited campus access), or a long report, concise summaries that are not merely condensations.

### **Course Requirements**

There will be some writing weekly, both some short assignments, and some longer assignments. You will also give at least 2 presentations, recorded and sent in, about 5-7 minutes. There will also be some short grammar lessons, as needed. The big assignment is a proposal or a report, 7 pages minimum, not including the cover sheet, the table of contents or the works cited section/page.

You may rewrite assignments that receive a letter grade once to improve the grade, provided the rewrite is handed in within a reasonable time, usually a week after receiving the corrected first draft.

### **Your Evaluation:**

You will receive a letter grade for this class based on:

- Homework assignments 150 points, 10 points per weekly assignment, except for the final project which is 20 points.
- Submitting homework on time 10 points
- Improvement in word choice and grammar, and addressing your writing issues, as noted in homework and in-class assignments 25 points
- Presentations. 10 points
- Improvement in professional writing including top non-professional errors. 5 points

The scale for converting the number grades in Canvas is based on the standards given by Canvas, but will be modified by factors not in Canvas such as participation and progress in language. 200 – 184 = A, 176-183 = B+, 175 – 162 = B, 161- 154 = C+, 153- 139 =C, below 138 – 120 = D, below 120 = F

Your instructor will keep a separate grade sheet for activities that may not get a grade in Canvas, for example short grammar or writing exercises and factor them in as appropriate.

### **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](mailto:dos@njit.edu)”

Students and the professor will be expected to follow the NJIT Academic Integrity Code. As for written work and for any quizzes or tests, papers copied from another source without proper documentation, or using unauthorized help, may fail the assignment, and for a major project such

as a proposal, failing the course and being sent to a dean who will decide the case. Failing a class for cheating may result in an FX grade which can only be removed by completing an ethics workshop. For more information see the NJIT Academic Integrity Code.

<[www.njit.edu/academics/integrity.php](http://www.njit.edu/academics/integrity.php)>

### **Methods of Instruction**

Assignments and instructions for the assignments will be posted on Canvas under Modules for the assignment, and students will submit the assignments under Assignments.

### **Schedule**

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Schedule subject to change

All chapters are from our book *The Essentials of Technical Communication*, 4<sup>th</sup> edition, unless otherwise noted.

Assignments will be due by 11:55 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 several weeks to complete.

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

- |         |  |
|---------|--|
| Jan. 19 | Introduction to the course and writing sample.                                     |
| Jan. 24 | The writing process, parallelism, resumes – Chapter 1. Job application letter.     |
| Jan. 31 | Tone, audience and purpose, passive voice, writing abstracts/summaries – Chapter 2 |
| Feb. 7  | Writing ethically – Chapter 3. Readability – Chapter 4.                            |
| Feb. 14 | Designing documents & illustrations – Chapters 5 & 6.                              |
| Feb. 21 | Writing letters, e-mails, & memos – Chapter 7.                                     |
| Feb. 28 | Mid-term writing. Technical Reports – Chapter 8                                    |
| March 7 | Proposals – Chapter 9  |

March 14     Spring Break

March 21     Proposals continued.

March 28     Instruction, manuals, steps in a process – Chapter 10.

April 4        Progress Reports – Chapter 9.

April 11      Oral presentations on *PowerPoint* – Chapter 11.

April 18      Final Proposal

April 25      Job Application Materials – Chapter 12, E-folio due. Turnitin.com