

Professor Julianne Newmark
Fall 2014
English 341-03 and 04 Technical Writing

Section 03: T-Th: 2:00 to 3:15 p.m. Section 04: T-Th: 11:00 to 12:15 Phone: 835-5190 Classroom: Jones 106
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Office hours: Tuesdays and Thursdays from 1:00-2:00 p.m. and by appointment in 211 Fitch.

Overview/Course Description: This class will introduce you to methods of effectively communicating technical information to general audiences. You will also develop an understanding of theories of technical communication and you will practice technical communication in many forms. With an eye constantly focused on audience needs and expectations, we will plan, organize, draft, revise, and edit technical communication. We will learn that the content and appearance of each written document must be appropriate to the intended audience.

Prerequisite: ENGL 111 and 112 or the equivalent passed with a grade C or better and at least junior standing.

For answers to questions regarding courses in NMT's Writing Program, like ENGL 341, please visit the Writing Program website: nmt.edu/~wp

The **Objectives of English 341**, Technical Writing, are described by the former Director of Technical Communication at NMT, Dr. Julie Ford, as follows:

Communicate effectively

- Identify, analyze, and target readers/listeners.
- Articulate your communication purpose and employ appropriate rhetorical strategies in the service of that purpose.
- Demonstrate facility with ideas and language.
- Analyze and synthesize information in sophisticated and complex rhetorical/logical structures.
- Devise and employ effective document design.
- Know and be able to modify conventional formats such as manuals, technical reports, and other standard professional documents.

Conduct relevant, professional, and innovative research, both primary and secondary

- Understand and implement appropriate strategies for gathering information.
- Integrate the ideas and language of various sources.
- Document sources and research professionally

Work collaboratively

- Demonstrate flexibility to lead, listen, facilitate, negotiate, and participate as needed to build and sustain group productivity.
- Demonstrate knowledge of and respect for various perspectives and approaches.

Engage in peer review

- Ask readers/listeners specific questions about the content and delivery of your documents and presentations.
- Evaluate and revise your ideas and expression as appropriate in response to reader/listener feedback.
- Provide specific, respectful, and useful feedback to your peers based on attentive close reading and listening.

Department Mission Statement and Objectives:

“The CLASS Department is a multidisciplinary department whose mission is to cultivate critical awareness and broad understanding of the ideas and values characterizing human history and experience. CLASS courses encourage critical, historically informed consideration of the collective experience of humanity and the many beliefs and conflicts in our common cultural heritage.

“Students study literature, philosophy, art, and music in the social, political, and economic contexts in which those works first appeared. Humanities courses help students increase their awareness and understanding of human values, human history, and human experience.”

Required Text:

Technical Communication, Tenth Edition, Mike Markel. ISBN: 978-0312-67948-4 (be sure to get the **TENTH** edition)

Collaborative Work and Participation:

In our class we will be engaging in many collaborative projects. When you enter the workplace, and likely during your college career in other disciplines, you will be expected (and evaluated upon your ability) to work as a team with others. Your grade in this course will reflect not only the quality of the work you produce independently but also the work you produce with others, during in-class exercises, peer reviews, and case studies. You will be expected to complete many in-class writing assignments.

Attendance and Tardiness:

If you miss more than four classes, you will be asked to drop the course or you will receive a failing grade. There are, of course, extraordinary situations in which absences might be excused. A stay in the hospital, for example, is what I would call “extraordinary.”

I do take attendance into consideration in the calculation of your final grade, along with the above-mentioned factor of participation. Be sure to attend all class meetings and to be on time. Every three days that you are tardy (more than five minutes) count as one “absent” day. I consider this syllabus, incidentally, as your contract with me, and mine with you. If you choose to continue in this class, after reading this syllabus, I expect that you will abide by the requirements of this course.

Revision and Late Assignments:

This course emphasizes continual revision. You will be expected to take into consideration your peer’s comments (from peer review exercises), my comments, and your own knowledge gleaned from the textbook. These will affect your revisions. You should begin all assignments early so that you have ample time to revise before the final draft is due. Once you turn in the final version on the due date, an assignment can no longer be revised. For help with revision during your assignment-writing process, feel free to come to my office hours for guidance or to visit the Writing Center. Papers must be turned in at the beginning of our class time on the day the assignment is due. After this time, for each day an assignment is late, I will deduct one letter grade (meaning, if the paper begins at an “A,” or 100 points, and is one day late, I will begin grading it from an “A-,” which is 92 points. From the second day to the third day late, the grade goes from a “A-” to a “B+,” which is 89 points, and so on. Each day of the week counts in this calculation). Again, extraordinary circumstances might excuse a late assignment, but these are rare. **I will not accept emailed versions of papers;** you must come to class, or arrange to see me in my office, to turn in your paper-copy of your assignment. I reserve the right **not to accept late papers.**

Courteousness and Cell Phones:

Please turn your cell phone to “silent” before entering class. If there are repeated problems with your cell phone, I will ask you to leave the classroom for the day. You will take an absence that day.

Equal Access:

Qualified students with disabilities needing appropriate academic adjustments should contact me as soon as possible to ensure your needs are met in a timely manner. Handouts are available in alternative accessible formats upon request.

Plagiarism:

In our course, we will spend ample time covering what is required of you in terms of correct citation, academic honesty, and intellectual property. After this information has been presented to you in class, you are responsible for it and cannot claim ignorance as a defense against an accusation of academic dishonesty.

Plagiarism, in very general terms, is the use of someone else's words or ideas without proper citation. The style guide *Everyday Writer* – which you may have from English 111 or 112 -- includes information about plagiarism.

Also, the NMT library offers a handy website addressing many plagiarism issues and provides advice on avoiding plagiarism:

<http://infohost.nmt.edu/~nmtlib/INFO/ORef/plagiarism.html> I also address plagiarism issues on my website:

<http://juliannewmark.com/materials.html>

Required Assignments and Grading Scale:

Analysis/Rewrite of Document in your Field	05%	Technical Project Proposal	10%
Resume and Cover Letter	10%	Technical Project Annotated Bib	10%
Audience Analysis Memo	10%	Technical Project Presentation	10%
Instructions	10%	Technical Project Finished Product	25%
Peer Review/Class Participation/Blog	10%	Total number of points in our course: 100	

A	93-100 points	C+	77-79 points
A-	90-92 points	C	73-76 points
B+	87-89 points	C-	70-72 points
B	83-86 points	D	60-69 points
B-	80-82 points	F	59 points and below

Course Calendar:**Reading Due:****Writing Due:**

Week one:		
<u>Tuesday, August 19</u>	COURSE INTRODUCTION Encounters with technical communication everyday; the importance of audience	
<u>Thursday, August 21</u> Assign Résumé	CHAPTER 1 (2-16)	Bring to class a business letter introducing yourself, explaining your primary career goal.
Week two:		
<u>Tuesday, August 26</u> Technical communication in practice. A first case-study: the résumé.	CHAPTER 15 (398-439)	Bring to class DRAFT ONE of résumé. Workshop day.
<u>Thursday, August 28</u> Résumé Q&A.	CHAPTER 14 (370-398)	
Week three:		
<u>Tuesday, September 2</u> Ethics in technical communication AND in-class group exercise: Memo on exercise 3, page 37.	CHAPTERS 2-3 (17-56)	Résumé final draft due.

<p>Week seven:</p> <p><u>Tuesday, September 30</u> Well designed and misleadingly designed graphics.</p> <p><u>Thursday, October 2</u> Divide into groups by major: Exercise 7, pg. 347 in class. Graphics: power, color, content, ethics, efficacy.</p>	<p>CHAPTER 12 (305-349)</p> <p>CHAPTER 13 (349-369)</p>	<p>Final draft of Audience Analysis memo due.</p>
<p>Week eight:</p> <p><u>Tuesday, October 7</u> Analyze, as a class, instructions from online resource, following Exercise 7 on page 601. Assess instructions based on criteria on pgs 599-600. Assign Instructions</p> <p><u>Thursday, October 9</u></p>	<p>CHAPTER 20 (563-605)</p> <p>TBA</p>	
<p>Week nine:</p> <p><u>Tuesday, October 14</u></p> <p><u>Thursday, October 16</u> Begin final Technical Project. Three “kinds.” Assign and explain.</p>	<p>CHAPTERS 16 & 17 (439-490) ** Official start: Technical Project **</p>	<p>First draft of Instructions due for group workshop. Come prepared to test out Instructions!</p> <p>Final draft of Instructions due.</p>
<p>Week ten:</p> <p><u>Tuesday, October 21</u></p> <p><u>Thursday, October 23</u> Discuss formal report styles. Discuss Annotated Bibliography.</p>	<p>CHAPTER 18 (490-512)</p> <p>CHAPTER 19 (512-563)</p>	<p>First draft of Proposal due for peer review.</p>
<p>Week eleven:</p> <p><u>Tuesday, October 28</u> Discuss citations and research</p> <p><u>Thursday, October 30</u></p>	<div data-bbox="634 1604 842 1791" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Drafting, composing, revising, and completing the...</p> </div>	<p>Final draft of Proposal due.</p>

Week twelve: <u>Tuesday, November 4</u> <u>Thursday, November 6</u>	<div>...Technical Project.</div>	Annotated Bibliography due.
Week thirteen: <u>Tuesday, November 11</u> <u>Thursday, November 13</u> Preparing oral presentations; review guidelines for presentations. View rubric.	SKIM APPENDICES A & B CHAPTER 21 (605-634)	Complete Technical Project Draft due. Peer review in class. Continue Technical Project peer review.
Week fourteen: <u>Tuesday, November 18</u> <u>Thursday, November 20</u>	Open office hours. No class. Questions re: presentations/reports <div>PRESENTATIONS</div> <div>** Technical Report Due for ALL **</div> Course evaluations.	
Week fifteen: <u>Tuesday, November 25</u> <u>Thursday, November 27</u>	<div>PRESENTATIONS</div> Thanksgiving: No classes	
Week sixteen: <u>Tuesday, December 2</u> <u>Thursday, December 4</u>	<div>PRESENTATIONS ALL WEEK</div>	