

Spring 2024

## COM 313-002, 006, 108: Technical Writing

Kevin Hall

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## **COM 313-006: TECHNICAL WRITING**

**TERM: Spring 2024**

**PROFESSOR: Kevin Hall**

**EMAIL: [kph3@njit.edu](mailto:kph3@njit.edu)**

**LOCATION: CKB 106**

**CLASS MEETING: Tuesday/Thursday 4-520**

**Catalog Description:** An advanced writing course combining theory with 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, ethical considerations and gender equity issues.

**Course Goals:** Upon completion of this course students will be able to:

- Recognize and analyze the rhetorical dimensions in written documents by producing written and critical responses to course readings.
- Use writing as a tool for critical thinking, reflection and communication.
- Understand writing choices and how to make ethical writing decisions.
- Practice the writing process by using brainstorming, invention, and revision strategies.
- Construct clear, grammatical sentences and produce well-organized texts that exhibit an attention to audience, genre, and purpose.
- Learn how to apply basic principles of document design to clarify writing.

**Required Texts:** All readings and links will be provided before class starts on Tuesdays. Recommended texts will be provided as the course progresses.

### **Grade Breakdown:**

**Technical Assignments- 30%**

**Participation- 30%**

**In-Class Writing Assignments/Quizzes- 10%**

**Final Project- 30%**

Participation is crucial for doing well in this course. (It's a THIRD of your grade!). Please come to class prepared and ready to discuss the material. More information on these assignments will be provided during the semester.

### **Class Rules:**

- Please come to class on time. I will mark you absent if you are more than 25 minutes late.
- Keep your phones on silent and DO NOT answer them unless it is an emergency.
- Laptops are permitted but only for relevant coursework.
- Respect each other. We will be reviewing and critiquing each other's work A LOT during the semester. Do not name-call or use ad hominem attacks.

**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 our 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](http://www.njit.edu/education/pdf/academic-integrity-code-pdf).

**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:** (Central King Building G17)

The Writing Center is available for free 45-minute 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. For more, check out [Center Hours & Tutoring Sessions | whatever stamp 7.69 2/4/2020 \(njit.edu\)](http://www.njit.edu/center-hours-tutoring-sessions)

## **COURSE SCHEDULE**

**NOTE: This is subject to change, assignment due dates will vary based on how the semester goes.**

### **WEEK OF:**

**1/16-**Course Introduction, The Three Cs of Tech Writing, Tech Writing Basics

**1/23- ASSIGNMENT 1 INTRODUCED: “On The Job Hunt”**

Resumes and CVs, “Selling Yourself to Businesses”

**1/30-** Research/Writing Days for Assignment #1, 1-on-1 conferences to be scheduled as needed

**2/6-** The Issue of AI: “The Brain Center at Whipple’s” Automation, ChatGPT, Things of That Nature

**2/13- ASSIGNMENT #1 DUE!** Writing for Different Audiences, Introduction to Context and Perspectives in Technical Writing

**2/20-** What Will You Be Writing On the Job? A Journey Through Emails, Memos, Proposals, and Everything (Well, Mostly Everything) Else

**2/27-TAKE-HOME MIDTERM TO BE HANDED OUT (Due on Pi Day)** Intro to T.O.A.D.S.

**3/5-** Following Directions: Instruction Sets and Guidelines, T.O.A.D.S Presentation

**3/12-** SPRING BREAK, NO CLASS (Midterms E-mailed over break)

**3/19-** Instruction Sets

**3/26-RESEARCH ASSIGNMENT INTRODUCED** (1 on 1 meetings as assigned)

**4/2-** Ethical Considerations, “Shattered Glass” Guest Lecturer, Jeremy Schneider, nj.com

**4/9-** Real World Implications, Climate Change, Science, and Technical Writing

**4/16-** Research Research Research! Project Summaries (til end of semester)

**NOTE:** The syllabus is a working document, and will be modified based on student feedback and semester progression.