

## English 2116 – 008: Introduction to Technical Communication

FALL 2015

Instructor	Prof. Julia Intawiwat
Email	<a href="mailto:jbintawi@uncc.edu">jbintawi@uncc.edu</a>
Phone: (cell)	704-760-5588 (texting is best)
Office: Cameron 113	Office Hours: M/W 8:30 – 10:30
Office: Fretwell 248 F	Office Hours: Fri. 12 – 1:30

### Course Description and Purpose

#### Course Goals and Description

English 2116 is a writing intensive course designed for students across disciplines. In this class, you will practice a variety of thinking, reading, verbal and writing skills that will enable you to present technical information effectively. Effective communication is increasingly vital to companies. This communication is in the forms of effective verbal expression, group dynamics and cooperation, and document design.

- To understand the theoretical basis of technical communications
- To use effective planning, drafting, and revising strategies for technical documents and presentations
- To give effective feedback to one another and to learn to work collaboratively
- To learn to integrate visuals and text and distinguish good and poor visual display
- To think critically about ethics and ideology in technical writing
- To work as a member of a writing team to produce a technical document
- To present well-organized interesting oral reports with confidence
- To communicate in an international context being sensitive to linguistic, cultural, and technical differences
- Effectively create and receive written and oral messages for a variety of audiences, purposes, and subjects
- To become a more reflective thinker and writer about one's growth and learning

Students that are highly motivated in this class will find that they not only will become better communicators, but also will become more marketable when looking for a job. I am excited about the class and the topic of technical communication. Technical communication combines the best in creativity and logic in order to communicate ideas effectively to an audience. Looking forward to a terrific semester!

## Required Text and Materials

- Tebeaux, Elizabeth & Dragga, Sam. The Essentials of Technical Communication. {ISBN: 978-0-19-937999-6}
- Access to a UNCC Internet account (e-mail, web space, etc.)
- Willingness To Learn

## Recommended

- Some means of portable storage (i.e. your “h” drive, a flash drive, a floppy disk, etc.)
- Any general writing handbook

## Attendance

Three (3) absences allowed without penalty (excused or unexcused/It is not my responsibility to make a distinction). Any absences after four (4) will result in a ten-point deduction for each absence in the total cumulative final grade amount. You cannot pass the course with a total of five (5) or more absences, regardless of cumulative grade. If you are absent, **you are responsible** for getting missed assignments, handouts and notes.

- It would be wise to obtain the phone numbers and email addresses of several classmates.
- In case of my unexpected lateness or absence, I will call the English office and give them a message for you. Please wait until you get a message to know about the situation.
- If you leave and I show up, it will count as an absence, and you will be responsible for any work.
- 3 late arrivals and/or leaving early = 1 absence.

## Class Participation

Participation means taking an active part and being completely engaged throughout the entire class -in all class discussions, interacting with other class members during group work, writing effective comments on students’ drafts, and turning in the assigned work on time. Please be respectful of myself and your fellow classmates during class discussions, lectures, and presentations.

- Internet browsing, checking email or Facebook will count against your participation points. We are professionals.
- I reserve the right to ask you to leave the class and be counted absent for the day should I see you texting, working on other materials for other classes, or socializing on your computers during class time.
- If you have extenuating circumstances that require you to have access to your cell phone, please see me. Please use your time wisely.

### **Work/Papers**

- **ALWAYS** keep **all** work Printing problems are **NOT** an excuse! Always type assignments- unless otherwise directed. Please give assignments to me at the beginning of class, **NOT** at the end of class, my mailbox, or email. Some projects can be submitted online through Moodle (specific projects will be discussed in class). Points will be deducted for each day an assignment is late. **Plan Ahead!** since you cannot pass the course without doing all the assigned projects and work.

### **Writing Resource Center**

- Excellent source for brainstorming, planning, revising, and writing help (Cameron- 1st floor-687-HELP).

### **Student Integrity/Code of Student Conduct and Academic Integrity**

- Please refer to student handbook and UNCC website for UNCC guidelines. Student Conduct and academic integrity (plagiarism) are **serious** issues.  
<http://www.legal.uncc.edu/policies/ps-105.html>

### **Multicultural Statement**

- Please refer to student handbook, and UNCC website for UNCC guidelines.  
<http://www.uncc.edu/policystate>

### **Religious Holidays**

- Please refer to student handbook, UNCC website for UNCC guidelines. If you must be absent for a religious observance, you are required to file a “Request for Religious Observance” form and notify me at least a week before the absence. You are responsible for any missed work and any modifications to the syllabus and/or assignments.

### **Email Policy**

- If you email me, I will respond as soon as I read it. Please be aware that I do not constantly check email but I will respond in a timely manner to your email questions/concerns.
  - Texting is the fastest way to get in touch with me.
  - My cell phone # is: 704-760-5588

### **General Class Information**

- This syllabus and schedule are subject to modifications throughout the semester.
- If you have questions at any point in the semester, please feel free to talk with me.
- Check Moodle and UNCC email account regularly for class announcements, readings, assignments, handouts, and class discussions.

Final Exam: Final Exam Fri. Dec. 18<sup>th</sup>. 2 pm – 4:30 pm

Please plan accordingly because final exam attendance is required.

	IN CLASS	BOOK ACTIVITIES
TOPIC 1	Ch. 1: Characteristics of Writing at Work Ch. 7: Emails, Texts, Memos, and Letters	Exercise 1 (13) Exercise 1 OR 2 OR 4 (174)
TOPIC 2	Ch. 2: Writing for Your Readers Ch. 8: Technical Reports	Exercise 3 (35)
TOPIC 3	Ch. 3: Writing Ethically Ch. 9: Proposals and Progress Reports	Exercise 2 (55) Exercise 2 (273)
TOPIC 4	Ch. 4: Achieving a Readable Style Ch. 10: Instructions, Procedures, and Policies	Exercise 3 (77) Exercise 1 (307)
TOPIC 5	Ch. 5: Designing Documents Ch. 11: Oral Reports	Exercise 2 OR 3 (109)
TOPIC 6	Ch. 6: Designing Illustrations Ch. 12: Resumes and Job Applications	Exercise 4 (146) Exercise 2 OR 4 (365)

### Grading

90%-100% A    80%-89% B    70%-79% C    60%-69% D    00%-60% F

Assignments are based on project points and the class is project and writing/communicating based not test based. Your “test” is how well you apply the concepts to your writing, presentation and document design.

### Major Assignments:

Instructional Memo = 25 points

Bad News Letter = 25 points

Correspondence Project: 25 points

GROUP PROJECT Presentation (website for Proposal & Technical Report) = 100 points

Illustration Design (ex: schedule, fiscal progress, etc.) = 25 points

Research Infographic with Annotated Bibliography = 100 points

ePortfolio = 200 points

Book Assignments X 10 = 100 points

TOTAL: 600 points

600 – 540 = A            540 – 480 = B            480 – 420 = C            420 – 360 = D

### **Definition of A, B, C, D, and F Grades**

An 'A' means your work was excellent—not mediocre, average, or just good.

A 'B' means your work was good—not quite excellent but definitely above average and thoughtful.

A 'C' means your work was barely adequate enough to satisfy the assignment—showing a lack of effort or thought for the assignment guidelines.

A 'D' or 'F' usually means assignments were late, missing, or incomplete—often this work does not demonstrate appropriate college-level work for a 2000-level course.

### **Turning in Assignments Late:**

Assignments that are turned in through Moodle will show a “time-stamp” thus will show if they have been turned in late. A few minutes late is OK but more than 1 day late will result in 10 points taken off. 10 points will be taken off each additional day late.

Assignments that are to be turned in during class will be considered late if they are not turned in AT THE BEGINNING OF CLASS! I do not accept emailed assignments – due to computer viruses, I usually delete emails with attachments.