

Engl 277: Technical Writing for Engineering
Spring 2018
Amber Jensen

GRADING

Late work will not be accepted unless arrangements have been made with the instructor prior to an excused absence or as soon as possible following an emergency.

Attendance (5%): Students with less than 4 absences will be awarded the full 100 points for attendance; beyond four absences, the student's grade will drop five points for each missed class, so a student missing 5 classes would receive an attendance grade of 75.

In-class activities (5%): In-class activities will consist of small group work/peer review workshops, individual work, and pop quizzes/assignments as needed throughout the semester.

Correspondence (10%): Students will compose a professional introductory email to the class. Students will also write a letter and a memo on the same subject, making appropriate accommodations in content and style appropriate to the context, context, and audience of each; students will explain those choices and accommodations in a rhetorical analysis of their work.

Job Application Materials (15%): Students will find a job posting and submit that posting for approval along with a rhetorical analysis; students will then write and submit an appropriate and well-developed cover letter and resume, accompanied by a reflection.

Written Instructions (15%): Students will work in groups to create written instructions for a task; groups will test the usability of other groups' instructions.

Report (20%): Students will compose a professional, research-based report, beginning with a proposal and rhetorical analysis and culminating in a 3-5 page report and reflection.

Proposal (25%): Students will work in groups (or individually) to create a proposal on the topic of their choice. This process will involve an initial proposal and rhetorical analysis. Upon approval, students will develop an individual/collaborative plan outlining how they will proceed with the research and writing of the proposal. Finally, students will present their proposal (individually or in groups) and submit a final reflection/assessment of their individual or group work.

Final (5%): The final exam will cover the major concepts discussed in the course, including the importance of content, context, and audience in determining the appropriate rhetoric for a piece of technical/professional writing.

COURSE SCHEDULE

Unless otherwise noted, readings listed should be completed *before* coming to class. Dates subject to change.

Week 1

Mon. 1/8: Course introduction.

Wed. 1/10: Context: Planning your communication (Chapter 1) and Understanding your audience (Chapter 2). Audiences: Engineers (Chapter 6), Technicians (Chapter 7), Executives (Chapter 8), Clients (Chapter 9), and The public and public sector (Chapter 10).

Fri. 1/12: Context: Meeting your ethical obligations (Chapter 3) and Designing documents for users (Chapter 5). Rhetorical analysis (in-class assignment).

Week 2

Mon. 1/15: No Class: Martin Luther King Day Holiday.

Wed. 1/17: Corresponding (Chapter 13). Introduce Letter and Memo assignment.

Introductory email due with rhetorical analysis.

Fri. 1/19: Guest speaker -- (S06) / Corresponding, cont'd: Paragraphs (Chapter 23), Sentences, (Chapter 24) -- (S01)

Week 3

Mon. 1/22: Guest speaker -- (S01) Corresponding, cont'd: Paragraphs (Chapter 23), Sentences, (Chapter 24) -- (S06).

Wed. 1/24: Peer Review: Memo and letter.

Fri. 1/26: Memo and letter due with rhetorical analysis. Applying for a job (Chapter 16).

Week 4

Mon. 1/29: Posting and rhetorical analysis due. Components: Paragraphs (Chapter 23), Sentences (Chapter 313), Words (Chapter 25).

Wed. 1/31: Design: Designing documents for users (Chapter 5), Headings (Chapter 22). Cover letters: examples and drafting.

Fri. 2/02: Peer Review: Cover Letter. Resumes: examples and drafting.

Week 5

Mon. 2/05: Peer Review: Resume.

Wed. 2/07: Cover letter, Resume, and reflection due.

Fri. 2/09: Instructing (Chapter 15). Written Instructions assignment.

Week 6

Mon. 2/12: Group topic selection (written instructions) and in-class work.

Wed. 2/14: In-class drafting, group work day.

Fri. 2/16: Written Instructions due. Usability testing/evaluation of instructions.

Week 7

Mon. 2/19: Reporting in a research community (Chapter 11). Brainstorming topics/scenarios.

Wed. 2/21: Reporting in an industrial organization (Chapter 12). Brainstorming topics/scenarios. **Proposal and rhetorical analysis due.**

Fri. 2/23: Developing a research plan from rhetorical analysis. Research and documentation (Chapter 17).

Week 8

Mon. 2/26: Library instruction – meet in Briggs Library (Classroom 125).

Wed. 2/28: Library research day – meet in Briggs Library (tables outside room 125). .

Fri. 3/02: Drafting (Chapter 18), Headings (Chapter 22), Visuals (Chapter 28-30).

Week 9

Mon. 3/3-Fri. 3.9: No Class -- Spring Break

Week 10

Mon. 3/12: Components: Summaries (Chapter 26) and Print Pages (Chapter 31).

Wed. 3/14: Peer review: Report.

Fri. 3/16: Report and reflection due. Informal presentations/reflection.

Week 11

Mon. 3/19: Proposing (Chapter 14). Brainstorming topics/scenarios.

Wed. 3/21: Selecting topics/groups: Proposal and rhetorical analysis. **Proposal and Rhetorical analysis due.**

Fri. 3/23: Components (Chapters 22-26) and Media (Chapters 31-34).

Week 11

Mon. 3/26: Response/discussion of proposals. Planning/work day.

Wed. 3/28: Proposal Plan due. Research and documentation (review).

Fri. 3/30: No Class – Easter Holiday

Week 12

Mon. 4/2: Library research day – meet in Briggs Library (tables outside room 125).

Wed. 4/4: Library research day – meet in Briggs Library (tables outside room 125).

Fri. 4/6: Library research day – meet in Briggs Library (tables outside room 125). **Plan update due.**

Week 13

Mon. 4/9: No class, Individual/Group Conferences

Wed. 4/11: No class, Individual/Group Conferences

Fri. 4/13: No class, Individual/Group Conferences

Week 14

Mon. 4/16: Proposal presentations.

Wed. 4/18: Proposal presentations.

Fri. 4/20: Proposal presentations.

Week 15

Mon. 4/23: Proposal presentations.

Wed. 4/25: Proposal presentations.

Fri. 4/27: Return presentation evaluations. Final questions.

Finals Week

Tues. 5/1 (9:15 am) – 277.S08

Wed. 5/2 (1:45 pm) – 277.S01