

Fall 8-15-2003

ENG 3005-001: Technical Communication

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Technical Communications

English 3005 Fall 2003

3005-001

Course Description & Policies

Tues /Thurs. 8-9:15 a.m (and online) Coleman Hall 3130 & 3120	R. L. Beebe rlbeebe@eiu.edu 3841F Coleman Hall 581-5013 Office Hours: M, W 11-12; T, 9:30-11 & by appointment
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Course Web Site (WebCT) To get to course web site (WebCT), go to one of the following sites:

1. EIU's WebCT Site: <www.eiu.edu/vce> then look for course ENG 3005 (in College of Arts & Humanities)
2. Instructor Home Page <www.ux1.eiu.edu/~cfrlb> select English 3005 link (this is probably the easiest way)

Texts & Materials

- Anderson, Paul V. *Technical Writing A Reader-Centered Approach*. 4th ed. Fort Worth, Texas. Harcourt Brace, 1999.
- Hilligoss, Susan. *Visual Communication: A Writer's Guide*. New York, NY: Longman, 2000.
- A good collegiate dictionary
- 2 computer disks (3.5").
- Drafts of work in progress

Course Description & Goals

The main purpose of this course is simple: to help you develop your writing and communication skills so you can use them as **functional** and **persuasive** tools in your chosen career. To achieve this end, 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.

Therefore, our specific course goals include the following:

- To understand the purpose and process of communication in business and industry.
- To recognize and analyze effective and ineffective technical communication.
- To understand the processes of technical communication: verbal, visual, and spoken.
- To prepare documents that are appropriate and effective for various audiences.
- To balance verbal and visual elements of communication in documents.
- To use clear, focused, specific, and grammatically correct language in documents.
- To use effective strategies for collaborative work in preparing documents and presentations.
- To become skilled communicators of technical information by participating fully in all class assignments, class discussions, and collaborative group work.

Course Format

Most of the course (approximately 60-70%) will take place in an on-line environment via WebCT. The remainder will be in the traditional classroom. For the first two weeks of class, we'll meet in the classroom to help familiarize you with WebCT and with the expectations of the

course.

The course schedule indicates when we will be meeting in the classroom. PLEASE NOTE: this schedule is subject to change and any changes will be posted on WebCT. It is your responsibility to note any changes in meeting times. (See Attendance Policy below.)

Requirements

To pass the course, you must satisfactorily complete **ALL** 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 (100 total points):

Writing Projects

1. Letter of Inquiry & Report on Writing in Workplace	10 points
2. Description (group project)	10 points
3. Writing for the Nonspecialist / Informational Page	15 points
4. Proposal (for final project)	15 points
5. Final Project (group project; includes oral presentation)	<u>30 points</u> 80 points
6. Other Writing Activities (quizzes, in-class writing)	10 points
7. Participation	<u>10 points</u>
total	100 points

Grading Scale: 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 59 or below = F

Evaluation

Each time we begin a new project, I will itemize the grading criteria for each particular project. Usually, the criteria will emphasize particular concepts that we have been discussing in the writing project. However, superior papers are always those that express purpose clearly, that are well-designed (in respect to format and overall look), and that are stylistically polished.

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 begin the writing for each project as quickly as possible, so that you can identify weaknesses and smooth them out before the final draft is due.

Attendance Policy

You need to attend every scheduled class session. Since we won't be meeting much in the traditional classroom, attendance is especially critical. Keep in mind that twenty percent of your final grade will be solely determined by your contribution to class activities and discussion. More than 3 unexcused absences will result in a failing grade.

Submitting Your Work

Unless the assignment dictates that must turn in your work to me using the WebCT environment, you may submit an assignment on time in any one of three ways:

1. Submitting it in class on the due date (if we are meeting as a class on that day).
2. Turning it in to me (or in my mailbox, CH 308) by 4:30 p.m. on the day it is due.
3. Sending it to me via an e-mail attachment on the day it is due.

You may, of course, turn in the assignment before the scheduled due date. Late work will be penalized one full grade for each day it is late, unless you have received prior approval from me.

Plagiarism

I abide by the English Department's policy on plagiarism which is as follows:

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.

If you are not clear about what plagiarism is or are not sure how to handle source material for any particular writing project, please speak with me about your concerns.

Conferences

If you are having any problems with a paper, I encourage you to come by and see me during my office hours 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.

Electronic Writing Portfolio

English 3005 is a Writing-Intensive course. You may use a document from this course to meet part of the requirements for the Electronic Writing Portfolio (EWP). If you plan to submit a paper from this course to your EWP, you must submit the paper and the EWP paper work to me by November 20, 2003. After that I cannot guarantee that I will be able to evaluate your work before the end of the semester. Please see me for more information.

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.

Some Tips on How to Succeed in This Course:

- Check the course WebCT site daily for updates, for messages from classmates, and for other resources and tips that I will be posting throughout the semester.
- Follow instructions carefully and explicitly.
- Turn in your work on time.
- Do your share of the work in group assignments.
- Allow time to revise & proofread your work.