

**Professor Julianne Newmark
Spring 2010**

English 341-01
Technical Writing

M-W-F: 10:00 to 10:50 p.m. Phone: 835-5190 Classroom: Cramer 124
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Office hours: Mondays and Wednesdays from 2:30 to 4:00 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.

*This course counts for Humanities required credit, Part 1A in 2007-2009 catalog (General Degree Requirements) and Communications required credit Area 1 (General Education Core Curriculum) in the new catalog. **Prerequisite:** ENGL 111 and 112 or the equivalent passed with a grade C or better and at least junior standing.*

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, Ninth Edition, Mike Markel. ISBN: 978-0-312-55532-0.

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 and you will be expected to contribute to our class blog.

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. 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 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	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:

Course Calendar:	Reading Due:	Writing Due:
Week one: Wednesday, January 20 Friday, January 22 Encounters with technical communication everyday	COURSE INTRODUCTION CHAPTER 1 (2-18)	
Week two: Monday, January 25 Technical communication in practice. A first case-study: the résumé. Assign Résumé Wednesday, January 27 Résumé Q&A. Assign Résumé Friday, January 29	CHAPTER 14 (362-388) CHAPTER 15 (389-430)	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	CHAPTERS 2-3 (19-56)	Résumé final draft due.

<p>Wednesday, February 3 Ethics in technical communication AND in-class group exercise: Memo on exercise 3, page 39.</p> <p>Friday, February 5 Assign Document in Field project (Following Exercise 1, pg. 108)</p>	<p>CHAPTER 5 (80-112)</p>	
<p>Week four:</p> <p>Monday, February 8 In-class computer research: documents in field.</p> <p>Wednesday, February 10 **Initial forecast of final Technical Project**</p> <p>Friday, February 12</p>	<p>CHAPTER 6 (113-148)</p>	<p>Draft One of Document in Field Following guidelines on page 98- 99, email your groupmates about their “Document in Field” exercise. Be sure to CC me.</p> <p>Final draft of Document in Field due.</p>
<p>Week five:</p> <p>Monday, February 15</p> <p>Wednesday, February 17 Credible sources in your field.</p> <p>Friday, February 19 Assign Audience Analysis memo</p>	<p>CHAPTER 8 (176-197)</p> <p>No class.</p>	
<p>Week six:</p> <p>Monday, February 22 Document design and content</p> <p>Wednesday, February 24 Consider your memo’s language and power</p> <p>Friday, February 26</p>	<p>CHAPTER 10 (221-252)</p> <p>CHAPTER 11 (253-296)</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 1</p> <p>Wednesday, March 3 Divide into groups by major: Exercise 7, pg. 338 in class.</p> <p>Friday, March 5 Graphics: power, color, content, ethics. Assign Instructions</p>	<p>Conferences – Bring all work and meet in my office</p> <p>CHAPTER 12 (297-340)</p> <p>CHAPTER 13 (341-359)</p>	<p>Final draft of Audience Analysis memo due.</p>
<p>Week eight:</p> <p>Monday, March 8 Analyze, as a class, instructions from online resource, following Exercise 7, pg. 575.</p> <p>Wednesday, March 10</p> <p>Friday, March 12 Brief presentations of instructions</p>	<p>CHAPTER 20 (539-577)</p>	<p>First draft of Instructions due for group workshop.</p> <p>Final draft of Instructions due.</p>
<p>Week nine:</p> <p>Monday, March 15</p> <p>Wednesday, March 17</p> <p>Friday, March 19</p>	<p>SPRING BREAK WEEK</p>	<p>SPRING BREAK WEEK</p>
<p>Week ten:</p> <p>Monday, March 22 Begin final Technical Project. Assign and explain. MANDATORY LIBRARY DAY: Begin Technical Project research.</p> <p>Wednesday, March 24 Discuss formal report styles and proposals</p> <p>Friday, March 26</p>	<p>CHAPTER 19 (500-538)</p> <p>CHAPTER 17 (458-477)</p> <p>CHAPTER 16 (431-457)</p>	

<p>Week eleven:</p> <p>Monday, March 29 Discuss citations and research. Discuss annotated bibliographies: http://owl.english.purdue.edu/owl/resource/614/01/</p> <p>Wednesday, March 31 Discuss annotated bibliographies in class, continued.</p> <p>Friday, April 2</p>	<p>APPENDIX A AND B (SKIM PART B) (574-626)</p> <p>No Classes</p>	<p>First draft of Proposal due for peer review.</p> <p>Final draft of Proposal due.</p> <p>No Classes</p>
<p>Week twelve:</p> <p>Monday, April 5</p> <p>Wednesday, April 7</p> <p>Friday, April 9</p>	<div style="border: 1px solid black; background-color: yellow; padding: 10px; width: fit-content; margin: auto;"> <p>Drafting, composing, revising, and completing the Technical Project. In-class work and workshops all week. Bring all pieces of technical project every day.</p> </div>	
<p>Week thirteen:</p> <p>Monday, April 12 Preparing oral presentations; View examples, use book's rubric. Examine guidelines.</p> <p>Wednesday, April 14</p> <p>Friday, April 16</p>	<p>CHAPTER 21 (578-606)</p>	<p>Complete Technical Project Draft due. Peer review in class.</p> <p>Peer review in class continued.</p>
<p>Week fourteen:</p> <p>Monday, April 19</p> <p>Tuesday, April 21</p> <p>Friday, April 23 Discuss presentation guidelines in class; review approaches to PP presentations.</p>	<p>Conferences – Bring all work and meet in my office</p> <p>Conferences – Bring all work and meet in my office</p>	
<p>Week fifteen:</p> <p>Monday, April 26</p> <p>Wednesday, April 28</p> <p>Friday, April 30</p>	<div style="border: 1px solid black; background-color: yellow; padding: 10px; width: fit-content; margin: auto;"> <p>PRESENTATIONS ALL WEEK.</p> </div>	<p>Technical Projects Due!!</p>

Week sixteen:

Monday, May 3

Wednesday, May 5

Friday, May 7

PRESENTATIONS
ALL WEEK

Also this week, course evaluations.