

TECHNICAL AND PROFESSIONAL WRITING

English 402 | summer 2010 | section 1

Dr. Andréa D. Davis
andrea_davis@tricity.wsu.edu

Class hours: 4:15 – 5:45p, Mon – Thur

Office hours: Mon - Thurs
3:00 – 4:00p (and by appt.)

Course dates: May 10 – June 18

Office phone: 509/372.7182
Office location: West 207M

COURSE DESCRIPTION & OBJECTIVES:

English 402 is a writing-intensive course focused on research writing: defining, proposing, reporting progress, and other professional writing needs. In this course, we will practice writing for different audiences and purposes in a variety of document genre. The overall goal of English 402 is to further develop your critical thinking skills as well as your ability to communicate thoughtfully and effectively.

COURSE GOALS:

Instruction in Technical and Professional Writing is concentrated around five core-concepts, which provide students with the theoretical foundations needed to analyze workplace practices and develop documentation (print and digital) for a variety of communication situations. These core concepts include:

- Rhetorical Analysis - write for a range of defined audiences and stakeholders
- Document Design - make rhetorical design decisions about workplace documents implementing design principles of font, format and layout
- Editing for Clarity & Conciseness - Draft, research, test, and revise visual designs and information architecture
- Genres of Workplace Writing - understand and adapt to genre conventions and audience expectations
- Workplace Practices & Collaboration - Understand, develop and deploy various strategies for planning, researching, drafting, revising, and editing documents both individually and collaboratively

REQUIRED TEXT(S), READINGS, AND MATERIALS:

- Dobrin, S., Keller, C, & Weisser, C. (2010) *Technical Communication in the Twenty-First Century* (2nd ed.) Bring your textbooks to class each day.
- Companion website for textbook: http://wps.prenhall.com/chet_dobrin_techcomm_2/
- Readings as assigned and provided through ANGEL.

INSTRUCTIONAL FORMAT:

This summer class requires an accelerated pace, working intensely in the classroom and using the ANGEL course management system. Class format includes face-to-face instruction, electronic discussion, small group work, workshopping, posting to ANGEL, and other forms of collaborative work.



Face-to-face instruction, in my case, does not include “lecture.” You will be expected to complete readings **before** you come to class and be prepared to actively engage the concepts of the chapters and our course without review or lecture on these concepts during our class time.

You are expected to check your WSU email account and ANGEL daily for course updates and assignments.

GRADES:

Grades will be based on percentages for this course. However, you are required to complete *all* projects and assignments in order to pass the course.

Group work, chapter activities and online discussion	30%
Resume portfolio.....	25%
RFP & proposal portfolio	25%
Progress report.....	20%

GRADING SCALE:

A	96-100%	B	84-87%	C	72-75%	D	60-63%
A-	92-95%	B-	80-83%	C-	68-71%		
B+	88-91%	C+	76-79%	D+	64-67%		

ATTENDANCE AND PARTICIPATION:

Participation is ABSOLUTELY ESSENTIAL. You are expected to respond to activities and assignments in a timely fashion and to participate in all group activities in class and in ANGEL. It is essential to your success in this course to think of our class as a community in which you are an important member. Non-participation in the assignment is **not** like simply choosing not to speak during class. In this case, non-participation will mean that you do not pass the course.

ACADEMIC HONESTY:

Academic dishonesty, including all forms of cheating, plagiarism, and fabrication, is prohibited, as is knowingly facilitating academic dishonesty. The expectation of the university is that all students will accept these standards and conduct themselves as responsible members of the academic community. These standards should be interpreted by students as general notice of prohibited conduct. They should be read broadly, and are not designed to define misconduct in exhaustive forms. Faculty and their departments have jurisdiction over academic dishonesty discovered in their courses.

For this course, carefully read the information on academic dishonesty in the *WSU Student Handbook*. You can find this information at http://www.tricity.wsu.edu/student_handbook_pullman.htm under “Standard of Conduct for All Students”, Part III. According to this section of the student handbook, “Academic dishonesty includes cheating, falsification, fabrication, multiple submission, plagiarism, abuse of academic materials, complicity, or misconduct in research.” Plagiarism is “knowingly representing the work of another as one’s own, without proper acknowledgment of the source....Plagiarism includes, but is not limited to, submitting as one’s own work the work of a ‘ghost writer’ or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.” Each student is responsible for knowing and adhering to the university’s standards for honesty in his/her academic work.

For a first violation of the academic honesty policy, students will fail the assignment, the office in charge of student conduct will be notified of the violation, and the student may be required to attend a workshop. For a second offense, the student may appear before the university conduct board and may be dismissed from the university. Exception: if the instructor or board determines that the academic dishonesty is particularly egregious or blatant the student may be dismissed from the university, even if it is the first offense.

SEVERE WEATHER:

The university does not close except under the most adverse conditions. If the decision is made to close the campus or delay the instructional day, key staff members and the news media will be notified. The closure status will also be posted on www.tricity.wsu.edu. If no notification is given, then students may assume that classes will proceed as usual.

EMERGENCIES:

In the event of any emergency, call 911. If you hear a fire alarm sound, leave the class and take your belongings (car keys, coats, backpacks, etc) with you. Exit the building immediately to your staging area, which is the Cougar Garden for East and West Buildings or the West Parking Lot for CIC Building. Stay in these areas during an evacuation until released. Evacuation routes are posted inside the door of each classroom. Remember that elevators do not work and fire doors swing closed during a fire alarm.

COPYRIGHT:

Students can find the WSU copyright policy at <http://www.wsu.edu/Copyright.html>. Students are expected to read and adhere to this policy and copyright laws.

AMERICANS WITH DISABILITY ACT (ADA) STATEMENT:

Reasonable accommodations are available for students who have a documented disability. Classroom accommodation forms are available through the Disability Services Office. If you have a documented disability (even temporary) make an appointment as soon as possible with the Disability Services Coordinator Cherish Tijerina (ctijerina@tricity.wsu.edu or 372-7351). You will need to provide your instructor with the appropriate classroom accommodation form from Disability Services during the first week of class. Late notification may mean that requested accommodations might not be available. All accommodations for disabilities must be approved through the Disability Services Coordinator.

SUBJECT TO CHANGE CLAUSE:

This syllabus, course calendar, and accompanying documents are subject to change at the instructor's discretion.

ASSIGNMENTS: (more info on individual assignments provided in ANGEL)

<p>Group work, chapter activities and online discussion These discussions and activities make up the bulk of our work together in this class and thus are worth 30% of your overall grade.</p>	<p>For each chapter, group work, online discussion, and/or other activities and write-ups will be required. Each chapter has several activities that ask you to explore, discuss your own experiences, or analyze something of relevance to the chapter's topic. Each of these activities is part of your reading process and asks that you respond in some way. Each of these will be done in groups or public discussion forums so that all students benefit from the responses.</p>
<p>Resume portfolio 25% of overall course grade.</p>	<p>For this writing portfolio, you will be asked to complete a portfolio including your job analysis, cover letter, resume, and reflection.</p>
<p>RFP & proposal portfolio 25% of overall course grade.</p>	<p>In this writing portfolio, you will put together an RFP and write a proposal. This will be a group and individual project. Details will be posted in ANGEL.</p>

Progress report

20% of overall course grade.

Your final writing assignment will come after the discussion of formal and informal reports. This will give you an opportunity to practice the skills of technical and professional communicators and will serve as a reflective review of the course.

COURSE CALENDAR: (REVISED 6/10/10)

Key: "Explore"(E); "In Your Experience"(IYE); "Analyze This" (AT); "Writing Scenario" (WS)

Wk	Day	Date	In-Class Topics & Activities	Homework
1	Mon	10-May	Course introduction: syllabus, requirements, course concepts > in-class activity (portal site & wordle)	Read Chp 1 - IYE p.13; IYE p.16; also respond to each of the group's Wordle posts in the wiki
	Tues	11-May	Technical and Professional Communication in the Workplace	Read Chp 2 - WS #3 p. 41 (formal letter addressed to your instructor)
	Wed	12-May	Rhetoric and Technical Communication	Read Chp 3 – IYE p. 58; WS #5 p.70
	Thurs	13-May	Technical Communication and Electronic Technologies	Read Chp 4 – WS #2 p.97
2	Mon	17-May	Ethics and the Workplace Writer	Read Chp 5 – AT p. 105 (hint: also look up the Wikipedia entry on "International English"). What 3 things were new or surprised you and why?
	Tues	18-May	Technical Communication in a Transnational World	Read Chp 6 – IYE p. 156; AT p. 159
	Wed	19-May	Researching and Evaluating Source Material	Read Chp 7 – IYE p. 173; WS #9 p. 199
	Thurs	20-May	Organizing and Drafting Documents	Read Chp 8 – IYE p. 222; WS #11 p.237
3	Mon	24-May	Visual Rhetoric and Technical Communication	Read Chp 9 – WS #14 p. 269
	Tues	25-May	Layout and Design	Read Chp 10 – WS #8 p.302; WS #13 p.304
	Wed	26-May	Revising, Rewriting, and Editing	Read Chp 11 – IYE p. 314 (other than Google!); IYE p. 317
	Thurs	27-May	Usability	Read Chp 12 – IYE p. 346; AT p.357
4	Mon	31-May	Holiday - Memorial Day	
	Tues	1-Jun	E-mail, E-Messages, and Memos	Read Chp 13 – AT p.382; WS #14 p. 394 (don't actually send the letter ☺); select a job ad (real or ideal) to analyze in class.
	Wed	2-Jun	Letters; Job ad analysis	Read Chp 14 – AT p. 426
	Thurs	3-Jun	Finding and Obtaining Employment peer review – resumes	Read Chp 15 – WS #1 p.464; WS #10 p. 465; Resume Portfolio (see handout)
5	Mon	7-Jun	Technical Definitions	Read Chp 16 - AT p.479; WS #11 p. 487
	Tues	8-Jun	Technical Descriptions and Specifications	Read Chp 17 – IYE p. 505; AT p. 515
	Wed	9-Jun	Websites and Online Environments	Read Chp 18 – IYE p. 541; WS #5 p. 555
	Thurs	10-Jun	Technical Instruction	Read Chp 20 - RFP & Proposal Portfolio (see handout)
6	Mon	14-Jun	Proposals and Requests for Proposals	Work on RFP & Proposal portfolio
	Tues	15-Jun	Peer reviews – RFP & Proposals	Work on RFP & Proposal portfolio
	Wed	16-Jun	Informal Reports	Read Chp 21 – AT p. 651; WS #5 p.658 Progress Report Portfolio (see handout)
	Thurs	17-Jun	Summer term wrap-up	All make-up work due today!!