

English 360, Section 01, Science and Technical Writing, Fall 2013

Instructor: Dr. Teresa B. Henning

Email: teresa.henning@smsu.edu

Office: BA 206

Office Phone: 507-537-7185

Office Hours: 1:30-4:20 M, 11-12 & 3-4 T, 2:30-4:20 W, 3-4 TH; and by appt.

Welcome to English 360!

ENGL 360, Science and Technical Writing, is a course in professional writing that is designed to help you advance your writing and critical and analytical thinking skills beyond those that you have developed in the early years of college. Specifically, this course's main objective is to prepare you to write in a variety of technical and professional settings where clear, concise, accurate, logical, and ethical communication is required. Throughout the course, you will be expected to:

1. Write with consideration for purpose, audience, and the conventions of the discourse community (or organization) and genre (e.g., memo, letter, report, etc.) in communicating;
2. Demonstrate an ethical sensitivity to language, including its inflammatory and persuasive aspects;
3. Display an understanding of the ways rhetorical principles (including rhetoric of the visual) relate to a variety of communication situations;
4. Make use of credible, reliable and relevant source material (both primary and secondary) in a manner that is appropriate for the writing context;
5. Apply critical thinking skills to a problem or communication task;
6. Read a variety of documents critically and analytically;
7. Offer and receive criticism in a constructive manner;
8. Work with others in a congenial manner by being civil, productive, and responsible;
9. Use a pattern of organization that is logical and appropriate for the communication situation;
10. Manage documents in a variety of electronic formats;
11. Vary your level of style and language use as appropriate for the communication situation;
12. Correctly cite sources in text and at the end;
13. Produce a variety of documents that are grammatically correct.

Required Book, Supplies, and Technology Use

Required Book and Supplies

- Johnson-Sheehan, Richard. *Technical Communication Today*. 4th edition. New York: Pearson/Longman, 2012.
- Pens or pencils and notebook paper for days we are not in the computer classroom.

Technology Use

- This instructor uses D2L to post the agenda for each class period and related handouts. It is expected that when students are absent or lose copies of handouts that they will use D2L.
- This instructor also uses D2L to give out-of-class, online chapter quizzes.
- This instructor occasionally uses students' SMSU email addresses to keep students updated about the course. It is expected that students check their SMSU email accounts regularly.
- Students should have multiple ways to save their work when in the computer classroom (e.g., D2L locker, jump drive, SMSU email, etc.).

70-79% of the total points	You did what the assignment asked of you. Work in this range tends to need some revision, but its content is complete and organization logical. Style and visual design are straightforward but unremarkable.
60-69% of the total points	You did what the assignment asked for at a poor quality level. Work in this range needs significant revision. Content is often incomplete and organization is hard to discern. Verbal style and visual design are either not apparent or are chaotic.
Less than 60% of the total points	This work is failing. Failure means that you did not do what was asked of you. If you gave the assignment an honest try and still received an 'F' consider dropping the class and retaking first-year composition to improve your skills.

Other Important Course Policies

Accommodating Those With Disabilities	If you have a disability that will require accommodation over the course of the semester, please notify me as soon as possible so that we can discuss what you will need.
Attendance	This class is one that helps you develop as a professional, so consistent, on-time, attendance is important. You may miss one class without penalty. After that, your grade will be lowered by 10 points for each class that you miss. If you miss more than four classes, you will fail the course.
Class Behavior	It is expected that students treat the instructor and each other with respect. This means that students should not arrive to class late, leave early nor speak when others are speaking. It is also expected that students turn off electronic devices such as cell phones and pagers during class time.
Revisions	I encourage you to consider my comments as notes toward revision of the documents; if you decide to revise your work, then I will be willing to reconsider that work's grade. But, because I do think it important that you attempt to have the best work possible completed on the assigned date, your revised grade will not exceed one full letter grade above the original. There is no way you can be penalized for revising; it is possible that your grade will not change as a result of your revision. REVISIONS ARE DUE WITHIN TWO WEEKS AFTER ASSIGNMENTS ARE RETURNED. This policy does not apply to the presentation and smaller projects related to large writing projects.
Late Work	This course models the professional world as much as possible. As such, late work will not be accepted. If you think you will need more time to complete an assignment, you must send me a formal email requesting an extension at least 48 hours prior to the deadline. ALL ASSIGNMENTS MUST BE COMPLETED TO PASS THIS COURSE!

Plagiarism

It is expected that the work you turn in is your own. **Plagiarism** or the undocumented use of another's words, ideas, pictures, graphics, video and/or audio recordings and will not be tolerated. If plagiarism is detected in **any draft or final work** that piece will fail and you will fail the course.

Grammar

While I will cover some grammar issues in class as is appropriate, I expect that you have mastered English grammar by this point in your college career. Grammar mistakes will likely annoy your classmates and me as much as they will a future employer. These mistakes will also likely hurt your grade and potentially your future in your selected career. If you have issues with grammar, please consult appendix A in our course text and review the rules with which you have difficulty. Often a few hours of study can allow you to clear up these problems.

More Help

The writing center and/or my office are great places to go for help and encouragement with your writing (and that also includes grammar). Remember, most people who write generally benefit from some feedback along the way. Even if you consider yourself to be a strong writer, you may find that you can become even stronger with a little feedback at the right time. Please, please visit with me and/or the writing center whenever possible. You may be surprised by how helpful we can be.

Daily Course Calendar

The following class period-to-class period schedule will be applied flexibly. While we will follow this schedule for the most part, when impromptu changes are needed they will be made. When changes are made regarding assignments, ample time will be given to make sure such changes do not affect your ability to complete assignments. **When reading the calendar, please note that all reading, quizzes and homework assignments are due the FOLLOWING class period.**

Date	Class Activities	Reading Assignments (due the next class period)	Online Quizzes (due BEFORE the start of the next class period)	Homework Assignments (due the next class period)
WK 1 W 8/28	Introduction to the course, class members & technical communication; review writing instructions assignment	Skim chapters 1 & 7, Read chapter 2	Chapters 2 & 7 Online Quizzes	Buy the course text
WK 2 W 9/4	Context of use for instructions; Document Design & Instructions	Read chapters 18 & 19	Chapters 18 & 19 Online Quizzes	
WK 3 W 9/11	Using Graphics & Instructions Usability Testing & Instructions	Read 567-570 & Read chapter 4	Online Quiz: 567-570; Chapter 4 Online Quiz	Draft instructions
WK 4 W 9/18	Instruction Draft Due for Usability Testing; Ethics & Instructions; introduction to the “Elevator Pitch” proposal assignment	Read chapter 8	Chapter 8 Online Quiz	Prepare instructions for submission
WK 5 W 9/25	Instructions due; More work with proposal writing and proposal assignment			Prepare draft of proposal to pitch to the class
WK 6 W 10/2	Proposal draft due for presentation to your peers	Read chapters 3 & 10	Chapters 3 & 10 Online Quizzes	Revise proposal
WK 7 W 10/9	Proposal Due; Introduction to analytical report assignment, brainstorm, & form project teams; select topics, conduct	Read chapters 5 & 14	Chapters 5 & 14 Online Quizzes	Draft topic memo & annotated bibliography

Date	Class Activities	Reading Assignments (due the next class period)	Online Quizzes (due BEFORE the start of the next class period)	Homework Assignments (due the next class period)
	research and write URC applications			
WK 8 W 10/16	Topic/research memo with annotated bib. due; Student-teacher conferences in BA 206	Read chapters 9 & 16	Chapters 9 & 16 Online Quizzes	Work with your team to complete your research
WK 9 W 10/23	Introduction to progress report assignment and abstracts; work with team on report; progress reports and abstracts due at end of period	Read chapter 15	Chapter 15 Online Quiz	Work with team to research and write analytical report
WK 10 W 10/30	Analytical report content, organization, visual design & source use	Read chapter 21	Chapter 21 Online Quiz	Work with team to research and write analytical report
WK 11 W 11/6	Analytical report draft due for peer review and to instructor; start PowerPoint presentation			Draft PowerPoint presentation
WK 12 W 11/13	PowerPoint Presentation Draft due for peer review; revision work Power Points			Revise PowerPoint presentation
WK 13 W 11/20	Dress rehearsal for research conference – all teams to present PowerPoints and revise per class feedback			Revise PowerPoint presentation
WK 14 W 11/27	NO CLASSES; Thanksgiving			
WK 15 W 12/4	Make PowerPoint Presentations at Research Conference	Read chapter 20	Chapter 20 Online Quiz	

Date	Class Activities	Reading Assignments (due the next class period)	Online Quizzes (due BEFORE the start of the next class period)	Homework Assignments (due the next class period)
WK 16 W 12/11	Writing transmittal memos and revision of reports; group & course evaluations			Revise reports AND submit reports and transmittal memos/letters for grading
FINAL EXAM W 12/18	Transmittal memos and reports due to the D2L drop box by 6 p.m. This is our final exam.			