**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**