

SYLLABUS

Course Title: Technical Writing, Fall 2018

CRN 12139

Course Prefix: ENGL

Course No.: 1143

Section No.: P0 5

Department of Languages & Communication

College of Arts and Sciences

Instructor Name: Robert Kirschten

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Office Hours: T-Th: 10-11am ; 12:20 – 2 pm; F: 1-4 PM.

Course Location:

Delco 328

Class Meeting Days & Times:

T-TH 3:30 pm– 4:50 pm

Catalog

Description:

Application of principles of composition and rhetoric to genres of scientific and technical writing including proposals, formal reports, presentations, business and scientific correspondence, manuals, technical articles and reports. Students will undertake a full scale project through proposal and research with formal oral and written presentations of a documented technical project from the student's major field of study.

Prerequisites: "C" or better in ENGL 1123

Required Text:

Markel, Mike. *Technical Communication*. 8th ed. Boston: Bedford/St. Martins, 2010. ISBN13: 9780312555320; ISBN10: 0312555326. <http://bcs.bedfordstmartins.com/techcomm/> for online resources. Buy –NOW!--online for a few dollars. Sometimes only \$2.50.

Access to Learning Resources:

PVAMU Library: (936) 261-1500

<http://www.pvamu.edu/library>

University Bookstore: (936) 261-1990;

<https://www.bkstr.com/prairieviewamunivstore/home>

The Writing Center, Hilliard Hall, Rm 121

<http://www.pvamu.edu/lcom/home/the-writing-center/>

Course Goals or Overview:

This course will develop student efficiency in designing and creating technical documents in acceptable professional formats; develop skills in interpreting and organizing data for formal reports; provide training for formal class presentations; and facilitate practical applications of technical writing in science and industry, including cross-cultural awareness.

Course Outcomes/Objectives

At the end of this course, the student will be able to

		Core Outcome
1	Work more effectively, both individually and collaboratively.	Teamwork
2	Create a variety of documents specific to technical disciplines: memos, cover & transmittal letters, original graphics, lab reports, and project reports.	Communication
3	Show skills in Standard English usage necessary for reaching scientific audiences.	Communication
4	Use correct APA format and citation.	Pers. Responsibility

5	Analyze ethical and legal situations for technical writers.	Pers. Responsibility
6	Conduct detailed research on a single topic.	Critical Thinking
7	Demonstrate enhanced communication skills through collaborative, multimedia presentations.	Communication

Course Requirements & Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Quizzes, lectures, in-class written assignments, presentations, exercises. team collaborative work.

Grading Matrix

Instrument	Value	Total
Quizzes (4)	20%	20 pts.
Memos (indiv + team)	10%	10
Brochure (indiv + team)	10%	10
Job Search Guidebook (team)	10%	10
Job Application Package	10%	10
Presentation	10%	10
Midterm	10%	10
Final Exam	10%	10
Participation	10%	10
Total:	100%	100

Grade Determination:

A = 90 – 100 points C = 70 – 89 points F = 0
 B = 80 – 89 points D = 60 – 69 points

Point awarding between letter grades at discretion of instructor. Eg., is “A” worth 91 or 95 points?

COURSE CALENDAR

Week Orientation 1:

T Orientation. “The College Payoff.” Writing sample essay 1.

R Orientation. Writing and presenting self-pitches. Enron article on memos. Writing sample essay 2.

Week Introduction and Memos 2:

- T Chapter One: Introduction to Technical Writing. Pitches. Grammar review: connections.
- R Memos, structure and format, team discussion. Interview prep. Pitches.

Week 3: Letter Writing and Interviews

- T Job interview questions, break into teams, prepare interviews. Develop technical document to evaluate interviews. Develop pitch into answer for first interview question. Review chapters 1 and 14.
- R Business letter writing. Job interviews and evaluations. **Quiz:** chapters 1 and 14 (bring scantron): 13 Sept. (TH).

Week 4: Marketing Methods

- T Brochures, postcards, online marketing, web site design. Job interviews. Individual memos due to team (not me): 20 Sept. (TH). Teams discuss memos to build team memo.
- R Logical fallacies, Markel.

Week 5: Collaborative Writing.

- T Chapter 4 in Markel. Team and individual memos **due** to instructor 25 Sept.
- R Proposal. Markel. Write a proposal. Subordination/Coordination hand-outs.

Week 6: Coherence

- T Drafting/revising coherent documents. Coherent paragraphs: Markel. Outlining. Subordination/ Coordination. Exercise hand-out on sentence order. Transitions and repeat key words: Markel.
- R Email: Markel. Write an email to your group re progress on your post card. Definitions: Markel.

Week 7: Instructions and Claims

- T Instructions. Markel. Individual brochures/ postcards due to team (not me) 9 Oct. Teams discuss , Clarity, mechanics: hand-outs.
- R Claim letter and response to claim letter: Markel.

Week Midterm
8:

- T Prepare midterm. Individual and team postcards **due** to instructor. Review chapters 4 and 10: Markel.
- R **Midterm** exam. Quiz on chapters 4 and 10, and writing TBA. 18 Oct. TH.

Week Job Search Guidebook
9:

- T Job Search Guidebook--break into new teams; discuss topics, methods, samples of student Guidebooks.
- R Kimberly Gay, Orientation for Guide Book research. Library.

Week Research: Job Guide
10:

- T Research –library, team conferences, meet with instructor. Topics: job location, salaries, benefits, cost of living, job satisfaction, application process, number of job openings in field.
- R Subordination and coordination; hand-outs. Mechanics. Style. Sign up for presentations on a schedule to be handed out.

Week Making Oral Reports/ Visuals
11:

T Chapter Twenty-one: making oral presentations. Intros and graphics: Markel: 583; memorable language; nerves; questions after presentation.

Visuals/Graphics: tables, bar graphs, line graphs, pie charts, organization chart.

R Library research; meet with instructor. Team conferences.

Week 12: Report Elements / Format

T Chapter Eighteen: Front and back matter. Markel: formal parts, abstract, executive summary, glossary, letter of transmittal, cover letter. Quiz 3 review.

R Minutes of a meeting, format, etiquette; hold several group meetings on progress of Guide and students take minutes. **Quiz 3** (15 Nov).

Week 13: Guide Book Presentation
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T Presentations: Job Search Guidebook in power point. Take minutes of a meeting.

R Presentations; Minutes of a meeting.

Week 14: Guidebook Presentation

T Presentations. Mechanics. Comma exercises: hand-outs

R

Week 15: Final Exam Preparation

T Review for final exam: chapters 21 and 18.

Job Application Package: application letter, cv (resume), 3 letters of rec, work sample (e.g., engineers= drawings). No Social Security # anywhere. Due: exam day.

Final Exam: 1 p. minutes of a meeting; quiz on Chpts. 21 + 18; visuals: bar graph, flow chart, organization chart, table, pie chart. In regular room.

Submit GUIDE BOOK to Taskstream.

References

Student Center for Markel's *Technical Communication*
Purdue OWL APA Formatting + Style Guide

<https://owl.english.purdue.edu/owl/resource/560/01/>

Extra-credit assignments will be given throughout the semester (e.g., job interview evaluations, grammar exercises). Assemble all assignments at end of course and hand in with final exam. This is a big deal; it can really help your final grade.

On team projects, there will be both individual and team grades, each grade depending on your own effort in each area. If a team member does not contribute effectively to the team project, the individual will not get the team grade.

During office hours, I may be at a meeting somewhere on campus xeroxing or other things. If so, leave a note or your assignment under my door, or leave me a voice mail so we can make an appointment to be sure I'll be there (x3718). I will contact you the same day.

For discussion of grades and other confidential issues, the best way to contact me is through email: rwkirschten@pvamu.edu.

Course Procedures

Submission of Assignments:

Absence/Late Policy:

Four excused (medical, etc.) and/or four unexcused allowed, i.e., four total. Any more in either category, and grades will be removed from your final grade, depending on the judgment of the instructor. Also: once you have exceeded these limits--being absent or late for class-- the instructor is not required to accept your work even if you hand in the assignment. Each numerical date you miss will be recorded on attendance records. Leaving class early without permission results in a double absence. Furthermore, if an assignment is handed in late, the instructor is not required to accept that assignment without a satisfactory excuse.

Disruption Policy:

At Prairie View, we are here to learn. Disruption in class will not be tolerated. Disruption includes: talking which interferes with class discussion or is not relevant to it, using cell phones, using computers not relevant to course content, leaving class early without permission, disrespect to other students or the instructor.

If any of these events occur, the student will be warned once. A second violation, and the student will be asked to leave the classroom. If the student refuses to comply with this disruption policy, Campus Police (x1375) will be called immediately and will escort the student from the class and record the incident. Do not under-estimate how serious Prairie View is on this issue or how swiftly the instructor will act.

Major Dates:

Our Class begins:	16	Jan	(T)
Late Registration and drop/add ends	20	Jan	(S)

Last Day to withdraw w/o record:	12	Sept.	(T)
Mid Term Exam	8	Oct.	(W)
Last Class Day	14	Dec	(T)
Final Exams	5-12	Dec	(W-T)
Commencement	15	Dec.	(S)

Student Support and Success

John B. Coleman Library

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. <https://www.pvamu.edu/library/> Phone: 936-261-1500

The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and Disability Services

As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center Rm. 221. Phone: 936-261-1340

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Student Handbook):

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of Academic Dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic Misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights

requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual Misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement

Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Class Attendance Policy (See Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet

- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it/they should be copied and pasted to the discussion board.

