Spring 1-15-2021

ENG 3005-601: Technical Communication

Angela Vietto
Eastern Illinois University

Technical Communication

Professor Angela Vietto, 3341 Coleman Hall
Virtual office hours throughout the week, by appointment; see contact info below

Course Description: Instruction and practice in technical communication and creating documents used in professional settings. Focus on communicating complex information to specialized and non-specialized audiences. Students will complete case-based and / or client-based projects in multiple genres and media. Course will also address online communication, ethical communication, document design, intercultural/ global communication, collaboration, accessibility issues, and oral presentation.

Texts from TRS: None. All instructional materials will be delivered via D2L.

Learning Objectives

1. Understand the responsibilities of professional communicators to communicate clearly and concisely to satisfy an audience's need for information
2. Adapt common genres of technical communication to specific audiences, purposes, media, and contexts—including global contexts
3. Critically read and analyze information at differing technical levels
4. Implement principles of effective document design to create professional, easy-to-use projects, including quantitative displays of information
5. Use effective collaborative strategies to create a positive work environment and high-quality projects
6. Demonstrate college- and professional-level writing produced through the process of prewriting, drafting, revising, editing, and proofreading
7. Demonstrate metacognitive awareness of strategies used to successfully approach, adapt to, and complete new communication tasks

Contacting the Instructor: To contact me for a quick question, I invite you to **text or phone** me between 9 am and 9 pm 7 days a week at 217-549-3203. **If you must email** me, please use my EIU address: arvietto@eiu.edu and be aware that it will take longer to get a response than if you text or phone. To **make an appointment** for a longer meeting by Zoom or telephone, you can book a time here: https://doodle.com/mm/angelavietto/book-a-time. If you want to make an appointment for a time on the weekend or later in an evening, text or phone me.

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

We can do this! For some of you, online courses may be extra challenging. Whether you love the online format or not, I'm glad you're here, and I want to make this course work for you. While I'm building in all the strategies I can to support you in effective learning in this format, I also want you to know that you can reach out to me any time you need additional support.

Technology: You will need regular access to the Internet, ideally from a computer rather than a phone. If your Internet access is unreliable and you are living on campus or in the local area, in addition to public computer labs, you can make arrangements to use one of the two computer classrooms in the English Department.

The Student Success Center: Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (http://www.eiu.edu/~success) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals,

and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to 9th Street Hall, Room 1302.

Academic Integrity: Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (http://www.eiu.edu/judicial/studentconductcode.php). Violations will be reported to the Office of Student Standards.

The Electronic Writing Portfolio: Any written project of 750 words or longer written for this class would be suitable for submission to the EWP. Submissions must be made by the last day of finals week at the end of the semester. Earlier deadlines apply for graduating seniors.

English Teacher Education Majors: Students seeking Teacher Certification in English Language Arts should provide each of their English Department professors with a copy of the yellow form called "Application for English Department Approval to Student Teach" before the end of the semester. These forms are available in a rack outside the office of Dr. Melissa Ames (3821 Coleman Hall).

The English Department 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 own original work" (Random House Dictionary of the English Language)—has the right and 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 Office of Student Standards. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

Grading and Assignments

Short writing assignments, check-ins, quizzes	30%
Genre analysis project	10%
Resume	10%
Informational report	10%
Procedure (collaborative case/client project)	15%
Proposal	15%
Final exam	10%

Final Grading Scale

A	90-100%
B	80-89.99%
C	70-79.99%
D	60-69.99%
F	59.99% and below

Overview & Key Dates (subject to change)

Only major project due dates are listed below. Due dates for homework assignments, preliminary drafts of major projects, and progress reports on major projects will be listed in D2L.

M Jan 11   First day of classes

Getting Started

The first two weeks of the course we will get oriented and introduce a few key concepts; there will be frequent homework assignments, both to practice some basic principles and to get started exploring topics for major projects.

M Jan 18   Martin Luther King, Jr. Day observed

T Feb 2   Personal wellness day

F Feb 5   *Final draft of genre analysis due*

F Feb 12   Lincoln's Birthday observed

W Feb 17   *Final draft of resume due*

W Feb 24   Personal wellness day

F Mar 12   *Final draft of informative report due*

R Mar 18   Personal wellness day

R Apr 1   *Final draft of procedure due*

W Apr 7   Personal wellness day

R Apr 22   Personal wellness day

M Apr 26   *Final draft of proposal due*

F Apr 30   Last day of classes

R May 6   **Final exam due**