

# ENGLISH 2311 – TECHNICAL WRITING

## *Fall, 2019* COURSE SYLLABUS

COURSE TITLE: Technical Writing ENGL 2311- 002  
INSTRUCTOR: Joseph Fly E-MAIL: jfly@southplainscollege.edu  
OFFICE: 313-B PHONE: (806) 716 - 4634  
OFFICE HOURS: MW: 2:15-3:15 TTh: 8:30 - 9:00 & 11:00 – 12:00 Fri: 9:00 -11:00

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### I. GENERAL COURSE INFORMATION:

COURSE DESCRIPTION: Students will be instructed in the design and preparation of technical writing projects appropriate to the world of work, including resumes, letters, proposals, reports, instructions, brochures and oral presentations. Students will be encouraged to consider the audience of each of their technical communication assignments, paying particular attention to design, style and tone as they deliver accurate and thorough results that are thoughtfully prepared for their readers.

### II. SPECIFIC COURSE / INSTRUCTOR REQUIREMENTS:

A. TEXTS: Gurak, Laura & John Lannon:

*Strategies for Technical Communication in the Workplace (3<sup>rd</sup> Ed.)*

B. COURSE ATTENDANCE: Punctual and regular class attendance is required of all students attending South Plains College. There are no excused absences. Students are responsible for all class work covered during absences. Any student who misses two consecutive weeks will be dropped from the class. Anytime absences become excessive, and, in the instructor's opinion, minimum course objectives cannot be met, students may be dropped. (*SPC General Catalog*) However, students whose absenteeism becomes excessive should not count on the instructor to initiate the drop process. For this course, a total of **six (6) non-consecutive absences** is the maximum allowed. Three (3) tardies equal one absence. Tardies may be counted as absences if they are prolonged or excessive.

C. ACADEMIC INTEGRITY: The guidelines for academic integrity set forth in the current South Plains College catalog will be followed, but perhaps one specific category should be addressed here: plagiarism and cheating. According to the SPC catalog, "Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers." Failure to comply with this policy will result in a '0' (no credit) for the assignment and can result in an "F" for the course if circumstances warrant.

*Except in extreme cases, disciplinary action in cases of cheating or plagiarism will be handled by and at the discretion of the instructor and, if necessary, in consultation with the department chairperson. Depending on the nature and the severity of the problem, individual instructors may assign penalties from zero for the assignment to an "F" in the course. Extreme cases may result in disciplinary action up to and including expulsion from South Plains College.*

D. GRADING POLICY: Final course grades will be calculated using the following percentages:

Business Plan Outline	10%
Resume and Cover letter	10%
Interview Transcripts	10%
Employee Handbook	20%
Group Work Evaluations	10%
Formal Report*	20%
Final Exam	20%

E. GRADING SCALE:  
100-90=A Superior  
89-80=B Above average  
79-70=C Average  
69-60=D Poor  
below 60=F Unacceptable

F. ASSIGNMENTS/MAKE-UP TEST POLICY: All writing assignments must be completed and turned in no later than the assigned due date.

**- Late work is not accepted.** ... *Plan accordingly.*

G. STUDENT RESPONSIBILITIES

1. Attend class and be aware of announcements made in class.
2. Inform instructor of late arrival immediately after class.
3. Complete homework early enough to seek help if needed.
4. Be familiar with information in the syllabus, especially attendance, grading, and test policies.
5. Take care of personal needs before and after class.
6. Keep cell phones in 'mute' or 'off' mode, and out of sight. Listening to music in class is not allowed. ***TEXTING DURING CLASS IS ESPECIALLY PROHIBITED.***
7. Students are expected to assist in maintaining a classroom environment which is conducive to learning. Inappropriate behavior, including but not limited to any form of distracting or offensive attire or behavior in the classroom shall result in being dropped from the class.
8. All written assignments must clearly follow the assigned topic.

H. ADA STATEMENT: "Students with disabilities, including but not limited to physical, psychiatric or learning disabilities, who wish to request accommodations in this class should notify the Special Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Coordinator of Special Services. For more information, call or visit the Special Services Office in Bldg 8. Phone: 716-4675

TEXAS LICENSE TO CARRY POLICY AT SOUTH PLAINS COLLEGE

*<http://www.southplainscollege.edu/campuscarry.php>*

## CORE OBJECTIVES:

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

## COURSE OBJECTIVES:

*Upon successful completion of this course, a student will be able to:*

- Know the requirements of appropriate style and organization in technical communication
- Understand the elements of visual elements in technical communication
- Display mastery of various type of technical reports
- Realize the importance of personal responsibility in preparing documents and meeting deadlines
- Understand and deal with ethical issues of technical communication
- Understand basic types of graphic aids and be able to incorporate them in written and oral reports

# Fall, 2019 CALENDAR

*The instructor reserves the right to adjust the calendar based on class needs and instructional objectives*

DATE	ASSIGNMENT	PAGES
Mon. Aug. 26 <sup>th</sup>	Introduction to the course & textbook preview College Composition Terms	ppt
Wed. Aug. 28 <sup>th</sup>	Chapter 8: Designing User-friendly Documents The Importance of Format Business Plan Outline Assignment sheet	131-146
Mon. Sept 2 <sup>nd</sup>	<b>Labor Day – no classes</b>	
Wed. Sept. 4 <sup>th</sup>	Chapter 1: What is Technical Communication? Essay writing vs. technical writing	2-24
Mon. Sept. 9 <sup>th</sup>	Chapter 3: Audience & Information	44-65
Wed. Sept. 11 <sup>th</sup>	Chapter 4: Ethical Issues Grammar Review Proofreading symbols	66-74 440-461 handout
Mon. Sept. 16 <sup>th</sup>	Chapter 9: The Résumé Resume / Cover letter assignment sheet <b>The Business Plan Outline due</b>	150-173
Wed. Sept. 18 <sup>th</sup>	Chapter 5: Structuring Information	76-92
Mon. Sept. 23 <sup>rd</sup>	Chapter 6: Style	93-110
Wed. Sept. 25 <sup>th</sup>	Chapter 7: Visuals Formatting review	111-130
Mon. Sept. 30 <sup>th</sup>	Chapter 10: Memos and Letters <b>Resume and Cover Letter due</b>	175-204
Wed. Oct. 2 <sup>nd</sup>	Chapter 2: The Research Process Conducting the Personal Interview	25-43
Mon. Oct. 7 <sup>th</sup>	Chapter 17: Proposals	326-349
Wed. Oct. 9 <sup>th</sup>	Chapter 19: Blogs, Wikis and Web Pages	362-374
Mon. Oct. 14 <sup>th</sup>	Chapter 20: Social Media	375-385

Wed. Oct. 16 <sup>th</sup>	Chapter 13: Instructions & Procedures Employee handbook assignment sheet <b>Personal Interview Transcripts Due</b>	243-266
Mon. Oct. 21 <sup>st</sup>	Chapter 14: Summaries	267-280
Wed. Oct. 23 <sup>rd</sup>	Chapter 15: Informal Reports	281-301
Mon. Oct. 28 <sup>th</sup>	Chapter 16: Formal Reports Formal report assignment sheet	303-325
Wed. Oct. 30 <sup>th</sup>	Work Day	
Mon. Nov. 4 <sup>th</sup>	Chapter 18: Email and Texts <b>Employee Handbook due</b>	350-361
Wed. Nov. 6 <sup>th</sup>	Chapter 8: User-Friendly Documents	131-147
Mon. Nov. 11 <sup>th</sup>	Documenting sources	405-438
Wed. Nov. 13 <sup>th</sup>	Chapter 11: Definitions Chapter 12: Descriptions	206-219 221-241
Mon. Nov. 18 <sup>th</sup>	Chapter 21: Oral Presentations	386-404
Wed. Nov. 20 <sup>th</sup>	<b>Formal Reports *</b>	
Mon. Nov. 25 <sup>th</sup>	<b>Formal Reports *</b>	
Nov. 27 <sup>th</sup> – Dec. 1 <sup>st</sup>	<b>Thanksgiving! No classes</b>	
Mon. Dec. 2 <sup>nd</sup>	Group work evaluations due	
Wed. Dec. 4 <sup>th</sup>	Wrap Up and Review for the final exam	
Dec. 10 <sup>th</sup> – 13 <sup>th</sup>	<b>Final Exams</b>	<i>(Date and time: TBA)</i>

GRADE	MEANING	IMPACT IN THE WORKPLACE
<b>A</b> (90-100 points)	An "A" document is excellent work. The audience analysis is insightful, the topic precise, the organization clear and logical. The document contains sufficient detail; the information is accurate, timely, clear, and comprehensive. The writing is excellent: good use of advance organizers, well-developed paragraphs, graceful and concise sentences, and precise word choice. The document is complemented by appropriate, clear, correct, and honest graphics. The design is clear, attractive, and professional.	Your supervisor would be impressed and would pass the document along to his or her supervisors, without revision.
<b>B</b> (80-89 points)	A "B" document is good work. It has almost all the virtues of the "A" document, but one or more of the elements are missing. For instance, persistent spelling errors could reduce an A document to a B. Unprofessional design, ineffective paragraphing, awkward sentences--any of these problems could account for the grade of B.	Your supervisor would appreciate your work, but would want to have the document revised ( <i>improved</i> ) before passing it along.
<b>C</b> (70-79 points)	A "C" document is satisfactory work. Although the document satisfies the requirements of the assignment, it is significantly flawed. Usually, two, three, or more problems make it difficult to read, to understand, or prevent it from fulfilling its purpose. For instance, a proposal that lacks a project calendar and a list of works cited would receive a C despite excellent writing.	Your supervisor would be somewhat disappointed with the document and would want it revised significantly before passing it along. In addition, the supervisor would begin to doubt your ability to complete similar assignments successfully.
<b>D</b> (60-69 points)	A "D" document is unsatisfactory. Although some aspects of the document might be well done, there are numerous or significant problems with its conception or execution.	Your supervisor would have another employee re-do the document. In addition, your supervisor would question your basic competence and suitability for your position. Performance evaluations would reflect this doubt.
<b>F</b> (0-59 points)	An "F" document is failing work. It does not respond to the assignment, it is extremely difficult to read, or it is unprofessional in appearance or writing quality.	Your supervisor would likely draw the conclusion that you do not care about the quality of your work, or else lack the competence to perform the work adequately.

