ENGL 2152

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University of New Orleans Syllabi

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Required text and supplies:

*Technical Communication* – Mike Markel (Tenth Edition). Using any earlier editions is not allowed – there have been major changes to the text that will result in extensive confusion.

Course Goals / Objectives:
In this course we will work on technical and professional communication for a wide range of audiences. We will concentrate on those types of writing that are usually necessary for one to be successful in a professional environment. I want this course to be useful to you in your career, regardless of what field you are interested in. I will therefore allow you (whenever practical) to write on the professional fields that interest you. Your technical writing skills will be measured by how you convey information in a professional, effective manner that is clear, concise, and grammatically correct. To accomplish these goals, you will read and write a lot for this class! I am committed to your success in ENGL 2152; however, only you can pass the course, and this will take a commitment of considerable time and effort on your part.

Student Learning Outcomes:
After successfully completing this course, you will be able to:

- produce clear, concise and reader-friendly technical documents (including letters, memos, sets of instructions, and reports).
- conduct formal research through print and electronic sources, and interviews and incorporate that research into technical writing.
- edit your own writing more effectively and productively, both in grammar and style.
- effectively write and produce documents as part of a collaborative group.
- be more effective and professional in your written communication, and in your general functioning in a work environment (including being on time, turning in professional-looking documents, and taking responsibility for actions).

Course Requirements:
Projects:
See the enclosed description of the projects you will turn in this semester. Assignments are due online on the days specified. You will send in assignments electronically as attachments formatted in Word only. If your projects arrive after midnight on the (evening of the) due date, they will count as late. You must get confirmation from me via e-mail that I received your project. If you do not receive this confirmation, consider that I did not receive your report, and it will be counted as late. The grade will drop 10 points for each class day a paper is handed in late. All assignments have to be typed and follow the enclosed formal guidelines.

Quizzes:
There will be various quizzes on the readings and other assignments, which I will announce on our discussion board as we progress through the semester. Missed quizzes cannot be made-up (even for excused absences) because of the interactive nature of these assignments.

Grading:
The breakdown of your final grade is as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>05%</td>
</tr>
<tr>
<td>#2</td>
<td>05%</td>
</tr>
</tbody>
</table>
Project #3 10%
Project #4a, b 15%
Project #5a, b 15%
Project #6a, b, c 40%
Quizzes 10%

(See the Project Breakdown handout for further information of each project component).

Grades:
A 90 - 100
B 80 – 89
C 70 – 79
D 60 – 69
F Below 60

Conferences:
I look forward to talking to you about your work in this class. You may come to my office for
conferences during my office hours or by appointment as often as you like. There I can offer you
more detailed comments and advice on individual issues or on any concerns you may have about
the course. If you cannot make my office hours, I will be glad to arrange another meeting time. I
can also conference with you online via e-mail or other venues if you cannot make a face-face
meeting with me.

Plagiarism:
You will demonstrate in this course how to properly integrate sources into your writing. If you use
the ideas of other writers in your projects (in the form of quotes or paraphrases), you must give
them credit both in the paper and in your works cited page. Sloppy or inaccurate documentation
will bring down the grade of your projects, 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 pass other
writers’ work off as your own, you will be reported to the proper academic authorities. This kind
of plagiarism has serious consequences at UNO. I have attached the official English
Department plagiarism and academic integrity policy, and it applies to this course.

Attendance (Class Participation):
As in any college course, attendance is mandatory for this class. In our case, attendance equals to
keeping up with our work online. An integral part of this online course is checking the
announcements, discussion boards and project document sections of the course several times a
week. You will be posting quizzes, projects, and other work and reading and discussing other
posts online. That online work counts as attendance.

Accommodations for Students with Disabilities
Students who qualify for services will receive the academic modifications for which they are
legally entitled. It is the responsibility of the student to register with the Office of Disability
Services each semester and follow their procedures for obtaining assistance. Please let me know
by the end of the second week of class if you anticipate needing disability accommodation.

Online Academic Integrity Statement
To ensure academic integrity, all students enrolled in distance learning courses at the
University of New Orleans may be required to participate in additional student
identification procedures. At the discretion of the faculty member teaching the course,
these measures may include on-campus proctored examinations, off-site or online
proctored examinations, or other reasonable measures to ensure student identity. Authentication measures for this course are identified below and any fees and costs associated are the responsibility of the student.

To authenticate your participation in this online course, the sending of all projects, quizzes and correspondence must originate from the course Moodle page. This page can only be accessed through your UNO secure password. Additionally, we may have one proctored assignment for you to complete in person on campus. This will be clarified later in the semester.