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ENGL 2152.003 and 2152.004

Dr. Barbara Fitzpatrick
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Fall 2015 Class Schedule

Courses:  
TTh 8:00a-9:15a  ENGL 2152-003  LA 362  
TTh 9:30a-10:45a  ENGL 2152-004  LA 362  
Online  ENGL 2341-476  
Online  ENGL 4392 (Directed Study)

Office Hours:  
T 2:00p-4:30p  
W 8:00a-9:30a  
Th 11:00a-12:00p

TECHNICAL WRITING

SYLLABUS---FALL 2015

Text: Markel, Technical Communication (10th ed.)
All page numbers on the syllabus refer to Markel.

AUG  Th  20……Class Goals and Procedures

T  25……CH 1: Introduction to Technical Communication (pp. 2-14)
    CH 5: Analyzing Your Audience and Purpose (pp. 84-117)
T  Punctuation exercise
Th  27……CH 14: Writing Correspondence: Letters, Memos, and Emails (pp. 370-394); punctuation exercise continued

SEP  T  1……CH 15: Preparing Job-Application Materials: Résumé (pp. 398-425)
    Th  3……Preparing Job Application Materials: Letter of Application (pp. 425-435)
    Visit to Writing Center, LA 334

T  8……CH 6: Researching Your Subject: Primary Research (Interviews) (pp. 137-147); WS Writing Interview Questions for Project #3
Th  10……CH 20: Writing Definitions, Descriptions, and Instructions (pp. 564, 581-600)
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>T</td>
<td>15</td>
<td>WORKSHOP Writing Set of Instructions</td>
</tr>
<tr>
<td>Th</td>
<td>17</td>
<td>WORKSHOP, cont’d.</td>
</tr>
<tr>
<td>T</td>
<td>22</td>
<td>Library Session I (in LIB 212)</td>
</tr>
</tbody>
</table>
| Th  | 24   | PROJECT 2 (SET OF INSTRUCTIONS) DUE  
Bring one copy for each member of the group plus one for the teacher.  
CH 6: Researching Your Subject (pp. 118-151); discuss potential Topics.  
Library Exercise Due |
| OCT | Th   | 1   | Researching Your Subject, cont’d. Find a Problem and weigh Solutions. |
| T   | 6    | Library Research day |
| Th  | 8    | PROJECT 2 (UTILITY REPORTS) DUE  
APA and MLA Citation Formats  
Bring one printed source to class, complete with name of author, title,  
place and date of publication, volume of journal, issue number, web  
address (if applicable) |
| T   | 13   | CH 21: Making Oral Presentations (605-611, 621-630) |
| Th  | 15   | Mid-Semester Break |
| T   | 20   | PROJECT 3: ORAL REPORTS |
| Th  | 22   | ORAL REPORTS, cont’d. |
| T   | 27   | Writing Summaries; Taking Notes (660-664) |
| Th  | 29   | PROJECT 3 (Q+A REPORT, DOCUMENT ANALYSIS) DUE  
CH 19: Writing Recommendation Reports (pp. 512-523) |
| NOV | T    | 3    | Making an Outline; Writing a Prospectus  
Drafting Front and Back Matter (pp. 523-531)  
Working Bibliography Due |
| Th  | 5    | Incorporating Sources: Paraphrase, Quotation |
| T   | 10   | CH 12: Creating Graphics (pp. 305-344)  
CH 21: Preparing Presentation Graphics (611-621) |
PROJECTS / WRITING ASSIGNMENTS

You will complete four projects in the course of the semester. Each project involves one or several written documents; two involve oral reports.

PROJECT 1: JOB-APPLICATION MATERIALS

It is customary in this course that students prepare a RÉSUMÉ and a LETTER OF APPLICATION for a job or an internship with a company. You will be writing to a real company for a real job or internship; however, you don’t have to mail the letter!

PROJECT 2: SET OF INSTRUCTIONS (GROUP PROJECT) AND EVALUATION OF A SET OF INSTRUCTIONS

As a group, you will write and design SET OF INSTRUCTIONS on how to perform a process that most people in the class will find useful. Once the sets of instructions are finished, each member of the class will take one set home, try out the process, and write an informal EVALUATION REPORT of how effectively your manual described the process. Your grade for this assignment will be based (in equal parts) on the professional look and the clarity of your manual, the evaluation you got from the "consumers," and the quality of your evaluation report.
PROJECT 3: EXAMINATION OF THE WRITING CULTURE IN YOUR MAJOR
Your first major project of the semester, this assignment has three parts:

1. Interview a professional in your field about the writing he/she does regularly. Be sure to choose someone who actually writes as part of his/her job. You will submit an edited Q&A REPORT of the interview.
2. You will ask your respondent for three documents that are typical for the kind of writing he/she does and write an ANALYSIS (3-4 double-spaced pages) in which you demonstrate how different audiences and purposes result in different writing strategies. For this reason, the three documents should be written to different audiences and for different purposes. Ideally, your collection should include one document written for another professional and one that was designed for a general reader. You may use letters, memos, e-mails, (published) articles, formal or informal reports, lab reports, web-based documents — or any other document your respondent has written on the job.
3. Present your findings for parts 2 and/or 3 to the class in a 3-5 minute ORAL REPORT.

PROJECT 4: FORMAL RESEARCH REPORT
This is the second major project of the semester. You will select a topic in your major field that lends itself to a comparative analysis (two major procedures, or materials, or products, etc.), followed by a recommendation of one subject. Your report will follow the guidelines for formal reports, and it will be 5-10 double-spaced pages long, not counting front or back matter. It will use a minimum of 6 sources. If you decide to work with a partner, the length and number of sources will double.

In the process of writing your formal report, you will turn in the following assignments (see syllabus for deadlines). I will not accept any of these assignments unless the previous assignment has been turned in at least one class earlier (grades will drop for all late assignments), which means you cannot turn in more than one at a time, and they have to be in sequence. I will not accept a finished report unless you submitted all of these preliminary assignments beforehand, which means that, without a formal report, you will fail the class.

- a LIBRARY EXERCISE
- a WORKING BIBLIOGRAPHY of 10 titles
- an ANNOTATED BIBLIOGRAPHY of 5 titles
- a short PROSPECTUS/PROGRESS REPORT

You will present your report to the class in a short 10- to 12-minute ORAL PRESENTATION, for which you will receive a grade from your entire audience (10 minutes is the minimum length of your report!). If you fail to give the oral report at your scheduled day and time, I will not accept your paper (and you will fail the class -- see above).
COURSE POLICIES

STUDENT LEARNING OUTCOMES

After successfully completing this course

- Students will be able to produce various technical documents (letters, memos, sets of instructions, informational and analytical reports, utility reports).
- They will know how to do formal research (both through print and electronic sources), to conduct interviews, and to give oral reports.
- They will be better editors of their own writing, both grammatically and stylistically, and they will be able to identify and address varying audiences.
- They will have learned how to be professionals, which includes being on time for class and appointments, turning in professional-looking documents on time, and taking responsibility for their actions (or lack thereof).

ASSIGNMENTS

Be prepared to read and write a lot for this class! Because of the large variety of professional documents, you will complete a number of very different small assignments in the course of the semester in addition to a formal research report. A detailed description is attached to your syllabus.

There may be various quizzes on the readings and other exercises, which I will announce as we go along, and a final exam at the end of the class.

Missed assignments will receive a zero for a grade. If you do not complete your formal report (if you do not turn in the preliminary assignments or the report itself or fail to give your oral report), you will fail the class.

LATE ASSIGNMENTS

I will accept assignments in class only (unless by special permission). They are due on the days specified on the syllabus. You can send in assignments by email (as attachments formatted in Word 97-03 only) only with my permission beforehand. The grade will drop one letter for each calendar day a paper is handed in late.

All assignments have to be typed and follow given formal guidelines.

CLASS ATTENDANCE

The English Department has a very strict attendance policy; you will be reported to your dean if you miss more than the allowed number of classes. You may miss three classes in the course of the semester (for whatever reason); if you miss more than three (for whatever reason), your final grade will drop half a letter grade for each additional class.
Since punctuality is a vital characteristic of a professional, I expect you to be on time for every class. I will call the roll at the beginning of each class; if you are not in class when I call your name, the class will count as one of your absences.

Auditors must attend class.

**STUDENTS WITH DISABILITIES**
If you have a disability that will impact your performance in this class, see me during the first week so that the proper documentation and accommodations may be received and made through the Office of Disability Services. It is the student’s responsibility to contact Disability Services and follow through with paperwork.

**GRADES**
I grade on a 100-point scale (90-100=A), but you will receive a letter grade in addition to each number grade.

The breakdown of your final grade is as follows:

1. Job-Application Materials ......................... 10%
2. Set of Instructions/Evaluation .................... 10%
3. Interview Report ........................................ 10%
   Analysis of three professional documents .... 10%
   Oral Report ............................................. 5%
4. Formal Research Report ............................ 30%
   Oral Presentation .................................... 10%

Quizzes, Exercises ........................................... 5%
Final Exam ..................................................... 10%

If, at the end of the semester, the final average of your grades is borderline between two grades (for example, you have an 89.5 average), I will consider your class participation in deciding your final grade.

**CONFERENCES**
I will keep the office hours stated on the syllabus. During these times, feel free to come in and discuss your work with me. This is also a good time to call me on the phone. If you cannot make my office hours, I will be glad to give you a special appointment. Since I am often busy, these appointments are binding: if you fail to keep one without calling ahead to cancel it, you will lose your privilege to get such appointments. You will still be able to come see me, but it will have to be during my scheduled office hours.

**PLAGIARISM**
You will learn in this course how to integrate sources into your writing properly. If you use the ideas of other writers in your paper (in the form of quotes or paraphrases), you
must give them credit both in the paper and in an attached bibliography. Sloppy documentation will bring down the grade of your formal report, but if you turn in an optional first draft, you will get a chance to fix documentation errors.

Cheating, however, is a different matter: if you copy other writers’ work and **pass it off as your own**, you will be reported to the proper authorities. This kind of plagiarism has serious consequences at UNO. So, you don’t even want to **think** about attempting it: an honest F is infinitely better—and much less damaging—than disciplinary action. For further information, refer to the Student Accountability and Advocacy page, available online at [http://www.uno.edu/student-affairs-enrollment-management/student-accountability-advocacy.aspx](http://www.uno.edu/student-affairs-enrollment-management/student-accountability-advocacy.aspx).

I want you to use this site [http://owl.english.purdue.edu/owl/resource/589/01/](http://owl.english.purdue.edu/owl/resource/589/01/) to learn about plagiarism.

12/12/12 ! updated 8/20/14