

English 341.01W—Technical Writing Fall 2012

Dr. Bill Bolin

Office & Hours: HL 324, T 2:00p—5:00p, Th 2:00--4:00, and by appt.

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#### COURSE INFORMATION

**Textbook(s) Required:** Tebeaux, Elizabeth and Sam Dragga. *The Essentials of Technical Communication*. New York: Oxford UP, 2010

#### **Course Description:**

Technical communication means presenting specialized knowledge to a non-expert audience. Technical communicators must either possess or gain specialized knowledge and then present that information in a way that a non-expert can understand.

This is an online course, meaning that the entirety of the work will be conducted via our eCollege virtual classroom. If you have difficulty with any aspect of the course – in writing or technology– please schedule an in-person visit with me in HL 324 or contact me via email. You need ready access to the Internet either at home or at one of the many computer labs on campus.

#### **Student Learning Outcomes:**

Students will

1. Improve their ability and comfort with all levels of the writing process by writing various documents.
2. Increase their ability and comfort with computer-mediated writing by successfully submitting the documents.
3. Apply rhetorical understanding of language to writing within a variety of situations to include audience, purpose and genre, especially as related to technical writing in the workplace and major coursework by writing documents and designing a presentation.

#### ASSIGNMENTS

**Papers:** You'll write six papers of various kinds. Each will have a separate assignment sheet detailing the assignment requirements and criteria for success.

**Presentation:** You'll prepare and submit one electronic presentation that will be available to your classmates.

**Quizzes:** You'll take a number of objective quizzes to reward you for keeping up with the assigned reading.

**Discussion Posts:** While these will not be graded, they will serve as a way to check your attendance.

## EVALUATION

Assignment Values	Final Grade Ranges
<b>Papers</b> 60 pts (6 @ 10 pts. each) <b>Presentation</b> 10 pts <b>Quizzes</b> 30 pts. (6 @ 5 pts. each)	A=90-100 B=80-89 C=70-79 D=60-69 F=0-59

## ATTENDANCE

The word *attendance* requires some re-definition for an online course. In a traditional course, people establish their presence in a number of ways: all take a seat, some ask or answer questions, others complain about the climate. In this class you will establish your presence through your written comments to the class discussion board. In other words, if you don't contribute to the electronic discussion, we won't know you're alive and well. However, you should feel compelled to offer only substantive comments germane to the issue at hand; please do not offer comments solely to establish the fact that you've logged on. We are not bound by a particular time slot, but count on checking the website and your email several times a week to stay caught up. If you need to be away from the keyboard the day an assignment is due, you **MUST** call me at the phone number above or email me and make *satisfactory* arrangements for turning in the assignment. Failure to make *satisfactory prior* arrangements will result in your forfeiting the opportunity to turn in that assignment. **Misunderstanding the directions for uploading an assignment is not a satisfactory reason for not submitting an assignment on time. It is your responsibility to make sure your assignments are uploaded properly and on time.**

## PLAGIARISM/ACADEMIC DISHONESTY STATEMENT

Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct 5.b[1,2,3]). Plagiarism on one assignment in this course will most likely lead to a failing grade for the course.