ENGLISH 303/Technical Writing
Fall 2006
Sec. 02: Mon., 6:40-9:10 pm: Briggs 245

Instructor:	Amanda Hiber
Office(s):	*Briggs 313 (to see me for a scheduled appt.)
	*Briggs 122 (CLAE ofc.—to drop off an assmt. or leave a msg. for me)
Ofc. Hours:	Wed., 2:30-4 pm and by appointment
Ofc. Phone:	993-1287 (CLAE ofc.)
Email:	ahiber@yahoo.com

Required Text:
Lannon, John M. *Technical Communication*. 10th ed. New York: Pearson Longman, 2006.
(including *Resources for Technical Communication*, which should have come with Lannon's book)

Other Required Materials:
- Loose leaf paper for in-class writing
- Copies of rough drafts, as needed, for peer review
- CD(s), USB drive, or other portable device(s) for saving work done in computer classroom
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Course Description:
English 303 introduces students to the considerations and conventions of writing technical documents. Emphasis in course discussion, assignments, and grading of such assignments will be given to:
- Audience analysis
- Writing with consideration for the needs, desires, and limitations of your audience
- Logical organization of information
- Writing and editing for clarity
- Document design
- Integrating graphics into your technical documents
- Conventions of specific types of documents—with attention paid to cover letters, resumes, memos, technical descriptions and instructions, proposals, and reports.

Course Policies:
Attendance
The nature of this course requires your regular attendance. **I will allow you one absence without penalty**. **For each *additional* absence, I will drop your final course grade by one letter grade**. In the case of a prolonged illness or required attendance at a university-sponsored event, you will be excused if you provide me with documentation from an appropriate authority.

In the case of any absence, it is *your* responsibility to find out what you missed, ask for any handouts you need, and to make up missed work (if possible).

Format for Out-of-Class Work
All work written outside of class must be handed to me in **hard-copy** form. I do not accept homework sent via e-mail unless you have made special arrangements with me to do so. Final Drafts are never accepted via e-mail, only as hard copies.

Late Work
In-class writing can not be made up, regardless of the reason for your absence. Late **homework** will be marked down **one letter** grade for each class day late.

Late **final drafts** will be marked down **one letter grade** for each class day late. I will only *consider* granting extensions that are requested **before** the paper's due date.

Plagiarism
When you plagiarize, you use someone else's words or ideas as your own without acknowledgment. If you turn in a plagiarized—whether intentionally or unintentionally—paper, it will receive a zero at the very least. Depending on the severity of plagiarism, you may fail the course.

Non-Discriminatory Language (Non-Sexist and Non-Racist Language)
The use of non-discriminatory language (i.e. language that avoids stereotyping or offending readers in relation to their gender or ethnicity) is important in two ways. Firstly, it avoids irritating and distracting readers and, secondly, it focuses attention on the content of the reading rather than diverting attention to sexual or ethnic bias. If the aim of writing is to communicate effectively, it would seem reasonable to aid that communication by using non-discriminatory language. For example, use of the terms "man," "woman," "he," and "she" need only be used when specific reference to the gender of the person is necessary to the sense of the statement. Similarly, reference to ethnic origin should only be made when it is relevant to the sense of the work.

Accordingly, the use of non-discriminatory language is required by students in their written and oral assignments. If you have any questions, please ask me. (Note: This statement was adapted from <www.usq.edu.au/education/policies/acmanual>). [Hill-Vásquez]

Course Evaluations
Student course evaluations are an important source of information for curricular and teaching improvement in the College of Liberal Arts and Education. As such, all students enrolled in CLAE courses are required to complete an online course evaluation. You will receive e-mails explaining how to complete the evaluation online. In addition, your instructor will remind you of the deadline for completing this course requirement. Should a student fail to complete the evaluation, his or her grade for the course will not be posted until the evaluation is completed.

Major Assignments:
The bulk of our time in this course will be spent on your **five major assignments** listed below. For each of these, I will hand out a detailed Assignment Sheet with requirements, expectations, and tips. See below for tentative final draft due date and point value of each project.

Tentative Due Dates
I've tentatively scheduled the final drafts of your major assignments to be due on the following dates. You will be informed, in advance, of any changes:

Assignment #1	Career Portfolio	Mon., Oct. 2
Assignment #2	Technical Description	Mon., Oct. 16
Assignment #3	Technical Instructions	Mon., Oct. 30
Assignment #4	Formal Proposal	Mon., Nov. 20
Assignment #5	Recommendation Report	Mon., Dec. 11

Other Assignments:
In-Class Writing
Most class days, I will assign some in-class writing to be turned in to me. Many of these writings will be in response to the reading that is due that day. In-class writings can not be made up, unless you make special arrangements with me, in advance, to do so.

Rough Drafts
Because the Writing Program considers revision essential to any successful writing process, you are required to submit at least one rough draft for each final draft you turn in for a grade. You will also receive points for each rough draft you turn in. All Rough Drafts previously submitted should be turned in with Final Drafts.

Although I would like to be able to take home each of your rough drafts' and hand them back to you with my written feedback, the class schedule (meeting only once a week) does not allow me enough time to do this. Therefore, if you'd like to get my feedback on any/all rough drafts, either come to my office hours (Wednesdays, 2:30-4 pm) or make an appointment to see me in my office, and I will gladly give you some verbal feedback on your draft(s).

Peer Review
Along with drafting, peer review is another tool we will regularly use this semester toward revising documents, the basic premise being that as we become better critics, we become better writers. For each major assignment, you will join a group of your classmates in reading and commenting on each other's drafts. I will primarily grade your peer review participation for thoroughness--how much thought you put into the feedback and suggestions you give to your peers.

Grading:

Course Grade Breakdown:		General Grading Breakdown:	
Assignment #1	100 pts.	A	925-1000 pts.
Assignment #2	100 pts.	A-	895-924 pts.
Assignment #3	100 pts.	B+	875-894 pts.
Assignment #4	150 pts.	B	825-874 pts.
Assignment #5	150 pts.	B-	795-824 pts.
Attendance/Participation	100 pts. total	C+	775-794 pts.
In-class Writings	150 pts. total	C	725-774 pts.
Rough Drafts	75 pts. total	C-	695-724 pts.
Peer Review	75 pts. total	D+	675-694 pts.
		D	625-674 pts.
	1000 pts. total	F	624 or fewer pts.

NOTE: The scheduled final exam time— **Monday, December 11 at 7:30 p.m** —is your last chance to turn in any coursework. Final Drafts, homework, etc. will not be accepted after this time, either in hard-copy form or via email.

Resources:

Students With Disabilities
If you need accommodations because of a documented disability, and/or if you have medical information to share with me, please discuss this with me before our second class meeting. If you have not already obtained proper documentation from Disability Support Services, I will be happy to direct you to the appropriate office. Please feel free to e-mail me as well. [Hill-Vásquez]

Tutoring
The Writing Center, in **Briggs 225**, provides tutors who can help you with any of your assignments. To check hours and/or to make an appointment, call them at **993-1022** or go to their website at: http://liberalarts.udmercy.edu/english/twc/

Etc.:

Major Portfolios - A Reminder
All English majors are required to submit a "Major Portfolio" (or "Senior Portfolio") before they graduate. All English Majors (and those planning on majoring in English) should be saving all writing assignments (including drafts, applicable writing assignments, and any other related materials) from your courses in order to prepare your required Major Portfolio. The requirements for the Portfolio may be found at: http://liberalarts.udmercy.edu/english/english_portfolio.html. [Hill-Vásquez]