

Fall 8-15-2008

ENG 3005-001: Technical Communication

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Technical Communication

Instructor: Dr. Angela Vietto
Office location: 3345 Coleman Hall
Office hours: MWF 9:00-10:30; T 3-4; and by appointment
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Website: <http://www.ux1.eiu.edu/~arvietto>, then click “Fall 2008” then “English 3005”

About the Course

Communication: Will be considered broadly, in written, oral, and visual forms.

Technical: May refer to content that is complex, to communication involving the sciences and applied sciences, and to communication that uses specific technologies (blogs, wikis, etc.) Certain types of communication (instructions or documentation, for example) are by definition considered technical, but other types of communication (reports, etc.) may be classified as technical because of the level of specialized knowledge of the author or the audience.

So what holds the course together?

1. Attention to audiences, with special consideration of the audience’s level of technical knowledge.
 2. Attention to certain conventions usually observed in technical communication.
 3. A set of criteria for excellence in technical communication: honesty, comprehensiveness, clarity, accuracy, concision, accessibility, coherence, and correctness.
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Textbook and Other Required Materials

- Mike Markel, *Technical Communication*, 8th ed. (issued by TRS)
 - A USB drive or other reliable method of backing up files
 - Supplies/funds to support printing throughout the semester
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Disability Information

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

Electronic Writing Portfolio

You may submit a paper from this course for the Electronic Writing Portfolio. The EWP policy has changed effective 2008. *You will no longer be allowed to make a submission to the EWP from a course after that course has ended.* In addition, the submission process will be electronic beginning this semester. For more information, see the EWP handout.

Attendance

On each class day (or required conference) you can earn up to 3 points for participation. I will award 3 points to those who make excellent contributions to our work of the day, 2 points to those with average participation, and 1 point to those who are neutral observers. Students who are disruptive or rude in class may earn a 0 for the day, or even negative points.

On days you are absent—for any reason—you cannot earn or make up participation points. After days you are absent, you should ask a classmate if you may see his or her notes. You should ask me about making up quizzes or other activities you missed.

Students who do not appear for the final exam on the scheduled date will only be allowed to make up the exam if they present me with written documentation from a credible source that indicates that an unexpected, serious illness or emergency prevented them from being present for the exam.

Late Work

Quizzes may be made up within two weeks. After two weeks, a missed quiz will be graded as a 0. Written assignments will lose 10% of the value of the assignment for each day they are late. (Day here means calendar day; a document due Monday is worth 90% of its original value if it appears in my mailbox on Tuesday, for example.) It may be impossible to make up certain assignments, such as collaborative oral presentations. *It is always your job to see me about making up work. I will not remind you individually about work you have missed, though I may occasionally offer general reminders to the class as a whole.*

The English Department's Statement on Plagiarism

“Any teacher who discovers an act of plagiarism—‘The appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation of them as one’s original work’ (*Random House Dictionary of the English Language*)—has the right and the responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignments of a grade of F for the assigned essay and a grade of F for the course, and to report the incident to the Judicial Affairs Office.”

My Statement on Academic Dishonesty

This semester, I pledge that if I discover any student plagiarizing a written assignment or cheating on a quiz or exam, I will report the incident to Judicial Affairs and award that student a grade of F for the course.

Working In the English Technology-Integrated Classroom (ETIC)

Our class will meet on alternate weeks in a regular classroom and the computer classroom. Here are a few important things to know about the ETIC:

1. Before you start to do anything, you should always click the icon in the upper-left corner of the desktop.
 2. There are no floppy, CD, or zip drives. You have two choices for saving work:
 - a. Email work to yourself as an attachment.
 - b. Save on portable USB drive. Back up your work on a second USB drive or a hard drive.
 3. You are welcome to print your work in the lab, but don't rely on it as your only source of printing, and remember we're only in the lab every other week.
 4. If you print in the lab and your work doesn't print out, *don't keep sending print commands*. Check the printer to see if it needs paper or if it's giving some other error message.
 5. Because we've had thefts from this room, it is normally locked between classes. I always try to arrive early so you don't have to wait in the hall, but if I'm not there, please be patient.
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Grades and Projects

Grade Breakdown		Final Grades
Short documents (11 @ 20 points)	220	A 920-1000
Quizzes (10 @10 points)	100	B 840-919
Oral reports (3 @ 40 points)	120	C 760-839
Instructions (2 @ 50 points)	100	D 680-759
Briefing report	90	F 679 and below
Wikipedia project	90	
Resumé	55	
Participation	125	
Final exam	100	

Schedule

L = Lab, room 3120 Coleman Hall
C = Classroom, room 3130 Coleman Hall
O = Office (Vietto's), room 3345 Coleman Hall

Readings listed in parentheses are supplementary (optional) readings.

M Aug 25 L	Introductions. Begin SD #1.
W Aug 27 L	Topic: Ethics and legal considerations in communication. (chap. 2) Due today: SD #1. Assigned for next time: SD #2.
F Aug 29 L	Quiz #1 Due today: SD #2 Topics: Clarity, Accuracy (chaps. 5 and 9) Assigned for next time: SD #3.
M Sept 1	Labor Day observed—no class.
W Sept 3 C	Quiz #2 Due today: SD #3 Topics: Comprehensiveness, Concision (chaps. 5 and 11) Assigned for next time: SD #4
F Sept 5 C	Quiz #3 Due today: SD #4 Topics: Coherence, Accessibility (chaps. 7 and 10) Assigned for next time: SD #5
M Sept 8 L	Quiz #4 Due today: SD #5 Work on SD #6
W Sept 10 L	Work on SD #6
F Sept 12 L	Quiz #5 Work on SD #6
M Sept 15 C	Due today: SD #6 Topic: Finding, adapting, and integrating images (chaps. 12 and 13) Assigned for Sept 22: SD #7
W Sept 17 Office	Individual conferences
F Sept 19 Office	Individual conferences
M Sept 22 L	Quiz #6 Topic: Oral presentations (chap. 21) Due today: SD #7 Work on SD #8 and 1 st oral presentation
W Sept 24 L	Quiz #7 Work on SD #8 and 1 st oral presentation
F Sept 26 L	Work on SD #8 and 1 st oral presentation

M Sept 29 C	Due today: SD #8 Assigned: SD #9 and briefing report. Oral presentation #1
W Oct 1 C	Oral presentation #1
F Oct 3 C	Due today: SD #9 Topic: Document design.
M Oct 6 L	Quiz #8 Work on briefing report
W Oct 8 L	Work on briefing report
F Oct 10 L	Fall break—no class
M Oct 13 C	Due today: Briefing report Topic: Electronic communication and Web 2.0 Assigned: SD #10 and Wikipedia Project
W Oct 15 C	Due today: SD #10 Quiz #9 Workshop briefing reports
F Oct 17 C	Workshop briefing reports Assigned: Oral presentations #2 and #3
M Oct 20 L	Revise briefing reports; work on oral presentations; work on wikipedia project.
W Oct 22 L	Revise briefing reports; work on oral presentations; work on wikipedia project.
F Oct 24 L	Revise briefing reports; work on oral presentations; work on wikipedia project.
M Oct 27 C	Oral presentation #2
W Oct 29 C	Oral presentation #2
F Oct 31 C	Oral presentation #2
M Nov 3 L	Oral presentation #3
W Nov 5 L	Continue work on Wikipedia project
F Nov 7 L	Continue work on Wikipedia project
M Nov 10 C	Due today: Wikipedia Project. Topic: Instructions. Assigned: Instructions #1.
W Nov 12 C	Quiz. Work on Instructions #1.
F Nov 14 C	Work on Instructions #1
M Nov 17 L	Due today: Instructions #1 Assigned: Instructions #2, SD #11, resumé

W Nov 19 L	Work on Instructions #2 and SD #11
F Nov 21 L	Due today (or before you leave campus): SD #11
Nov 24-28	Thanksgiving
M Dec 1 C	Due today: Instructions #2 and resumé. Workshop resumé.
W Dec 3 C	Workshop resumé.
F Dec 5 C	Workshop resumé.
M Dec 8 L	Revised resumé due. Assigned: Web Site Evaluation (aka: Final exam)
W Dec 10 L	Work on Web Site Evaluation
F Dec 12 L	Work on Web Site Evaluation
T Dec 16, 8:30-10 a.m. C	Final Exam: Take home portion and oral portion due