

## ENG 202 Technical Writing CRN: 3236

Fall 2019

**Instructor:** Riana Cornelius **Meeting Times:** Online. Course opens Tuesday 8/27/19 – Monday 12/16/19.

**Email:** [RCornelius@mxcc.commnet.edu](mailto:RCornelius@mxcc.commnet.edu)

**Credit:** 3 credits

**Office Hours:** Message via Blackboard or email me for private concerns. Optional virtual conferences set up as needed.

**Prerequisites:** ENG\*101, ENG\*101E, or ENG\*101ALP.

### Course Description:

#### ENG\*202, 3 credits, Technical Writing

Practice and analysis of formats used in scientific and industrial writing. **This may not be used as a 200-level literature course.** **Prerequisite:** Either ENG\*101ALP, [ENG\\*101E](#), or [ENG\\*101](#) (Updated November 2014) (*Fulfills an "L" course requirement for students who enrolled in a degree program prior to the Fall 2016 semester.*)

### Required Texts:

Gurak, Laura, and John Lannon. *Strategies for Technical Communication in the Workplace*. 4<sup>th</sup> edition. New York: Pearson, 2019. ISBN 978-0134668543. (*Gurak & Lannon*). Please note that it is NOT OPTIONAL whether to have this textbook - it is an expectation you need to meet soon, because your success in this class depends on your access to the textbook. In a pinch, an earlier edition is on reserve at the MxCC library that you can check out for 2 hours at a time.

Additional readings as assigned (posted on Blackboard). You may need to print out articles from Blackboard.

### Structure of the Course:

- Quizzes
- Discussion Board participation (initial post and two responses) when assigned
- Write-to-learn exercises and several shorter assignments including informal and progress reports and a proposal
- One longer formal report
- Peer reviews, collaborating on shorter assignments and one group project

Please do not submit completed assignments by email. Please upload all assignments into the class Blackboard shell in **Word<sup>1</sup>.doc or docx format**.

### Technology Use Expectations:

It is your responsibility to upload your work into the required assignment folders or discussion boards/journals. Please do not e-mail me papers. Please allow yourself time for contingencies.

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<sup>1</sup> Please note: If you do not own a copy of MS-Word, it is available for free or at minimal cost to students through the IT department. Please convert your work to the correct format before submitting it electronically. Work submitted in the wrong format is considered late.

Check your college email every day as college and instructional messages go to that address. In addition to that, you should check your messages from within Blackboard each time you log on to the course. You will need to log in several times over the course of the week (to view multimedia files, to download PowerPoints and other files, to create discussion posts and upload assignments, etc.).

**Blackboard:** This course is an online course and thus, students will need consistent internet access in order to complete the coursework. As a system, Blackboard requires *at least* high-speed internet access (this access can be gained at various coffee shops or any place of business that offers free Wi Fi). Blackboard offers a network on which I will post the syllabus, quizzes, assignments, lectures, and discussion questions – all of which students will need to consistently access in order to complete. All students are encouraged to complete orientation for online classes. This orientation will help familiarize you with the tools necessary to complete this course and you may [complete it online](#) if you click on this link. Please know that Blackboard is the ONLY way to submit assignments and the main source for contacting me during the course. Use MyCommnet in order to access to Blackboard. Students who experience technical difficulties should contact Distance Learning at 860-343-5756.

Blackboard is reliable in the main, but there have been downtimes in the past. In the event that the system DOES become unavailable, you will receive an e-mail message from me telling you what to do. You should also have a contingency plan in case of prolonged power outages e.g. during unusual weather and loss of power at your house. We will deal with each situation as it arises, but, in general, I can be flexible when it affects a majority of students and you have first tried other avenues. Your first choice should be to make every effort to find an alternative way to participate in the course such as visiting a local library or campus or using a work computer or one at the home of a friend or family member. Computers are available at the MxCC computer lab in Wheaton Hall or MxCC Library in Chapman Hall.

#### **Grading:**

- **A and B papers** are well above average in fulfillment of the assignment directions, critical analysis, style, and mechanics. Thoughtful content, researched material, clear organization, and accurate grammar and proper documentation format are required to earn an A or a B.
- **C papers are average**, with grammar, organizational, or developmental problems that distract from the easy flow of the language. C papers may not follow the directions fully and may not employ appropriate technical writing practices, as defined by our text.
- **D or F papers** do not meet the assignment, contain numerous errors, are not logically organized, or lack substantial development.

Grades: A = 93-100 A- = 90-92 B+ = 87-89 B = 83-86 B- = 80-82 C+ = 77-79  
C = 73-76 C- = 70-72 D+ = 67-69 D = 63-66 D- = 60-62 F = 0-59

**Final Grades** (points to be earned, with 1000 total points as the maximum)

Task	Points
Discussions	100
Journals	70
Peer Reviews	60
Miscellaneous	60
Quizzes	100
Group Project	70
Progress Report	50
Formal Report	200
Employment Materials	70
Assignments	220

**Projects and other writing assignments**

You will complete several written assignments, one of which is a longer researched formal report. I will post details for all assignments. All assignments must be typed and formatted in MLA manuscript format where appropriate.

I also encourage you to visit our Academic Success Center for free tutoring and to use MxCC's free Virtual Online Tutoring and Essay Review service.

**Due Dates:**

Due dates for all assignments are noted in the syllabus. **Papers are due at 11:59 p.m. on the day noted on the syllabus.**

- Only if you have discussed your situation with me in advance, may I allow you to submit work late. Late drafts earn a penalty except in very extraordinary circumstances. I may require you to submit additional documentation to verify your situation.
- It is essential to plan your time. If a medical emergency occurs, communicate with me, and we'll work something out.
- If you know you're going to be otherwise engaged the day an assignment is due, please submit the work early.

**Resources:** The Academic Success Center offers free tutoring (usually by appointment). You may also request an online essay review session via Blackboard. This service requires some preplanning as tutors need 48 to 72 hours to respond. I urge you to seek assistance when writing your papers – even the best writers can benefit from an extra set of eyes. I am happy to give you additional guidance as well. We may set up a virtual session of our own or make an appointment on campus if that seems feasible from both our perspectives.

**Plagiarism and Academic Honesty:**

“At Middlesex Community College we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees’ Proscribed Conduct Policy in Section 5.2.1 of the Board of Trustees Policy Manual. This policy prohibits

cheating on examinations, unauthorized collaborations on assignments, unauthorized access to examinations or course materials, plagiarism and other proscribed activities. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally." (Board of Trustees' Policy 5.2.1). Please note that it also constitutes plagiarism to submit a paper containing identical or substantially identical material in fulfillment of two separate assignments, in two different classes, whether to the same instructor or not, during the same semester or not, or at the same school or not. For detailed information on ways to avoid plagiarism, please consult *A Writer's Reference* and the resources I make available to you on Blackboard. You must use the techniques for citation taught in this class and classes that are prerequisites for taking ENG 202. Often students plagiarize because of deadline stress or confusion regarding an assignment. I am here to help you if you are confused, but it is your responsibility to ask for help. Plagiarism is treated in a serious manner, e.g. an automatic failing grade (i.e. an F for the paper without the right to revise it and/or an F for the course) and may, in addition, result in a referral to the office of the Dean (possible suspension, or expulsion from the college). As stated in the catalog, "Both plagiarism and cheating are grounds for a student's immediate dismissal from the college."

#### **Policy on missed assignments, tests, quizzes, or exams**

Work is due on the dates stated in the course outline. I reserve the right to amend due dates, but will not accept late work without penalty. I do not accept assignments by e-mail. Late work will receive a grade, but it may not receive instructor feedback or become a priority. NO make-up quizzes or exams.

#### **Changes in the course outline**

Adjustments in the course outline are at my discretion and I will communicate any such changes to you via announcements or posts in the course itself.

#### **ADDITIONAL SYLLABUS INFORMATION**

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, grade appeals, plagiarism, religious accommodations, weather/emergency closings, and more, please go to the following website:

<http://mxcc.edu/catalog/academic-policies>. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: [www.mxcc.edu/nondiscrimination/](http://www.mxcc.edu/nondiscrimination/)

#### **Disabilities**

Students with physical or learning disabilities who may require accommodations are encouraged to contact the Counseling Office. After disclosing the nature of the disability, please discuss your needs with individual instructors. Do this at the beginning of each semester. Instructors, in conjunction with appropriate college officials, will provide assistance and/or accommodations only to those students who have completed this process. For more information, contact Disability Support Services (D.S.S) at 860-343-5879.

**Religious Accommodations:**

If your religious obligations conflict with the course calendar requirements, and if you wish to request an accommodation, you must make your request in writing prior to the date of the assessment or activity you will miss and preferably at the beginning of the semester. When requesting a make-up quiz, test, exam, assignment, or activity, state the reason for your request and the date(s) on which your religious obligation(s) will conflict with the course calendar requirements. Also, if your religious obligation/holiday is unfamiliar to your instructor, please provide a calendar that shows the published date(s) of your religious observance(s)/holiday(s).

**Withdrawal Policy**

A completed and signed withdrawal form must be on file in the Records Office by the deadline in order to receive a “W” on your transcript. ***The withdrawal deadline for accelerated courses (late start/early end, winter, and summer) is the date at which 75% of the total course time has been completed.*** In the case of this class, that date is Nov. 11. If you fail to complete this process on time, you will receive a letter grade at the end of the semester, which will include zeros for any work not submitted. Course withdrawals may affect financial aid and veteran’s benefits. Please make this decision carefully and with the help of your advisor. See the Academic Calendar and the College Catalog to confirm specific dates and for procedures regarding the withdrawal process.

**General Course Objective:**

Students will learn to write effective communications for the technical workplace in science, business, and industry, with emphasis on clarity and correctness.

**Specific Objectives/Outcomes**

Students will meet the following specific goals:

*Content*

- learn to compose a variety of technical communications
- learn to focus on users’ needs in generating technical information
- learn to design effective graphics
- learn to recognize ethical issues in the workplace
- learn various ways of delivering technical information by reading professionally written examples

*Organization*

- learn to place ideas in effective sequences
- learn to create clear, helpful connections between sentences and paragraphs

*Mechanics*

- learn to use correct grammar, sentence structure, punctuation, and spelling
- learn to use correct forms of documentation as needed

*Form*

- learn to compose in a variety of standard formats: memos, standard letters, résumés, proposals, abstracts, progress reports, etc.

### *Style*

- learn to write in a concise manner emphasizing order and logic
- learn to use appropriate vocabulary to ensure clarity

### *Process*

- learn to produce professionally acceptable writing through revision
- learn to manipulate form and information on a computer

ENG202 meets the following **TAP Competencies**.

This course is important because it will strengthen students' critical thinking skills as well as their ability to analyze and write for professional audiences.

- Written Competency (full competency): Students will be prepared to develop oral messages and written texts of varying lengths and styles that communicate effectively and appropriately across a variety of settings.
- Critical Analysis and Logical Thinking (full competency): Students will be able to organize, interpret, and evaluate evidence and ideas within and across disciplines, draw reasoned inferences and defensible conclusions, and solve problems and make decisions based on analytical processes.

### **Recommendations for Staying on Track:**

- Submit all work on time, including contributions to discussion boards. This course is rigorous and requires you to manage your time well, employ good study skills, and keep ahead of assignments. Expect to spend at least nine hours a week on this course alone.
- Read - You need to do the assigned reading in order to help create an atmosphere of shared learning and discovery and to gain maximum benefit from the course. Completing the reading forms the basis for your discussion board grade. Complete the assigned readings on the syllabus before posting to the discussion board.
- In addition, revise your work, edit, and proofread what you have written.
- Finally, please communicate. If you need extra help, ask for it. Use Blackboard course messages for corresponding with me about matters of a private nature or questions relating to a grade.
- Make use of the Course Questions discussion board to ask general questions about assignments or the readings. Your peers may be able to help and when one of you has a question, it is to everyone's benefit when I answer only once instead of replying to a number of individual emails.

**Journals:** You will submit 2 journal entries for this course. Details will follow in weeks where these are required.

### **Discussion Board Expectations/Grading**

You need to have read the required materials from the textbook and any online readings prior to participating in discussion boards. This will enable you to have something to say that contributes to the conversation in an original way. You must make an initial post by Wednesday at 11:59 PM (except for week 1 or other weeks when we do not have discussions). We have no discussion in the first week as you will have many other things to do. Beginning in week 2, you

have to post an initial thread by Wednesday and respond to two classmates' posts by Sunday at 11:59 PM. You are, of course, free to respond more than two people. I may on occasion facilitate or participate. At other times, I may be a fly on the wall. Regardless, posts are graded and earn up to 20 points per week. I will provide you with a discussion board rubric that explains how to earn the points. Please be aware that showing that you understand the assigned reading(s) as well as the quality of your response to classmates comprise a large percentage of these points. I will grade your discussion board posts primarily on content, but using proper grammar will help you to succeed in engaging others in your point and this is especially true for me; therefore, careful proofreading will serve you well. Please become familiar with the Netiquette guidelines posted in Week 1 and use them when posting. Please note: Discussion Forums may become unavailable after the due dates. Specifically with regard to the discussions, please submit work that is original to our class and of which you are the sole author. Work that is not original and fails to credit its source(s) will result in an automatic zero. See Plagiarism and Academic Honesty above. It is far better to cite too much rather than not enough. You must cite summarized or paraphrased material; cite even ideas from an outside source (rewritten in your own words). When in doubt, CITE the source. Document your work with the MLA format. Since our textbook is a print source, you must use page numbers when citing.

**Assignments:** each assignment will have its own requirements, so read the assignment instructions carefully. Please follow the MLA manuscript format with properly cited attributions when submitting reports, summaries, or papers of any length.

- All papers must be word processed, double spaced with 1" margins, 12-point Times New Roman or similar font, and formatted according to MLA standards. (See <https://owl.english.purdue.edu/owl/resource/747/01/> for details)
- Headings must contain student name, instructor name, class, and date and will be placed in the upper left corner of page one. Place page numbers in the upper right corner.
- **Upload in Word.doc, or .docx format only!** Remember to see if your paper appears in the large text box in the middle of the page.

### Assignment Schedule

This is a **tentative** schedule of assignments and participation on Blackboard for this online course.

Please check the Course Modules folder at the start of each week as well as announcements and messages in Blackboard in addition to consulting the syllabus for possible changes in the requirements of the class.

**Weeks run Monday 12 AM thru Sunday at 11:59 PM.** I will generally release course modules on Sundays by 11:59 PM, but may do so as early as noon on Sundays. Week 1 will be available a few days before the beginning of the course. Final Reports are due Dec. 8 at 11:59 PM. No exceptions.

	<u>Theme/Topic</u>	<u>Reading</u>	<u>Assignment</u>
WK 1	Welcome to ENG 202 Review syllabus Introduce yourself Academic Integrity	Read: Course Modules folder (WK 1) This is a <b>weekly</b> task. <hr/> Read the Syllabus.  <b>Week 1 Reading:</b> <b>GURAK, Chapters 1, 4, 10</b> Workplace versus academic communication, memos and letters, teamwork, global communications, and ethics	Consult Blackboard (Do this <u>at least</u> 3 x a week)  Upload Course Contract Post Student Bio  Read assigned chapters and materials Memo due Quiz 1
WK 2	<u>Topics:</u> Designing, Delivering, and Structuring Information	Read: Course Modules folder (WK 2) <hr/> <b>Week 2 Reading:</b> <b>GURAK, Chapters 3 &amp; 5</b> Usability, Audience and Purpose, Reader Orientation	Read assigned chapters and materials  Interview a professional in your field  Participate in Discussion 1 Respond to peers' postings  Quiz 2
WK 3	<u>Topics:</u> Researching and Summarizing	Read: Course Modules folder (WK 3) <hr/> <b>Week 3 Reading:</b> <b>GURAK, Chapters 2 &amp; 14</b> <b>Skim Appendix A</b> The Research Process in Technical Communication, Summaries	Read assigned chapters and materials  Interview Summary due  Quiz 3
WK 4	<u>Topic:</u> Using Effective Style and Design	Read: Course Modules folder (WK 4) <hr/> <b>Week 4 Reading:</b> <b>GURAK, Chapters 6 &amp; 8</b> Writing with a Readable Style Designing User-Friendly Documents	Read assigned chapters and materials  Participate in Discussion 2, Respond to peers' postings  Issue and client description for Formal Report due

	<u>Theme/Topic</u>	<u>Reading</u>	<u>Assignment</u>
			Quiz 4
WK 5	<u>Topics:</u> Creating Visuals, Writing Proposals	Read: Course Modules folder (WK 5) <hr/> <b>Week 5 Reading:</b> <b>GURAK, Chapters 7 &amp; 17</b> Using Audience-Centered Visuals, Proposals	Read assigned chapters and Materials  Exercise 1 General Applications, Ch. 7 due  Participate in Discussion 3, Respond to peers' postings  Quiz 5
WK 6	<u>Topics:</u> Definitions, Descriptions, and Instructions, Peer Review	Read: Course Modules folder (WK 6) <hr/> <b>Week 6 Reading:</b> <b>GURAK Chapters 11, 12, &amp; 13</b> Definitions Descriptions Instructions and Procedures <b>Review: Ch. 1 on Teamwork</b>	Read assigned chapters and materials  Proposal draft due, Complete peer reviews of proposals.  Group Project Assigned: Define team roles on your group assignment.  Quiz 6
WK 7	<u>Topic:</u> Group Work	Read: Course Modules folder (WK 7) <hr/> <b>Week 7 Reading:</b> <b>GURAK, Review: Ch. 13</b> Instructions and Procedures	Read assigned chapter and materials  Group assignment commences  Revised Proposal due
WK 8	<u>Topic:</u> Digital and Social Media	Read: Course Modules folder (WK 8) <hr/> <b>Week 8 Reading:</b> <b>GURAK, Chapters 18, 19 &amp; 20</b> Email, Blogs, Wikis, and Web Pages, Social Media	Read assigned chapters and materials  Participate in Discussion 4, Respond to peers' postings  Major Wiki memo due Sites Comparison due  Quiz 7
WK 9	<u>Topic:</u> Informal Reports	Read: Course Modules folder (WK 9) <hr/> <b>Week 9 Reading:</b>	Read assigned chapters and materials

	<u>Theme/Topic</u>	<u>Reading</u>	<u>Assignment</u>
		<b>GURAK, Chapter 15</b> Informal Reports	Post Netiquette informal report in forum  Progress Report on Formal Report Project due  Quiz 8
WK 10	<u>Topic:</u> Employment Materials, Peer Review	Read: Course Modules folder (WK 10) <hr/> <b>Week 10 Reading:</b> <b>GURAK, Chapter 9</b> Résumés and Other Employment Materials	Read assigned chapters and materials  Peer review résumé and cover letter from General Applications 1 and 2  Quiz 9
WK 11	<u>Topic:</u> Formal Reports	Read: Course Modules folder (WK 11) <hr/> <b>Week 11 Reading:</b> <b>GURAK, Chapter 16</b> Formal Reports <b>Review Appendix A</b> Documentation Strategies	Read assigned chapter and materials  Revised Résumé and Cover Letter due  Participate in Discussion 5, Respond to peers' postings  Quiz 10
WK 12	<u>Topic:</u> Oral Reports	Read: Course Modules folder (WK 12) <hr/> <b>Week 12 Reading:</b> <b>GURAK, Chapter 21</b> Oral Presentations and Video Conferencing <b>Review Chapter 7</b> Using Audience-Centered Visuals	Read assigned chapter and materials  Ch. 21 Social and Digital Media Application. Post your presentation to the class Wiki.
WK 13	Peer Review	Read: Course Modules folder (WK 13) <hr/>	Group Project due Group Project Journal due  Peers provide feedback on presentations  Formal Report drafts due by Wednesday 11:59 PM  Complete peer reviews of Formal Report drafts by Sunday

	<b><u>Theme/Topic</u></b>	<b><u>Reading</u></b>	<b><u>Assignment</u></b>
			11:59 PM
WK 14	Thanksgiving Week	Read: Course Modules folder (WK 14) <hr/> Read Peer Feedback	Work on Formal Reports Incorporate peer feedback  Begin Final Reflective Journal
WK 15	Course Wrap-Up	Read: Course Modules folder (WK 15) <hr/> Read and incorporate all feedback, Complete Course Evaluation	Due: Final Formal Report with front matter, end matter, and letter of transmittal  Provide URLs/permalinks/DOI for all digital sources used in report
WK 16	Final Exam Week		Due: Final Reflective Journal