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ENG 3005-001: Technical Report Writing

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3005-001

Technical REPORT Writing

English 3005. Section 1
Spring 1999
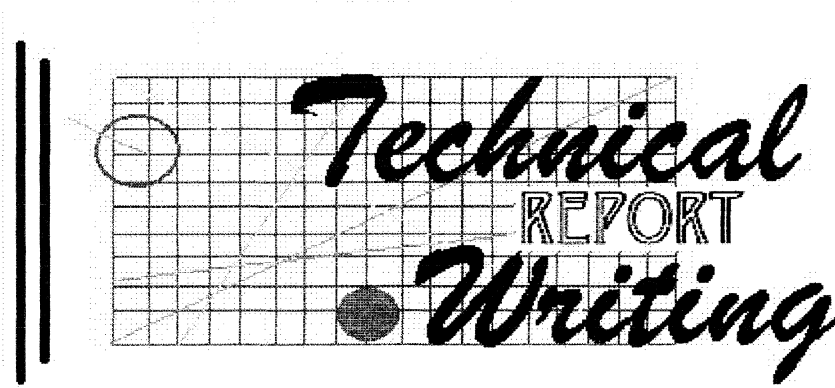
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◆ Syllabus (Course Policies)

◆ Writing Projects

◆ Resources (not yet active)

◆ Student Pages (not yet active)

Course Description and Syllabus
Spring 1999

- Course Goals
- Texts & Materials
- Requirements
- Writing Projects
- Conferences
- Students with Disabilities

- Evaluation
- Attendance Policy
- Submitting Work
- Late Work
- Revising Your Work
- Format for Projects

Texts & Materials

- **Anderson, Paul V.** *Technical Writing A Reader-Centered Approach.* **4th ed. Fort Worth, Texas. Harcourt Brace, 1999.**
- **A good collegiate dictionary**
- **An e-mail account (Student Services Building)**
- **2 computer diskettes (3.5" high-density). You should also purchase a carrying case for them.**
- **Drafts of work in progress**

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Goals

The main goal of this course is simple: it is designed to help you develop your writing and communication skills so you can use them as functional and persuasive tools in your chosen career. Of course, learning to understand <u>how</u> the meanings of "functional" and "persuasive" can radically differ from document to document will be a significant part of our discussions. Therefore, each writing project will not only stress the broader concerns of writing (such as, clarity of purpose, development of ideas, invention and sentence strategies), but will also introduce you to strategies of document design, audience accommodation, and visual rhetoric. In addition, this course will serve as an introduction to web publishing and the many complexities and possibilities for technical writing therein.

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Requirements

To pass the course, each student must satisfactorily complete <u>all six</u> major writing projects in sequence. Failure to complete and submit a major writing project will result in a failing grade for the semester. Your final grade will be determined according to the following breakdown of points:

<u>Writing Projects</u>

1. Technical Description [R]	100 points
2. Design Your Own Homepage [R]	100 points
3. Op-Ed Letter/Review (collaborative)	100 points
4. Analysis/Evaluation Memo [R]	150 points
5. Web Publishing (collaborative)	200 points
6. Instruction Manual	<u>150 points</u>
	800 points

<u>Additional Requirements</u>

1. Participation	100 points
2. Exercises, brief writing assignments	<u>100 points</u>
	200 points

There are 1,000 points possible, 80% of which comprises your written work, 20% your in-class performance over the duration of the course. The success of the course and

what you learn from the course depend absolutely on what you contribute. You need to be in class on time, fully prepared to contribute to class discussions, ask questions, or offer constructive feedback on your classmates' work in progress.

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Evaluating the Major Writing Projects

Each time we begin a new project (or just prior to a peer review session), I will spell out explicitly the grading criteria for each particular project. But since we will be following the idea of "writing as a process"--the idea that good writing comes from a continual rethinking of form, content, and audience--it is important that you bring your work in progress to class. Although I will not "grade" work in progress, we will be doing group and individual exercises in class all the time--many of which will directly involve your work in progress; these exercises will be evaluated.

Also, since this is a course in "professional writing," I expect you to conduct yourself as if you were working in a professional setting. Therefore:

- Your punctual attendance at all class meetings is a requirement. (See "Attendance Policy" below.)
- You need to adhere strictly to deadlines. (Keep in mind this common guideline in the business world "It's better to be 80% complete than 100% late.")
- You need to be prepared to participate in class discussions and to comment actively on the work of your peers.
- You should also be prepared to submit your final drafts as if you were submitting them to your superior, to a client, or to a professional journal in your field. They should be neatly typed, grammatically correct, and thoroughly proofread. (See "Submitting Assignments" below.)

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Attendance Policy

You need to attend every class session. Problems and difficulties always arise over the course of 15 weeks, so I usually allow three absences-- excused or unexcused. After the third absence, I will lower your final grade <u>one letter grade for each absence</u>. Seven or more absences will result in a failing grade. Quizzes or in-class writing assignments cannot be made up.

<u>Please note well</u>: Peer-review sessions are crucial for successfully completing your final drafts. During these sessions, you can receive indispensable feedback on your work in progress as you learn how to become a better reader and more effective commentator. Your classmates are depending on you. As a result, an unexcused absence for a peer review session <u>will count as two absences</u>.

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Submitting Your Work

You may submit an assignment <u>on time</u> in any one of three ways:

1. Submitting it in class on date due.

2. Delivering it to me by 4:30 p.m. on the day it is due.

3. Mailing the assignment to me, with a postmark of the date due.

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Late Assignments

A late assignment must be accompanied by a persuasive cover memo that explains why it is late. The work on the cover memo will be considered part of the assignment-thus part of the grade. I will not grade the assignment if the cover memo is missing, and you will receive an "F" (0 points) for the assignment. If you turn in a paper late, I reserve the right to downgrade the paper one letter grade for each calendar day the paper

of difficulty in completing the paper.

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Revisions

An |R| next to an assignment (see "Requirements" section above) means you can revise the assignment for a higher grade if you (1) speak with me about the revision and (2) turn in the revision (with the original) within one week of the date you received the original assignment back. <u>I will not accept any revision without having discussed it with you in an individual conference. No exceptions to this policy.</u>

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Conferences

If you are having any problems with a paper, I encourage you to come by and see me during my office hours (M, 10-12; T, 1-2; F 10-11) or make an appointment (581-5013) for a more convenient time. I will be more than happy to talk any number of times about a single paper or particular writing problem.

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Format for Projects

Your final drafts should conform to the following guidelines, unless of course a particular project demands unique or alternative formatting.

- <u>All of your papers must be typed.</u> With the exception of memos and business letters-something we will talk about in class-all of your work should be double-spaced.
- Use at least a "near letter quality" printer for your final copies.
- 1"- to 1.25"-inch margin at top, bottom, and sides.

　　　• You do not need a cover page; instead, type "Deebe Engl 3005/
　　　　Jane Doe" (and the date) on the top right corner of your first page.
- **Number your pages, beginning with page 2.**
- **Paper clip or staple your pages together and do not use a plastic report cover.**
- **Proofread! It is perfectly acceptable to correct your errors in pen (black ink preferably), but keep this to a minimum.**
- **Turn in your final copy in a two-pocket folder, one pocket for the final draft and the other for rough draft(s) and notes.**
- **Overall design should be efficient and striking.**

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Students with Disabilities

If you have a documented disability and wish to receive academic accommodations, please contact the Coordinator of the Office of Disability Services (581-6583) as soon as possible.

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Questions or Comments? (cfrlb@eiu.edu)

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