English 2413 – Technical Writing

Instructor: Professor Deanna White
Spring, 2011
Office: HSS 4.02.68
Phone: 458-5353
E-Mail: Blackboard E-mail

Office Hours:
MWF: 11:00 a.m. to 12:00 noon
TTh: 8:00-9:00 a.m.
Or by appointment

Required Texts:
The Ready Reference Handbook, 4th ed., Jack Dodds, Cost $79.75
Technical Communication, 9th ed., Mike Markel, Cost $98.00

Required Supplies:
One manila folder
12 scantrons, Form No. 882-E

Course Description:
This course examines the techniques of expository writing in the workplace. The
course is designed for students in all fields of study—to include liberal arts majors. A
technical background is not needed. All features of good writing emphasized in other
writing courses are emphasized again with particular stress on style, clarity, and audience
analysis.

This course will provide practice in editing and in the writing of various types of
documents, which include proposals, instructions, process description, e-mail,
memorandums, letters, and progress reports. Reading and analysis of appropriate
technical writing models will assist students in the development of these writing skills.
Students will learn to make oral presentations. The course culminates in a formal report
that integrates the skills gained throughout the semester.

The assignments will involve varying occasions for both technical and nontechnical
audiences though the latter is stressed. In the market place, the ability to communicate
effectively gains positive recognition and rewards—as much or more than any other
criterion. Therefore, sharpening these skills, which are such prized assets, is imperative.

Goals for English 2413:

1. The student will gain an overview of technical writing and will review the
writing process as it relates to technical writing.
2. The student will be aware of audience in all technical writing.
3. The student will write assignments based on the writing patterns of definition, description, process, comparison and contrast, and argument.
4. The student will produce electronic correspondence, reports, graphics, business letters, memorandums, and proposals.
5. The student will give an oral presentation of the proposal that is also a written assignment.
6. The student will collaborate within a group setting. A major feature of this section of English 2413 is to learn to work in groups; this group interaction will take place in the assessment portion of the class work and also on two projects.

Grade Allocation:

On each assignment, grades will be given in both number and letter grades. At the end of the semester, the number grades will be averaged and equivocated to a final letter grade by the following scale:

- A = 100-93
- A- = 92-90
- B+ = 89-87
- B = 86-84
- B- = 83-80
- C+ = 79-77
- C = 76-74
- C- = 73-70
- D+ = 69-67
- D = 66-64
- D- = 63-60
- F = 59 or below

Definition Assignment 5%
Instructions Assignment 5% (Group Assignment)
Correspondence Assignment 10% (2 parts)
Electronic Correspondence Assignment (2 parts) 5%
Job Hunt Assignment 10% (3 parts)
Progress Report on Proposal 5%
Report Assignment (Group Assignment) 10%
Proposal 10%
Oral Presentation 10%
Assessment Tests:
- Individual 2/3 10%
- Group 1/3
Post Diagnostic Grammar Test 5%
Grammar Online Tests 10%
Attendance 5%
NOTE:

- In order to receive credit for this course, a student must turn in the written proposal AND present the oral presentation of the proposal.
- The assessment tests are scheduled on the syllabus.
- Grades will be posted as the semester goes along on the class’s Blackboard.
- Do not expect to receive any extra credit for those points that you want at the end of the semester. You earn points through the above grade allocations; I do not give them.

Class Policies:
1. Attendance is crucial in this class. Each day essential information will be dealt with in groups, in class discussion, and in the instructor’s clarification of information on the assessment tests. If students must be absent, they should check with someone in the class about activities and information that they have missed.
2. Each student has 3 free absences. After the 3 free absences, each day of missed classes decreases the attendance grade.
3. During oral presentations at the end of the semester, if a student is absent on a presentation day, the student will have 5 points subtracted from his/her own oral presentation grade and will have points deducted on the attendance grade.
4. Papers are due in class on the day that they are scheduled on the syllabus, and no late papers will be accepted for a grade without a note from a doctor or medical facility. If students know ahead of time that a paper will not be turned in on time, they should see me ahead of the due date.
5. Assignments must be typed when turned in for grading. Assignments must be in a manila folder, and all supporting work, such as rough drafts, notes, outlines, must also be in the folder. Evidence of the writing process is part of the assignment’s final grade.
6. Conferences are encouraged. However, any time that students have problems with assignments or questions about grades, they are welcome to see me during office hours or by appointment. If students have questions about grades, I request that they wait 24 hours after receiving the grade to discuss the grade with me.
7. No written proposals or other assignments will be accepted after April 26. Any makeup RATS must be taken on or before April 26.
8. Each assignment will be discussed during class and outlined in separate, written instructions. The only assignment that will have only oral instruction is the Progress Report assignment.
9. Grading criteria for assignments will be discussed in class and in general follow the guidelines of the Student Handbook for the UTSA Writing Program.
10. Please turn off cell phones, pagers, I-Pods, and radios when entering the classroom. Texting or checking messages in class is not allowed. If a student has a lap top on the desk, the student must be taking notes for our class.
11. Only 1 RATS test can be made up.
Tentative Daily Syllabus

Jan. 11 – Familiarize students with the syllabus. Form groups.
13 – Practice assessment test on syllabus. Discuss proposals.
18 – Assessment test on Chapters 1 and 2 in Markel. Any time that assessment test appears on the daily syllabus, it means both an individual test and a group test. If students are late to class, they will not have more time for testing.
20 – Assessment test on Chapters 3, 5, and 20 (pp. 539-557) in Markel. Hand out definition assignment.
25 – Assessment test on Chapters 4 and 20 (pp. 558-574) in Markel. Grammar Lesson 1, 2, and 3.
27 – Definition assignment is due. Group work on writing instructions. Hand out instructions assignment.

3 – Take the Pre-Diagnostic Test on Grammar and receive Blackboard instructions.
8 – Instruction assignment is due. Hand out correspondence assignment.
10 – Assessment test on Chapter 14, pages 362-376. Grammar Lesson 5.
15 – Discussion of letters and grammar.
17 – Correspondence assignment is due. Hand out technology assignment.
22 – Complete Part I of the technology assignment in class.
24 – Discuss Part II of the technology assignment.

Mar. 1 – Technology assignment is due. Hand out job hunt assignment.
8 – Speaker from Career Services.
10 – Conferences in my office. Bring questions and work in progress on job hunt assignment.
14-19 – Spring Break
31 – Progress report is due. Hand out recommendation report assignment.

April 5 – Assessment of Chapters 12 and 21 in Markel.
7 – Recommendation report is due. Discuss proposal presentations.
12 – Discuss oral presentations.
14 – Guest speaker – Morris Ellington – Interviewing as a Professional.
19 – Oral presentations. Each student’s assigned day will be posted on Blackboard late in the semester.
Apr. 21 – Oral presentations.
   26 – Oral presentations. Written proposals and any approved makeup work are due.

**Final Exam:** The Post-Diagnostic Grammar Test will be given at the exam time.

9:30 class: Monday, May 2 at 10:30 a.m. – 1:00 p.m. in regular classroom
11:00 class: Tuesday, May 3 at 10:30 a.m. – 1:00 p.m. in regular classroom