COURSE SYLLABUS
ENG120: Introduction to Technical Writing

Course Description
Theory, organization, requirements, rhetorical strategies and collaborative writing skills
are emphasized in the composition of technical communications including definitions,
graphics, reports, career documents, mechanical descriptions, instructions, process
analyses, technical documents and proposals.

General Course Information

Number of Units/Weeks	4/10
#Hours Lecture/#Hours Laboratory/#Hours ELPs*	40/0/80
Prerequisite(s)	ENG110
Co-requisites (s)	None
Course Developer(s)	Danielle Peloquin, M.S.
Date Approved / Last Review	February 2017

*Enhanced Learning Projects

Learning Outcomes
• Describe the function and key characteristics of technical communications.
• Identify, describe, and utilize the techniques of prewriting, writing, and post
  writing.
• Incorporate basic elements of technical communications including definitions,
  descriptions, instructions, process analyses, reports, proposals, web pages, and
  job search materials.
• Effectively utilize graphics in technical documents.
• Demonstrate proficiency in technical research, document formatting, and
  technical style.

Instructional Methods Employed in this Course
⚔ Lecture and reading assignments
⚔ Hands-on exercises
⚔ Research
⚔ Student presentations
⚔ Practical application of theory and skills in authentic design projects
⚔ Build on prior knowledge and experience of students to enhance richness of
  class activities

Information Resources for this Course
Textbook

Lannon, J. M., & Gurak, L. J. (2014). *Technical communication* (13th ed.). Boston: Pearson.

Table/Topics & Assignments
Types of Assignments:
Lecture -
Considered Lecture Hours

Classroom Discussion -
Considered Lecture Hours

In Class Critique -
Considered Lecture Hours

Delivering Oral Presentations -
Considered Lecture Hours

In Class (IC) Exercise -
Considered Lecture Hours

Reading -
Considered Enhanced Learning Project (ELP), work done outside of class

WebClass lesson (non-online courses) -
Considered ELP, work done outside of class

Lab Work -
Considered Lab Hours

Quiz, Midterm or Final -
Considered Lecture Hours

Week 1						
Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 1A	Introduction to Course Materials	1	0	0	0	
Lecture 1B	Introduction to Technical Writing	2	0	0	0	
IC Ex. 1A	Article Translation (Exercise 1 Page 33)	1	0	0	50	
ELP 1A	Read Chapters 1-4 (pp. 1-80)	0	0	6	0	
ELP 1B	1 Page Response to Case Study (pp. 71)	0	0	3	50	Week 2

Total Week 1		4	0	9	100	

Week 2

Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 2A	Assessing Audience	2	0	0	0	
Lecture 2B	Ethics	1	0	0	0	
IC Ex. 2A	Entry-Level Job Description (pp. 121)	1	0	0	50	
ELP 2A	Read Chapters 5-7 (pp. 83-149)	0	0	4.5	0	
ELP 2B	Research Question for Midterm	0	0	3	50	Week 3
Total Week 2		4	0	7.5	100	

Week 3

Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 3A	Teamwork	2	0	0	0	
IC Ex. 3A	Research Process	1	0	0	0	
Lecture 3B	Technical Writing Process	0	0	0	0	
ELP 3A	Read Chapters 8-10 (pp. 154-207)	0	0	4	0	
ELP 3B	Annotated Bibliography for Midterm	0	0	3.5	90	Week 4
Total Week 3		4	0	7.5	90	

Week 4

Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 4A	Evaluating Sources	3	0	0	0	
IC Ex. 4A	APA Workshop	1	0	0	0	
ELP 4A	Read Chapter 10-11 (pp. 192-242)	0	0	5	0	
ELP 4B	Midterm Research Paper	0	0	5	150	Week 5
Total Week 4		4	0	10	150	

Week 5

Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due

Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 5A	Use of Visual Information	3	0	0	0	
IC Ex. 5A	Student Discussion of Midterm Topics	1	0	0	0	
ELP 5A	Read Chapter 12-13 (pp. 246-315)	0	0	2.5	0	
ELP 5B	"Global" Project (pp. 291)	0	0	4	50	Week 6
Total Week 5		4	0	6.5	50	

Week 6

Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 6A	Memos	2	0	0	0	
Lecture 6B	Workplace Communication	2	0	0	0	
ELP 6A	Read Chapter 14-16 (pp. 318-376)	0	0	6	0	
ELP 6B	"Digital & Social Media" Project (pp. 378)	0	0	2.5	100	Week 7
Total Week 6		4		8.5	100	

Week 7

Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 7A	Resumes	2	0	0	0	
Lecture 7B	Technical Descriptions & Definitions	1	0	0	0	
IC Ex. 7A	"Team" Project (pp. 426-427) *This will become your final project*	1	0	0	50	
ELP 7A	Read Chapter 17-19 (pp. 380-454)	0	0	6	0	
ELP 7B	"General" Projects #1-4 (p. 454)	0	0	6	50	Week 8
Total Week 7		4	0	12	100	

Week 8

Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 8A	Instructions & Procedures	2	0	0	0	

IC Ex. 8A	Final Team Project	1	0	0	0	
Lecture 8B	Informal Reports	1	0	0	0	
ELP 8A	Read Chapter 20-222 (pp. 456-552)	0	0	6	0	
ELP 8B	Outline of Group Instructions & Procedure	0	0	3	10	Week 9
Total Week 8		4	0	9	10	

Week 9

Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 9A	Proposals	1.5	0	0	0	
Lecture 9B	Presentations	1.5	0	0	0	
IC Ex. 9A	"General" Projects #1 & #3 (pp. 619)	1	0	0	10	
ELP 9A	Read Chapter 23-24 (pp. 554-617)	0	0	4	0	
ELP 9B	Final Group Instructions & Procedure	0	0	6	100	Week 10
Total Week 9		4	0	10	110	

Week 10

Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 10A	Web Pages	2	0	0	0	
Lecture 10B	Social Media	2	0	0	0	
Total Week 10		4	0	0	0	

Course Hours Summary

Week	Topic	Lec Time	Lab Time	ELP Time
1	Introduction to Course/Technical Writing	4	0	9
2	Assessing Audience/Ethics	4	0	7.5
3	Teamwork/Research	4	0	7.5
4	Evaluating Sources/APA Workshop	4	0	10
5	Use of Visual Information	4	0	6.5
6	Memos/Workplace Communication	4	0	8.5
7	Resumes/Technical Descriptions & Definitions	4	0	12
8	Instructions & Procedures/Informal Reports	4	0	9
9	Proposals/Presentations	4	0	10
10	Web Pages/Social Media	4	0	0

Total		40	0	80

Table/Point Breakdown

Week	Assignment	Possible Points	Percent of Grade
1	Article Translation	50	5%
2	Case Study Response	50	5%
2	Job Description	50	5%
3	Research Question	50	5%
4	Annotated Bibliography for Midterm	50	5%
5	Midterm Research Paper	150	15%
6	Global Project	50	5%
7	Digital & Social Media Project	100	10%
7	Team Project	50	5%
8	General Project	50	5%
9	Outline for Group Final	50	5%
9	General Projects	50	5%
10	Final Group Project	150	15%
	Participation	100	10%
Total		1000	100%