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ENG 3005-001: Technical Communications

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English 3005: Technical Communications
Spring 2007

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Office Hours: M, 9:30-11; T, R, 10-12
& by appointment

***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*
 - A good collegiate dictionary
 - Drafts of work in progress
 - Readings and other material from course website:
www.ux1.eiu.edu/~rlbeebe/
-

Requirements

Writing Projects	80 points
Participation & In-class Writing	20 points
Project 1	10 points
Project 2	15 points
Project 3	20 points
Project 4	20 points
Project 5	15 points

Goals

The main goal 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.

Responsibilities

Be in class on time and prepared (which includes having your texts and any required handouts).

Have a notebook for class notes and for in-class writing activities.

Keep all drafts of writing projects.

Participate actively.

Evaluation

For each writing project, I will handout an assignment sheet and an evaluation rubric, which will itemize the grading criteria for each particular project. Usually the criteria will emphasize particular concepts that we have been discussing for that assignment. 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 continual rethinking and revising of form, content, and style – it is important that you begin the writing for each project as quickly and possible, so that you can identify weaknesses and resolve them before the final draft is due.

Submitting Assignments

Unless otherwise indicated, all assignments are due on the date specified on the assignment sheet, which you will receive for each major writing project. Papers turned in after the due date will be penalized five points for each calendar day they are late – unless you have made prior arrangements with me. I will not accept work that is more than one week late.

Although I encourage you to turn in your projects in class on the due date, you have until 4:00 p.m. on the due date to turn in your work (either to me or in my mailbox, 3155 Coleman Hall). In other words, I want you to be in class on that day regardless of the status of your work.

Note: You may email me your assignments. In most cases, I prefer this method. However, please send your papers as attachments (preferably as a RTF file) and bear in mind that you are completely responsible for the format of the documents.

Revisions

You may revise some of the writing projects. However, you must speak with me before you submit the revision (so we can discuss writing strategies), and you must turn in the revision within 10 days of receiving the final paper back from me.

Attendance Policy

Most of our class time will be spent discussing the writing projects you’re working on, which we will discuss as a class or in small group workshops or in individual writing conferences. It is vital that you are in class all the time. I usually allow two absences or personal days. After that, you will lose 5 points from your final grade for each unexcused absence. If you miss more than 4 classes, you will receive an F for the course.

Participation

This is not a lecture course. The success of the course depends on your active and continued involvement. Approximately 20% of your final grade is based on your participation. You can assure yourself the full 20% by being in class, prepared, and participating fully in class activities.

Plagiarism

Since the university is a place of ideas, discussion, and reflection, it views plagiarism – the taking of others’ ideas as one’s own – very harshly. The penalty for plagiarizing is swift and severe. You will receive an immediate F for the course and notice will be given to the Office of Judicial Affairs. If you have any questions about plagiarism – however small – please talk to me

before you turn in your work.

*Electronic
Writing
Portfolio*

This course is a writing-centered course and, as such, your papers satisfy the requirements for the Electronic Writing Portfolio. If you plan on using work from this course for your EWP, I ask that you complete this by April 20th.

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 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.

*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.
