

ENGL 277.S01 and S06. (3 credits)

Technical Writing for Engineering
 SDSU, Spring 2018
 S01: M-W-F 2:00-2:50pm SWG 169
 S06: M-W-F 8:00-8:50am SWG 159

Amber Jensen

Office: Pugsley 303M
 Office Hours: M-W-F 9:00-10:50am
 or by appt.
 Phone: 688-5191 (office)
 Email: amber.l.jensen@sdstate.edu

TEXTS

The Engineering Communication Manual, Richard House, *et.al.* Oxford University Press.
The St. Martin's Handbook for South Dakota State University (8th edition, SDSU), Andrea Lunsford

COURSE DESCRIPTION

The *South Dakota State University 2017-2018 Undergraduate Catalog* provides the following overview of English 277: "Study and practice of technical writing in Engineering and related disciplines."

More specifically, in this course you will learn to analyze audience, context, and content to decide upon appropriate rhetorical strategies for various genres and styles of writing and communication relevant to the field of engineering. You will also employ a variety of invention, drafting, and revision strategies to enrich your writing process and will continue to build upon the research and documentation methods you have learned in English 101. Finally, you will continue to develop your advanced research methods and appropriate integration and documentation of research in formal reports and proposals.

English 277 is designed to help students improve their skills in writing, analysis, and argumentation. This is in keeping with the university's SGR Goal #1: "Students will write effectively and responsibly and will understand and interpret the written expression of others, and SGR Goal #7: Information Literacy. As a result of taking courses meeting this goal, students will:

SGR #1: Write using standard American English, including correct punctuation, grammar, and sentence structure; Write logically; Write persuasively, with a variety of rhetorical strategies (e.g., expository, argumentative, descriptive); Incorporate formal research and documentation into their writing, including research obtained through modern, technology-based research tools. [These skills will be assessed upon your performance on the major essays.]

These student learning outcomes will be measured in student writings—rhetorical analysis, business correspondence, job application documents, reports, and proposals—which will demonstrate their understanding of these concepts and how they apply to technical writing in the field of engineering.

PREREQUISITES

Prerequisites for Engl 277, as listed in the 2017-2018 Undergraduate Catalog, are Engl 101 and GE 101, GE 109, Phys 109 or Phys 119 or instructor consent.

This is an advanced writing course and as such builds upon the basics of grammar, logic, organization, research, and documentation practiced in Composition I. Students will be expected to use these basics effectively in their writing, and extensive class time will not be devoted to the review of these basics. Students are encouraged, however, to scheduled individual conferences

with the instructor or to seek assistance in the Writing Center if they struggle with these concepts and their application.

TECHNOLOGY

To successfully complete the work for this course, you will need basic keyboarding and word-processing skills. For class documents, assignment descriptions and submission of assignments, you will need to navigate D2L dropboxes and tools. You will also use technology appropriate to your subject (PowerPoint, Prezi, posters, etc.) to present your final proposal to the class. To successfully complete the research requirements, you will need to be able to search the internet and various online databases. When possible, instruction will include discussion and demonstration of such skills. For additional instruction in using library resources, call 688-5107 or email blref@sdstate.edu or go to <http://libguides.sdstate.edu/english101>.

To receive documents and other information pertaining to this course, you may also, on occasion, need to check your jacks email account or the course site on D2L. To access the latter, go to <https://d2l.sdbor.edu> and follow the prompts to log in to the site. I will inform you in class when you need to retrieve material from your email account or from D2L.

ATTENDANCE

Because much of your work and learning will take place in class, you must attend and participate in class regularly and keep up on assigned reading and writing. 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. Students missing more than 8 classes will automatically fail the course.

Attendance points cannot be made up, unless a student has an excused absence. To receive an excused absence for university-approved activities or for health or family emergencies, you must—as soon as possible—submit the appropriate documentation. Four absences are allowed to cover acute illness, unexpected minor emergencies, conflicting priorities, etc. An emergency that becomes chronic, and that forces you to miss class repeatedly, may require you to drop the course and take it in a subsequent semester.

INSTRUCTIONAL METHODS

In order to accomplish the goals of the course, we will devote class time to: discussing writing context, genre, audience, and appropriate rhetoric; analyzing examples of writing and discussing course materials; individual research/writing; small group peer review; group work on proposals and presentations.

COMMUNICATION & RESPONSE TIME

Students can reach me at amber.l.jensen@sdstate.edu (please note that this is not D2L email, and that this sdstate.edu email is the one I check and respond to regularly). During the work week, students can expect response in 24 hours; on weekends, response may take longer. In the case of an emergency, students can contact the English office at the number listed above and leave a message for me.

For daily assignments, I usually post grades within one week from the due date; for larger assessments (like essays, portfolios, or projects) I usually post grades within two weeks.

COURSE REQUIREMENTS

You will read most chapters from *The Engineering Communication Manual* and will consult *The St. Martin's Handbook* and/or other resources for guidelines on writing rules and practice and

proper documentation. You will write formal business correspondence, including job application materials (cover letter and resume) as well as a formal report and proposal, incorporating and appropriately documenting research accessed online and in Briggs Library. As a part of each assignment, student will write a rhetorical analysis, demonstrating their understanding of the content, context, and audience of the writing and the appropriate rhetorical strategies employed to account for those factors. The weight of each of these assignments in your final grade is outlined below. I will provide further details about these assignments in class discussions (with details also posted under the content tab on D2L).

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. Final grades are based on a traditional scale: A (90-100%), B (80-89%), C(70-79%), D(60-69%), and F (59% and below). Assignments factored into this final grade include: Attendance (5%); In-class activities (5%); Correspondence (10%); Job Application Materials (15%); Written Instructions (15%); Report (20%); Proposal (25%); Final (5%).

ADDITIONAL FEEDBACK

For those who would like extra feedback on their drafts or assistance with generating ideas, developing and organizing those ideas, or expressing their meaning clearly and concisely, the English Department provides free tutoring in its Writing Center, located in 103 Briggs Library. This service is available to all students. To schedule an appointment, go to the Writing Center's website (www.sdstate.edu/writingcenter) or call 688-6559. Depending upon availability of tutors, walk-ins are also welcome.

I also encourage you to meet outside of class with your small groups or other students from our class if you feel class time does not allow sufficient response time and to set up times to meet with me outside of class if you would like additional feedback.

ACADEMIC SUCCESS/CONNECTSTATE

As your instructor, my goals are to help you be successful in this course and to make your learning experience as meaningful as possible. For that reason, should your progress in the course falter due to lack of attendance or failure to submit work or to submit it on time or to submit work of passable quality, I will notify you and your advisor through the ConnectState early-alert program. This program serves to apprise students that early deficiencies in their performance, should they continue, will jeopardize their successful completion of the course. The program also sets in motion steps to help students get additional help. If you receive a notification in ConnectState, please seek assistance from me, your advisor, the Student Success Center, the Writing Center, or other campus resources.

If you have questions, please contact me or Jody Owen, the early-alert coordinator, at Jody.Owen@sdstate.edu or 688-4155.

CONCERNING HONESTY IN ACADEMIC WRITING

The English Department announces herewith that it will not tolerate plagiarism—representing another's work as one's own—in any form. Students must abide by the principles governing academic research and writing, the first and foremost of which is honesty. And students must abide by the university's policies regarding academic integrity, set forth in policy 2.4 of the South Dakota State University Policy and Procedure Manual. A summary of the policy, provided by the Office of the Provost, appears below.

Student Academic Integrity and Appeals: The University has a clear expectation for academic integrity and does not tolerate academic dishonesty. University Policy 2.4 sets forth the definitions of academic dishonesty, which includes but is not limited to, cheating, plagiarism, fabrication, facilitating academic dishonesty, misrepresentation, and other forms of dishonesty relating to academics. The Policy and its Procedures also set forth how charges of academic dishonesty are handled at the University. Academic dishonesty is strictly proscribed and if found may result in student discipline up to and including dismissal from the University.

If you have any questions about these matters, be sure to discuss them with me. You also may consult the full policy via the SDSU website.

FREEDOM IN LEARNING

Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any courses of study. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should first contact the instructor of the course. If the student remains unsatisfied, the student may contact the Department Head, Dean, or both, of the college which offers the class to initiate a review of the evaluation.

DISABILITY SERVICES

Any student who feels s/he may need an accommodation based on the impact of a disability should contact Nancy Hartenhoff-Crooks (or successor) Coordinator of Disability Services (605-688-4504 or Fax, 605-688- 4987) to privately discuss your specific needs. The Office of Disability Services is located in room 065, the University Student Union.

