

**Professor Julianne Newmark
Spring 2008**

English 341-03
Technical Writing

M-W-F: 11:00 to 11:50 a.m. Phone: 835-5190 Classroom: Cramer 120
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Office hours: Mondays and Wednesdays from 2:00 to 3:30 p.m. I am also available at other times by appointment, so don't hesitate to set up a time to meet with me.

Overview/Course Description: This class will introduce you to methods of effective communication about technical subjects. 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.

The **Objectives of English 341**, Technical Writing, are described by the 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 Department of Humanities is a multidisciplinary department whose mission is to cultivate critical awareness and broad understanding of the ideas and values characterizing human history and experience. Humanities 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, Eighth Edition, Mike Markel.

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.

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. I do not accept late assignments.

Courteousness and Cell Phones:

Please turn off or silence your cell phone 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://juliannenewmark.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	15%	Technical Project Finished Product	25%
Peer Review/Class Participation	05%	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: Wednesday, January 23 Friday, January 25 Encounters with technical communication everyday	COURSE INTRODUCTION CHAPTER 1 (2-16)	
Week two: Monday, January 28 Technical communication in practice. A first case-study: the résumé. Assign Résumé Wednesday, January 30 Résumé Q&A. Assign Résumé Friday, January 31	CHAPTER 14 (336-362) CHAPTER 15 (363-403)	Bring to class a business letter introducing yourself and explaining your primary career goal. Bring to class DRAFT ONE of Résumé assignment. Résumé workshop day.
Week three: Monday, February 1 Wednesday, February 6 Ethics in technical communication AND in-class group exercise: Memo on exercise 2, page 28.	CHAPTERS 2-3 (16-44)	Résumé final draft due.

<p>Friday, February 8 Assign Document in Field project (Following Exercise 1, pg. 93)</p>	<p>CHAPTER 5 (66-96)</p>	
<p>Week four:</p> <p>Monday, February 11 Visit library for documents in field.</p> <p>Wednesday, February 13 **Initial forecast of final Technical Project**</p> <p>Friday, February 15</p>		<p>Draft One of Document in Field</p> <p>Following guidelines on page 55, email your groupmates about their “Document in Field” exercise. Be sure to CC me.</p>
<p>Week five:</p> <p>Monday, February 18</p> <p>Wednesday, February 20 Credible sources in your field.</p> <p>Friday, February 22 Assign Audience Analysis memo</p>	<p>CHAPTER 6 (97-126)</p> <p>CHAPTER 8 (154-175)</p>	<p>Final draft of Document in Field due.</p>
<p>Week six:</p> <p>Monday, February 25 Document design and content</p> <p>Wednesday, February 27 Consider your memo’s language and power</p> <p>Friday, February 29</p>	<p>CHAPTER 10 (204-223)</p> <p>CHAPTER 11 (225-252)</p> <p>Conferences – Bring all work and meet in my office</p>	<p>First draft of Audience Analysis memo due.</p>
<p>Week seven:</p> <p>Monday, March 2</p> <p>Wednesday, March 5 Divide into groups by major: Exercise 2, pg. 287 in class.</p> <p>Friday, March 7 Graphics: power, color, content, ethics. Assign Instructions</p>	<p>Conferences – Bring all work and meet in my office</p> <p>CHAPTER 12 (257-291)</p> <p>CHAPTER 13 (292-336)</p>	<p>Final draft of Audience Analysis memo due.</p>

<p>Week eight:</p> <p>Monday, March 10</p> <p>Wednesday, March 12</p> <p>Friday, March 14</p>	<p>NO CLASSES – SPRING BREAK</p> <p>NO CLASSES – SPRING BREAK</p> <p>NO CLASSES – SPRING BREAK</p>	
<p>Week nine:</p> <p>Monday, March 17 Analyze, as a class, instructions from online resource, following Exercise 1, pg. 524.</p> <p>Wednesday, March 19 Begin final Technical Project. Assign and explain.</p> <p>Friday, March 21</p>	<p>CHAPTER 19 (497-527)</p> <p>MANDATORY LIBRARY DAY: Begin Technical Project research.</p> <p>NO CLASSES</p>	<p>First draft of Instructions due for group workshop.</p> <p>Final draft of Instructions due.</p>
<p>Week ten:</p> <p>Monday, March 24</p> <p>Wednesday, March 26 Discuss formal report styles</p> <p>Friday, March 28</p>	<p>CHAPTER 16 (405-432)</p> <p>CHAPTER 18 (458-495)</p> <p>APPENDIX A AND B (SKIM PART B) (574-626)</p>	<p>First draft of Proposal due for peer review.</p> <p>Final draft of Proposal due.</p>
<p>Week eleven:</p> <p>Monday, March 31 Discuss citations and research</p> <p>Wednesday, April 2</p> <p>Friday, April 4</p>	<div data-bbox="609 1430 823 1736"> <p>Drafting, composing, revising, and completing the Technical Project.</p> </div>	<p>Annotated Bibliography due.</p>
<p>Week twelve:</p> <p>Monday, April 7</p> <p>Wednesday, April 9</p> <p>Friday, April 11</p>		
<p>Week thirteen:</p> <p>Monday, April 14 Preparing oral presentations; View examples, use book's rubric</p>	<p>CHAPTER 21 (545-571)</p>	

Wednesday, April 16		Complete Technical Project Draft due. Peer review in class.
Friday, April 18		Peer review in class continued.
Week fourteen:		
Monday, April 21	Conferences – Bring all work and meet in my office	
Wednesday, April 23	Conferences – Bring all work and meet in my office	
Friday, April 25 Review guidelines for presentations; View rubric.	TECHNICAL PROJECT DUE	
Week fifteen:		
Monday, April 28	PRESENTATIONS ALL WEEK	
Wednesday, April 20		
Friday, May 2	Course evaluations	
Week sixteen:		
Monday, May 5	PRESENTATIONS ALL WEEK	
Wednesday, May 7		
Friday, May 9		