

Technical Writing Syllabus

ENC 1210, Summer 2019, June 24 - July 26

Course & Faculty Information

Lecturer: TBA

E-mail: TBA

Time: Monday through Friday (1.8 contact hours each day)

Credit: 3

Office hours: By Appointment

Course Description

This course is a study of and practice in various forms of technical writing such as complete formal reports, letters of application, resumes, articles or technical essays and oral presentations. Emphasis is on the grasp of scientific and technical ideas and effective verbal presentation of these ideas. This course partially satisfies the writing requirement of S.B.E. 6A-10.030.

Pre-requisites: ENC 1101

Textbook Information

Markel, Mike. Practical Strategies for Technical Communication, 2nd edition. ISBN: 9781319147167

Course Objectives:

- Define technical writing
- Distinguish technical writing from other forms of prose communication.
- Prepare letters concerning employment and resumes.
- Write other forms of technical correspondence (such as the progress report)
- Prepare a complete formal report.
- Provide an oral report on the process of writing and creating the formal report.

Assignments and Grade Distribution for ENC 1210:

Correspondence assignment: 15%

Job application assignment: 15%

Informational report assignment: 15%

Oral presentation: 15%

Attendance and participation: 15%

Homework and quizzes: 25%

Grading Scale:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = Below 60%

Attendance:

The College recognizes the correlation between attendance and both student retention and achievement. A successful college experience requires a student's regular class attendance and active engagement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Students are expected to attend all classes, actively participate and complete all assigned course work for all courses for which they are registered. Regular class attendance and preparation of assignments are essential for progress and effective learning in this course. Students must come to class prepared for the day's activities and are responsible for bringing all required materials. Cell phones, tablets, and other devices should be turned off during class time. During exams, timed writings, and other in-class activities, communication devices must be turned off and removed from the tables and desks. Students who engage in unacceptable use of electronic devices (anything other than note-taking or using e-texts) may be counted as absent for the period.

Excessive absence will have a negative impact on your grade in the course (you cannot participate if you are not in class). Students are responsible for making up any missed class assignments. Frequent tardiness is disruptive to learning for both the individual student and the class as a whole. Three (3) tardies will be considered the equivalent of one (1) absence. Please arrive to class on time.

Help! What should you do if you find that you need extra help or have questions about assignments or expectations for the course?

- First – ask! Ask questions in class (I promise, you aren't the only one with questions) or

ask me before or after class. If your question is about a grade or is specific to a project you are working on, schedule a time to meet with me. I will always find a way to be available.

- Look it up! You have many, many resources at your command. Use your textbooks, handbooks, library resources, and online sources to find answers.

College Plagiarism Statement:

- As a member of the Seminole State College community, a student is expected to be honest in all of his or her academic coursework and activities. Academic dishonesty such as cheating of any kind on examinations, course assignments, or projects; plagiarism, misrepresentation; and the unauthorized possession of examinations or other course-related materials is prohibited.
- Plagiarism is unacceptable to the College community. Academic work submitted by students is assumed to be the result of their own thought, research, or self-expressions. When students borrow ideas, wording, or organization from another source, they are expected to acknowledge that fact in an appropriate manner.
- Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass off such work as the student's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized.
- Any student who shares his or her work for the purpose of cheating on class assignments or tests or who helps another to cheat or plagiarize is subject to the same penalties as the student who commits the act.
- When cheating or plagiarism has occurred, the instructor may take academic actions ranging from denial of credit for or assigning a grade of "F" for the course. The student may also be subject to further sanctions such as disciplinary probation, suspension, or dismissal from the college.

Class Calendar:

The instructor reserves the right to make changes to better suit the demands of the class. All reading is to be done prior to the class for which it is assigned.

Week 1

- Introduction to class and syllabus
- Understanding ethical and legal obligations pp 18-31
- Analyzing Audience and Purpose pp 56-74

Week 2

- Writing correspondence pp 240-61
- Letters, memos, and emails
- Correspondence assignment due

Week 3

- Writing job application materials pp 265-86
- Professional brand, searching for positions
- Résumés
- Application letters, Follow up letters and emails
- Job application assignment due

Week 4

- Writing informational reports pp 318-337
- Field reports
- Progress and status reports
- Meeting minutes
- Informational report assignment due

Week 5

- Making oral presentations pp 424-46
- Organizing and developing the presentation
- Preparing graphics
- Oral presentation assignment due