Fall 8-15-2021

ENG 3005-001: Technical Communication

Shelly Spear
Eastern Illinois University

English 3005-001: Technical Communication
Fall 2021
3 Credit Hours

Course Locations: Coleman Hall 3210 (Classroom) & 3130 (Lab)
Course Meeting Times: MWF 9:00 AM-9:50 AM

Instructor: Shelly Spear (she/her) | **Office:** Coleman 3745
Office Hours: MW 10:15 -11:15; 2-3; F 10:15 -11:15

Required Textbooks (Available at Textbook Rental Services)
  TW—Technical Writing (Thirteenth Edition) Markel & Selber
  RG—Rhetorical Grammar (Eighth Edition) Koln & Gray

Required Textbook (Available Online)
  OA—Technical Writing DeSilva et al.
      Link to this open-access resource:
      https://openoregon.pressbooks.pub/technicalwriting/

Other Texts/Readings
  D2L— Some handouts/readings will be made available to you in D2L
  TBA—Page number assignments for some readings have yet to be determined, but I will make the
      specific page assignments available to you in a timely manner.

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.

Course Objectives
  1. Articulate the value of technical communication in organizational settings and the responsibilities
     of professional communicators to communicate clearly and concisely to satisfy an audience's
     need for information (WR)
  2. Adapt common genres of technical communication (proposals, progress reports, reports,
     instructions, presentations, etc) to specific audiences, purposes, media, and contexts—including
     global contexts (CT/WR/SL/RC)
  3. Critically read and analyze information addressed to readers of differing technical levels (CT/WR
     5–7/QR 3–4)
  4. Implement principles of effective document design (using basic and advanced features of
     computer software) to create professional, easy-to-use projects, including quantitative displays of
     information (QR 5–6)
  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 (WR)
  7. Demonstrate awareness of your own ability to successfully approach, adapt to, and complete new
     (previously untried) communication situations (RC-4)

Course Requirements

1) **Major Writing Projects**
    a. You will complete five major writing projects of various genres in technical writing for this course (three individual projects and two interrelated group projects).
    b. You will conference with me over major individual projects and group projects (I typically provide a sign-up sheet for conferences a week ahead of conference dates to offer you ample time to choose a convenient meeting time).
    c. At the end of the semester, for your final major writing project, you will complete a reflective professional portfolio that demonstrates how you have integrated the course objectives into your own professional (and specifically technical) writing practices.
    d. You must submit major writing project components (some scaffolding assignments and all of the the assignment documents/artifacts themselves) in D2L *before* the class meeting on which they are due and also bring a hard copy of written portions (and some visual components) of project assignments to class. If you have not submitted designated project components by their due date *before* you arrive in class, the assignment will be considered incomplete.
    e. You must complete and submit ALL of the major writing projects assigned in this course in order to pass the course.

2) **Process Journal Entries**
    a. You will complete approximately 10 graded process journal entries throughout this semester, which I will assign each week as we work through the course.
    b. You will complete these process-oriented responses based on provided prompts meant to guide you through the writing process as you work through course materials and writing projects.
    c. Though these process journal entries allow you to pre-write, brainstorm, and work through portions of essay projects in an informal space, you should always pay careful attention to journal entry prompt guidelines (the questions, the length, the format, etc.). In other words, though **I won't be grading for surface errors or content, you must follow instructions for each journal or risk losing half or all points for a journal assignment. If you are instructed to write a full page, for instance, but you only submit half a page of writing, you risk losing all 10 points for that week's process journal entry.**
    d. In a week wherein a journal entry is assigned, you will submit your entry via D2L in the designated Dropbox folder no later than 11:59 PM on Friday of that week.

3) **Rhetorical Grammar Quizzes** Though this course does not primarily focus on grammar, it is concerned with the knowledge and use of grammar to craft technical documents. Thus, throughout the semester, you will complete a reading from Koln and Gray's *Rhetorical Grammar* and complete quiz exercises in *D2L* for a completion grade. There are 11 of these quizzes throughout the semester—you may choose to skip ONE of these (so you will have completed 10 grammar quizzes by the close of the semester).

4) **Participation** The participation grade for this course is approximately 10% of your final grade. This grade includes all of the in-class activities assigned throughout the semester *and* any work in D2L that is additional to work completed in class. These activities will range in point value TBD dependent on the assignment/task. Participation is also graded based on your ability to consistently do the following:
    a. Arrive in class having already read assigned texts
    b. Be prepared for pop quizzes covering reading content

c. Be prepared to complete short in-class writing assignments
d. Contribute to in-class group work
e. Engage thoughtfully in class discussions
f. Prepare and give presentations in class
g. Learn how to use new software, technology, applications, etc. as needed
h. Ensure that you are using technology in class (laptops, tablets, etc.) only to work on class-related materials
i. Write all correspondence for this course (emails, text messages, etc.) in a professional manner using technical writing techniques
j. Honor your commitments to your group members both in and outside of class
k. Be respectful of your peers and your instructor—we are all learning together in a semi-simulated professional environment (it is a classroom rather than a job); however, it is best to learn how to collaborate and work with others courteously *before* you enter the workplace in any capacity

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.

Remember that kindness, courtesy, respect, and critical thinking are essential for successful discussions in any class; additionally, be mindful of your tone and how your words might be read by your audience (your classmates and me). **Bottom Line**—if I notice any individual acting in any way that deviates from appropriate academic conduct and integrity, I will ask them to leave the classroom immediately and I will ensure that the individual encounters the consequences of those actions via the Office of Student Standards.

Attendance & Absences
Because your participation grade will reveal how well you are attending (or not attending) class, I do not technically have an attendance policy. However, keep in mind that 0's on participation assignments will quickly add up; moreover, missing several classes will very likely result in your inability to complete major writing projects, especially those that are group writing projects. Reminder: in order to pass this course, you must complete and submit every assigned major writing project.

If you have an excused absence (accommodations for instruction and make-up work will be made for students with documented medical absences according to IGP #43: https://castle.eiu.edu/auditing/043.php), it is your responsibility to contact me and to provide the proper documentation of your absence for me; moreover, it is your responsibility to contact me so that we can plan how you can reasonably make up missing work. If you are absent without an acceptable excuse/reason, you will likely receive 0's for the work that you missed (participation assignments, journal assignments, major writing assignments, group work, etc.).

If I notice that you are having difficulty submitting course work, that you are not engaging in the course, and/or that you are having difficulty attending class, I will contact the Early Alert System and other relevant parties to determine the best course of action for you. This report will result in someone contacting you to provide necessary support to help you get back on track in this course.

Late Work Policy

I do not allow learners to make up in-class work unless they have a university-approved absence or other extenuating circumstances arise. Extenuating circumstances are those events that may not be covered by the university but may be considered an approved absence (determinations of these kinds of absences as excused are at my discretion). If you have a university-excused absence, it is your responsibility to contact me and to provide the proper documentation of your absence for me. If you have any excused

absence (either university-approved or instructor-approved), you are still responsible for contacting me so that we can discuss how you will reasonably make up any missing work. If you are absent without an acceptable excuse/reason and without contacting me, you risk earning 0's for ALL work that you miss.

Weekly participation assignments will earn a grade of 0 if they are not submitted on time (or if you miss class for an unexcused reason and thus do not complete in-class participation assignments).

Major writing project scaffolding assignments are typically not accepted late. Very rarely, I will make an exception to this if a learner is in communication with me and we agree on a reasonable timeline for making up this work.

Late major writing projects (the final components of these projects) will lose 10 points each day they are late. These projects will begin to lose points after the due date and time have passed. This means, for instance, that if an essay is due at the beginning of class on Monday (9AM), your essay will automatically lose 10 points if it is turned in after 9 AM on that same Monday. Every day thereafter that the essay is late, you will lose another 10 points. This policy applies to the following assignments:

MWP 1 Cover Letter	MWP 4 The Proposal
Job Presentation Video	MWP 4 The Proposal Storyboard
MWP 2 Social Media Policy Textual Analysis and Description Memo	MWP 5 The Recommendation Report
	MWP 6 Reflective Memo
MWP 2 Social Media Policy Remediation Artifact	MWP 6 Reflective Portfolio
MWP 3 Collaborative Policy Document	

Whenever possible, if something happens that you fear might impede your ability to submit a major writing project assignment before it is due, **communicate this issue to me *before* the assignment due date so that we are in communication about the issue and can make a plan together for you to complete your work by the designated due date.**

Contacting Your Instructor
Because I expect you to be actively engaged in this course, I am readily available to help with any course-related questions or concerns that may arise this semester. I can be reached via email during business hours (9AM-5PM, Monday-Friday) either via the D2L email interface or Panthermail (**rlspear@eiu.edu**). If you abide by the email etiquette established in class on Wednesday, September 1st, 2021, I will provide timely responses to your emails (within 24-48 hours during normal business hours/9-5 on M-F). If you do not abide by established email etiquette, I may require you to revise and resend the email before I respond to your question/concern.

I am also available throughout the semester during my scheduled office hours. I am also willing, **upon request**, to meet with you during these office hours via Teams or Zoom.

A Note on D2L in This Course
We will use D2L for many things (assignment submissions, readings unavailable in your assigned textbooks, communication of various forms, etc.), but for now the layout is fairly minimalistic—you will see a module for syllabus information, for essay prompts (none are listed yet), and a module for this week. As we move forward, I will adjust the amount of information that is available in D2L as needed.

Technology Needs
Because this is a writing-intensive course with a heavy focus on document design in various genres and in diverse media, there are specific technology needs. Without access to these, it will be very difficult to pass the course:
- You will need easy and consistent access to a computer or laptop that has a reliable internet connection (among many other things, this will allow you to access D2L regularly, work on

assignments outside of class, and keep your commitments to your group members during group projects).

- You will need Microsoft 365—you have access to this software via your Panthermail account.
- Software to open and view PDF's (Adobe, Preview, etc.).
- An email account (this can be your EIU email address or a personal account—it is your choice) so that you can use Google Drive and Hangouts—these will be essential for the group major writing projects.
- One location in which to save all your files for this course. EIU offers OneDrive, which is an excellent place to keep your course-related files. Dropbox is another convenient app for storing documents if you prefer a location other than OneDrive.

If you are struggling to meet any of these technology needs, the following resources on campus may help you to meet them:

♦ If you have headphones, you can go to Gregg Triad and use the computers there; terminals may also be reserved on a regular basis (please let me know if you are interested in this arrangement)

♦ The Center for Student Innovation (CSI) (located in Booth Library) also provides technology rentals and may be able to help you meet the technology requirements for this course

Group Work & Covid-19 Practices

There will be group work assigned regularly in class; additionally, there are two major writing projects that are group writing projects (MWP 3 and MWP 4). I will assign groups based on the information I received in the First-Day Survey; you will be in the same group for both projects. Though there will be several class meetings in which I will allow you time to work with your groups, you will also need to work together outside of class, but when you do so, your primary form of meeting should likely be via virtual conferencing (Zoom, Teams. etc.). If you choose to meet in person, you should carefully follow the university's social distancing guidelines **to minimize the risk of spreading the Covid virus.**

COVID-19 Practices & Expectations on EIU's Campus

The University is asking all of us to take precautions to prevent the spread of COVID-19. EIU's policy is intended to protect all of us on campus, as well as the community, your roommates, and loved ones at home. All students, regardless of vaccination status, are required to wear face coverings during class. Students may sit in any classroom seat where they are most comfortable. All reasonable efforts will be made to provide modifications to classroom seating arrangements if needed; however, this may not be possible in all situations. Students should not attend class if they are ill and should consult the student health clinic if they have any COVID-19-like symptoms. EIU's COVID-19 campus practices including face coverings, when and where required, avoiding campus if sick, sanitizing surfaces, social distancing, and hand washing all of which are based on the best available public health guidance. Everyone in the campus community is responsible for following practices that reduce risk. If you have a health condition that may require a potential classroom accommodation or variation from current EIU COVID-19 policy, please contact Student Disability Services (studentdisability@eiu.edu or 581-6583) to determine what options may be available based on current CDC guidance. If you are unable to follow EIU's COVID-19 guidelines, you may be asked to leave class or office hours as compliance with public health guidance is essential.

Course Grading Policy & Point Summaries for Coursework

Participation	TBD points
Rhetorical Grammar Quizzes	100 points
Process Journal	100 points (approximately)

Major Writing Project 1: Job Application Materials

MWP 1 Scaffolding Assignments	30
Cover Letter	50
Job Presentation Video	20
	100 points

Major Writing Project 2: Textual Analysis/Description Memo and Remediation Assignment

MWP 2 Scaffolding Assignments	50
MWP 2 Social Media Policy	
Textual Analysis and Description Memo	100
MWP 2 Social Media Policy Remediation Artifact	20
	170 points

Major Writing Project 3: Collaboration Policy

Group and Individual MWP 3 Scaffolding Assignments	80
MWP 3 Collaborative Policy Document	100
	180 points

Major Writing Project 4: The Proposal

Group and Individual MWP 4 Scaffolding Assignments	90
Group Final Assignments	
MWP 4 The Proposal	100
MWP 4 The Proposal Storyboard	50
	240 points

Major Writing Project 5: The Recommendation Report

MWP 5 Scaffolding Assignments	80
MWP 5 The Recommendation Report	100
MWP 5 Presentation	50
	230 points

Major Writing Project 6: Reflective Memo & Reflective Portfolio

MWP 6 Reflective Memo	50
MWP 6 Reflective Portfolio	50
	100 points

Grading Scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	59-00

Total Course Points   1220 + Participation Points

Revision Policy

I strongly encourage you to revise any major writing projects if you are unsatisfied with the grade you earn for your work. Below are the written components of the Major Writing Projects that you will have the opportunity to revise:
- MWP 1 Cover Letter
- MWP 2 Social Media Policy Textual Analysis and Description Memo
- MWP 3 Collaborative Policy Document
- MWP 4 The Proposal

You may only revise an assignment if you complete all components of the assignment (both the scaffolding assignments and the final components). After you have received your final grade for an assignment listed above, you will have a week to submit revisions to me. I will expect **deep revision** (more than simply the editing of surface issues). I will also require a revision memo (one full page of single-spaced writing,12-point Times New Roman font) in which you discuss the changes you made in your essay (I will talk further about the details of each revision memo as the semester progresses). If you submit a deeply and meticulously revised essay within a week of receiving your grade for the assignment, and if you include all documentation I request alongside this revision, there is a possibility that you might earn a higher grade on the essay which will replace your original grade.

I very rarely provide opportunities for extra credit. Occasionally, I offer a Free Pass (a pass to skip either a journal entry or a quiz).

Electronic Writing Portfolio (EWP)

English 3005 is a writing intensive course, so you can submit an assignment from this course that meets the general requirements for an EWP submission (it is 750+ words, it is written solely by you, and it is a cohesive essay). **Should you decide to submit an assignment from this course to your EWP, please speak to me before you do so.** The current Fall '21 due date for an EWP submission is December 17th. If you have further questions about the EWP, the following website contains detailed information about the portfolio: https://www.eiu.edu/assess/ewpmain.php

The Writing Center

The Writing Center will be offering face-to-face consulting sessions on weekdays and online sessions evenings and Sundays. Learners are able to book either a face-to-face or online appointment through the Writing Center website (**www.eiu.edu/writing**):

3110 Coleman Hall
Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920

At The Writing Center, excellent writing consultants will meet with you, one-on-one, and help you with any part of the writing process (brainstorming, prewriting, introductions, conclusions, organizing a paper that has already been written—seriously, they can help with ANY part or the writing process). Please use this resource! It is not a requirement for this course that you visit The Writing Center, but I cannot stress enough how helpful this service can be for you.

Academic Integrity and Plagiarism

The EIU Code of Conduct (https://www.eiu.edu/judicial/studentconductcode.php) defines plagiarism as follows:

> the use, without adequate attribution, of another person's words or thoughts as if they were ones' own, failing to cite outside sources used in completion of the work, improperly citing sources, and submitting work that was previously completed for another class without prior approval from the instructor

Moreover, the English Department clearly defines plagiarism and the consequences of plagiarizing:

> 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 Judicial Affairs Office. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

In other words, plagiarism **(even unintentional plagiarism)** is a serious offense that will be met with serious consequences. There will be class assignments geared toward guiding you in the best practices for quoting, citing, and interacting with sources in your work; additionally, there will be exercises and opportunities for you to work with sources appropriately. Keep in mind that plagiarism does include actions such as neglecting to give proper attribution to a source and plagiaphrasing (presenting a source's words as your own paraphrase, even when you give proper attribution to an author). If you are not sure how to work with a source, I can be reached via email and during office hours to discuss how to properly and ethically use sources in college writing.

A plagiarized (**either intentional or unintentional**) paper or any other work risks earning a 0 for the associated writing project (and any relevant assignments). If you plagiarize in any form on any assignment and/or task in this course, you also risk failing this class. I will report all incidents of plagiarism to the Office of Student Standards.

Students with Disabilities

If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by McAfee Gym, Room 1210, or call 217-581-6583 to make an appointment.

The Student Success Center

Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (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 McAfee Gym, Room 1301.

Syllabus Adjustment Disclaimer

I reserve the right to make changes to the syllabus policies, assignments, and schedule if I see fit to do so at any point in the semester. In other words, all portions of this syllabus are tentative and subject to change as the semester progresses.

English 3005-001 Course Schedule

Unit 1 Job Application Materials/Presentation

Week 1: August 23rd-27th

Topics: Intro to Technical Writing; Introductions; Building a Professional Learning Community

Monday 8-23

Syllabus; Book Check; First-Day Survey; Introduction Assignment

Wednesday 8-25

Readings:	*D2L*	Syllabus
	TW	Chapter 1 "Intro to Professional Writing" 2-15
	TW	Chapter 3 "Writing Technical Documents" 42-47

Friday 8-27

Readings:	*D2L*	"Aristotle's Rhetorical Situation" by *Purdue OWL* **(link available in D2L Week 1 Module)**
	TW	Chapter 15 "Applying for a Job" **(page numbers TBA)**

Location Key

Classroom
Lab
Conference: No Class

> **Journal 1 due by 11:59 PM on Friday, August 27th**
> **Remember to** Submit a job ad for approval alongside your process journal entry (this can be a link or image of the job advertisement)
> Rhetorical Grammar Exercise due by 11:59 PM on Friday, August 27th
> *RG* Chapter 11 "The Writer's Voice" 172-190

Week 2: August 30th-September 3rd

Topics: Job Application Materials (Cover Letters & Presentations); Audience; Style & Voice in Professional Writing; Arranging & Emphasizing Information

Monday 8-30

Readings:	*D2L*	MWP 1 Prompt
	TW	Chapter 3 "Writing Technical Documents" 47-55
		Chapter 5 "Analyzing Your Audience" **(page numbers TBA)**

Wednesday 9-1

Readings:

	TW	Chapter 5 "Analyzing Your Audience" (page numbers TBA)
	OA	Chapter 11 "Basic Design and Readability in Publications" 129-132
		Chapter 2 "Audience Analysis" 19-26; Section 1.2 "Emails" 8-9; 1.4 Memorandums; 1.5 "Letters" 15-17; Chapter 12 "Employment Materials" 183-188, 201-205
		MWP 1 TPM Due

Readings: *TW*   Chapter 7 "Organizing Your Information" (**page numbers TBA**)

Chapter 9 "Emphasizing Important Information" (**page numbers TBA**)

Journal 2 due by 11:59 PM on Friday, September 3rd

Rhetorical Grammar Exercise due by 11:59 PM on Friday, September 3rd

RG Chapter 1 "A Review of Words and Phrases" 1-16

Week 3: September 6th-10th

Topics: Viewing Job Application Materials as Technical Documents; Peer Review Practices; MWP 2 Assignment Submission Procedures

Monday, September 6th is Labor Day (No Classes)

Wednesday 9-8

WA   Chapter 3 "Writing Technical Documents" 55-58

Cover Letter Rough Draft Due for Short Peer Review

Friday 9-10

MWP 1 DUE (The Cover Letter and Job Presentations are to be submitted in D2L BEFORE you come to class on Friday, September 9th; Bring a hard copy of the cover letter to submit to me at the beginning of class; if you are a volunteer presenter, you need not submit a video in D2L—you will simply give your presentation in class and be graded on that performance

Volunteer Job Presentations

Journal 3 due by 11:59 PM on Friday, September 10th

Rhetorical Grammar Exercise due by 11:59 PM on Friday, September 10th

RG Chapter 9 "Cohesion" 139-156

Unit 2 Text Description & Analysis of Policy Documents
Week 4: September 13th-17th

Topics: Intro to Unit 2 and MWP 2; Defining Policy; Understanding Various Policy Documents; Textual Description and Document Analysis

Monday 9-13

Readings   *D2L*   MWP 2 Prompt

TW   Chapter 20 "Writing Instructions" & "Manuals" 555-576

TBA   Textual Description and Analysis & Remediation

Readings: *TW*   "Designing Print and Online Documents" 248-254

                               "Understanding Learning Theory and Page Design" 259-260

               D2L   "Creating Effective Corporate Social Media Policies"

                               by Weingartner and Hunter

               OA   Chapter 9 "Ethics in Technical Writing" 91-104

MWP 2 TPM Due (detailing the policy you are considering examining—but you need to touch base with me by Monday, September 20th if the policy changes)

Readings: *TW*   Chapter 2 "Ethics" 17-35

                               "APA Style" 620-622 (also carefully skim through pages 623-638)

               D2L   "Protecting Academic Freedom or Managing Reputation? An Evaluation of University Social Media Policies"

                               by Kwestel and Milano

Journal 4 due by 11:59 PM on Friday, September 17th

Rhetorical Grammar Exercise due by 11:59 PM on Friday, September 17th

      RG Chapter 2 "Sentence Patterns" 17-32

Week 5: September 20th-24th

Topics: Ethics in Technical Writing/Professional Writing; Cultural Concerns in Technical Communication; Examining Graphical Elements in Policy Documents

Readings: *OA*   Chapter 2 "Ethics" 35-39

                               Chapter 13 "Communicating Across Cultures" 207-215

               TW   Chapter 3 "Writing Technical Documents" 42-58

               D2L   "Drafting Pandemic Policy: Writing and Sudden Institutional Change"

                               by Workman et al.

Policy Change Deadline: if you were instructed to choose a different policy, submit your revised MWP TPM before class today; if you have chosen to write about a policy other than the one you included in your approved MWP 2 TPM, submit a revised MWP 2 TPM for final approval)

Readings: *TW*   Chapter 13 "Evaluating and Testing Technical Documents" 336-356

               OA   "Creating and Integrating Graphics" 81-90

Bring MWP 2 Part 1 (the memo and reference page) Rough Draft to class for Peer Review

Readings: *TW*   Chapter 8 "Communicating Persuasively" 172-189

                           MWP 2 Work Day

Journal 5 due by 11:59 PM on Friday, September 24th

Rhetorical Grammar Exercise due by 11:59 PM on Friday, September 24th

      RG Chapter 13 "Punctuation" 220-228 & Chapter 3 "Our Versatile Verbs" 33-46

Week 6: September 27th-October 1st

Topics: MWP 2 Conferencing Procedures; MWP 2 Assignment Submission Procedures

Monday 9-27

>MWP 2 Conferences: Bring MWP 2 Part 1 (the memo and reference page) Final Rough Draft to your conference and be prepared to discuss your remediation artifact

Wednesday 9-29

>MWP 2 Conferences: Bring MWP 2 Part 1 (the memo and reference page) Final Rough Draft to your conference and be prepared to discuss your remediation artifact

Friday 10-1

>**MWP 2 DUE Part I The Textual Analysis/Description Memo and Part II The Remediation Artifact are to be submitted in D2L in designated Dropboxes BEFORE you come to class on Friday, October 1st; Bring a hard copy of Part I The Textual Analysis/Description Memo to submit to me at the beginning of class; if you are a volunteer presenter, be prepared to show Part II The Remediation Artifact in-class on Friday, October 1st for presentation and discussion**
>Volunteer Presentations

Journal 6 due by 11:59 PM on Friday, October 1st
Rhetorical Grammar Exercise due by 11:59 PM on Friday, October 1st
> *RG* Chapter 4 "Coordination and Subordination" 47-69

Unit 3 Collaboration Policy

Week 7: October 4th-8th

Topics: Intro to Unit 3 and MWP 3; Successful Collaborative Work; Further Analysis of the Design and Layout of Technical Documents

Monday 10-4
Readings   *D2L*   MWP 3 Prompt; Group Assignments
                  TW   Chapter 4 "Writing Collaboratively" 60-80

Wednesday 10-6
Readings: *D2L*   "Everyone Learns From Everyone: Collaborative and Interdisciplinary
                             Professional Development in Digital Literacy"
                             by Hobbs and Coiro
                   In-Class Group Work on MWP 3 TPM

Friday 10-8
Reading   *TW*   Chapter 11 "Designing Print and Online Documents" 254-287
                             In-Class Group Work
                             MWP 3 TPM 1 Due by 11:59 PM on Friday 10-8

Journal 7 due by 11:59 PM on Friday, October 8th
Rhetorical Grammar Exercise due by 11:59 PM on Friday, October 8th
> *RG* Chapter 8 "Other Stylistic Variations" 124-136

Week 8: October 11th-15th (MIDTERM WEEK)
Topics: MWP 3 Peer Review Procedures

Monday 10-11   Bring a VERY Rough Draft to Class for Peer Review

Wednesday 10-13   Bring a Revised Rough Draft to Group Conferences

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No Journal

Rhetorical Grammar Exercise due by 11:59 PM on Thursday, October 14th

   RG Chapter 10 "Sentence Rhythm" 157-170

Friday, October 15th is Fall Break (No Classes)

Unit 4: The Proposal

Week 9: October 18th-22nd
Topics: MWP 3 Assignment Submission Procedures; Intro to Unit 4 and MWP 4; The Purpose of Proposals; Proposal Research; Audience & Goodwill

Monday 10-18
MWP 3 DUE The Collaboration Policy is to be submitted in D2L in the designated Dropbox folder BEFORE you come to class on Monday, October 18th; You should also bring a hard copy of your group's policy, with everyone's signatures at the end of the document, to submit to me at the beginning of class on Monday, October 18th)
In-Class Group/Self Evaluations
Volunteer Group Presentations

Wednesday 10-20
Readings   *D2L*   MWP 4 Prompt
                TW   Chapter 16 "Proposals" 422-445

Friday 10-22
Readings   *TW* Chapter 6 "Researching Your Subject"117-131
                OA   Chapter 3 "Proposals" 27-36
                MWP 4 TPM Due (should be submitted in D2L in the designated Dropbox folder BEFORE class)

No Journal

Rhetorical Grammar Exercise due by 11:59 PM on Friday, October 22nd

   RG Chapter 5 "Choosing Adverbials" 76-88

Week 10: October 25th-29th

Topics: Research Planning; Instructional Review Board (IRB) Education; Effective Interview Principles and Choosing Appropriate Interviewees; Surveys

Monday 10-25
Readings   *TW*   Chapter 14 "Corresponding in Print and Online" 362-385
             D2L   "Protecting Human Subjects in Research"

Wednesday 10-27
Readings   *TW*   "Writing Progress and Status Reports" 454-464
             OA   Chapter 6 "Progress Reports" 67-73
                      Chapter 10 "Technical Reports" 103-127
                      IRB Training Quiz

Friday 10-29
Readings   *TW*   Chapter 12 "Creating Graphics" 291-332
                      In-Class Group Work

Journal 8 due by 11:59 PM on Friday, October 29th

Rhetorical Grammar Exercise due by 11:59 PM on Friday, October 29th
    RG Chapter 6 "Choosing Adjectivals"

Week 11: November 1st-5th

Topics: MWP 4 Conference Procedures; MWP 4 Peer Review Procedures

Monday 11-1

    In-Class Group Conferences Bring Progress & Feasibility Report

Wednesday 11-3

    In-Class Group Work

Friday 11-5

    Bring Rough Draft for Peer Review/Idea Sharing

Unit 5: The Recommendation Report

Week 12: November 8th-12th

Topics: MWP 4 Assignment Submission Procedures; Intro to Unit 5 and MWP 5; Recommendation Reports

Monday 11-8

    MWP 4 DUE Your group's Proposal and Proposal Storyboard should be submitted in D2L in their designated Dropbox folders BEFORE you come to class on Monday, November 8th. Bring one hard copy of the written proposal to submit to me at the beginning of class.
    Volunteer Presentations
    In-Class Group/Self Evaluations

Wednesday 11-10

Readings   *D2L*   MWP 5 Prompt

                      TW   Chapter 18 "Writing Recommendation Reports" 470-489

Friday 11-12   *TW*   Chapter 18 "Writing Recommendation Reports" 489-513

Submit MWP 4 TPM in D2L in the designated Dropbox Folder by 11:59 PM on Friday, November 12th

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No Journal

Rhetorical Grammar Exercise due by 11:59 PM on Friday, November 12th

        RG Chapter 7 "Choosing Nominals" 110-122

Week 13: November 15th-19th

Topics: MWP 5 Conference Procedures; Recommendation Report Front Matter and Back Matter; MWP 5 Rough Draft Sketches; Early Intro to MWP 6

Monday 11-15   Conferences (No Class): Bring Informal Progress Report & Rough Timeline to your MWP 5 Conference

Wednesday 11-17   Conferences (No Class): Bring Informal Progress Report & Rough Timeline to your MWP 5 Conference

Friday 11-19   Recommendation Reports: The Front Matter & The Back Matter
                            In-Class Work Time
                            MWP 5 Rough Draft Sketch Due at the end of class

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Journal 9 due by 11:59 on Friday, November 19th

No RG

Week 14: November 22nd-26th Thanksgiving Break

Week 15: November 29th-December 3rd

Topics: MWP 5 Peer Review Procedures; MWP 5 Rough Drafts; MWP 5 Presentation Procedures

Monday 11-29   Formal Progress Report Due in D2L in the designated Dropbox folder BEFORE you come to class. Bring a hard copy to submit to me at the beginning of class

Wednesday 12-1   Bring a copy of your MWP 5 Rough Draft 1 for Peer Review

Friday 12-3   Submit MWP 5 Final Rough Draft in D2L in the designated Dropbox folder BEFORE you come to class. Bring a hard copy to submit to me at the beginning of class
                       Early/Volunteer Presentations

Journal 10 due by 11:59 on Friday, December 3rd

No RG

Week 16: December 6th-10th (LAST WEEK OF CLASSES)

Topics: Presentation Procedures; MWP 5 Assignment Submission Procedures

Monday 12-6	Presentations
Wednesday 12-8	Presentations
Friday 12-10	Presentations

MWP 5 DUE A hard copy of your Recommendation Report should be submitted in D2L in the designated Dropbox folder BEFORE you come to class on Friday, December 10th. Bring one hard copy of the report to class.

Week 17: December 13th-17th FINAL EXAM WEEK

No final exam for this course. Instead, you will prepare and submit MWP 6, the Reflective Portfolio and Reflective Memo. This assignment will be due by 8 AM on Wednesday, December 15th.