

Fall 8-15-2007

## ENG 3005-001: Technical Communication

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English 3005

# Technical Communication

Fall 2007

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Office hours:  
M 1:30-3:00, T 10-12, W 1:30-3:00

## Objectives

This course is designed to help you:

- \* Improve your skill in communicating technical information for a variety of audiences
- \* Become familiar with the conventions of technical communication
- \* Develop your skills in preparing the major kinds of technical communication: research reports, proposals, progress reports, and instructions
- \* Become familiar with basic principles of document design
- \* Improve your skill in incorporating images with text

## Text

Mike Markel, *Technical Communication*, 8<sup>th</sup> ed.

## Other Required Materials

You will want a USB drive. If you don't own a computer where you can back work up on a hard drive, then you will probably want TWO USB drives. We will often work in a computer-enhanced classroom, but you will want to be able to take documents away with you easily. The terminals we work at in the lab *do not* have CD or disk drives.

You will also need access to printing outside of the lab. Sometimes assignments will be due on days we are not working in the lab, and you will not be able to use the lab printers on those days. You are responsible for your printing. *Do not ask me to print your assignments, and do not email assignments to me.* Having a reasonable supply of paper and ink at the beginning of the semester is part of supplying yourself. If this is a serious difficulty, see me early in the semester.

## Disability Information

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

## Attendance

Participation points will be assigned for each class *and* each required conference. When you do not attend—for whatever reason—you cannot earn participation points. In addition, your individual grade on each section of the team project will be penalized by 10 points for each team meeting you missed during the development of that section.

## Electronic Writing Portfolio

This is a writing-intensive course, so you may submit a paper from this course for your second-year or third-year Electronic Writing Portfolio submission. (First-year submissions must come from Engl 1001/1091/1002/1092; fourth-year submissions must come from the EIU senior seminar.) A link to the EWP submission form can be found on the class web site.

## The English Department's 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 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.”

## My Statement on Plagiarism

If you *know* it’s cheating or plagiarism, don’t do it. It is not at all difficult for a Ph.D. in English to tell the difference between student writing and professional writing. I have, alas, had to turn in at least one student for plagiarism each year I have been at Eastern.

If you’re *not sure* whether what you’re doing might be considered plagiarism, *ask me*.

## Working In the English Technology-Integrated Classroom (ETIC)

Our class will meet on alternate weeks in a regular classroom and the computer classroom. Here are a few important things to know about the ETIC:

1. There are no floppy, CD, or zip drives. You have two choices for saving work:
  - a. Email work to yourself as an attachment.
  - b. Save on portable USB drive. Back up your work on a second USB drive or a hard drive.
2. You are welcome to print your work in the lab, but like any lab, the printer isn’t working 100% of the time, so you shouldn’t rely on it as your only source of printing.
3. If you print in the lab and your work doesn’t print out, don’t keep sending print commands. Check the printer to see if it needs paper or if it’s giving some other error message.
4. Because we’ve had thefts from this room, it is normally locked between classes. I always try to arrive early so you don’t have to wait in the hall, but if I’m not there, please be patient.

## Grades and Projects

### Grade Breakdown

Participation	100 points
Research Report #1 *	100 points
Research Report #2 *	100 points
Instructions	100 points
Oral Presentation #1 *	100 points
Oral Presentation #2 *	100 points
Team Project *	
Part I	100 points
Part II	50 points
Part III	150 points
Part IV	100 points

### Final Grading Scale

A 920-1000
B 840-919
C 760-839
D 680-759
F 679 and below

\* All required memos, drafts, etc., as listed in the schedule, must be submitted in order to receive a grade on projects marked with an asterisk (\*).

### Late Work

Missing a deadline for a grant proposal often means that you are automatically rejected. Deadlines are often crucial in other kinds of technical communication situations, as well. In theory, then, I should not accept late work at all in this class. However, as students, you can be considered “trainees.” As a result, I will cut you exactly this much slack. (1) Rather than rejecting late work, I will penalize it 5% per calendar day that it is late. (2) If you request an extension on any *individual* project at least 24 hours before the due date, I will grant it, and there will be no penalty to your grade.

## *Schedule of Major Assignments/Conferences*

**\*\*Note: Reading assignments will be made in class.\*\***

M Aug 20 CH 3140	Introductions: Class, class members, basic principles of technical communication
W Aug 22 CH 3140	Lecture/Discussion/Activity: Document analysis; discussion of initial assignments
F Aug 24 CH 3140	Lecture/Discussion/Activity: Document analysis; first team meeting
M Aug 27 CH 3210	Activity: Orientation to English Technology Integrated Classroom—bring your flash drive. Team meetings. <b>**Due: Individual topic memo**</b>
W Aug 29 CH 3210	Lecture/Discussion: Research. Activity: Team meetings.
F Aug 31 CH 3210	Lecture/Discussion/Activity: Planning research/preliminary research. <b>**Due: Team Project Topic Memo**</b>
M Sept 3	<i>No Class—Labor Day Holiday</i>
W Sept 5 CH 3140	Team meetings with instructor during class time. <b>**Due: Research Plan for Reports #1 and #2**</b>
F Sept 7 CH 3140	Lecture/Discussion/Activity: Working with images.
M Sept 10 CH 3210	Lecture/Discussion/Activity: Style. <b>**Due: Partial draft of Report #1**</b>
W Sept 12 CH 3210	Lecture/Discussion/Activity: Style.
F Sept 14 CH 3210	Activity: Team meetings <b>**Due: Complete draft of Report #1**</b>
M Sept 17 CH 3140	Activity: Team meetings <b>**Due: Complete draft of Report #2**</b>

W Sept 19 CH 3140	No formal class. Optional team meetings. <b>**Mandatory Individual Conferences in Vietto's office, 3345 Coleman**</b>
F Sept 21 CH 3140	No formal class. Optional team meetings. <b>**Mandatory Individual Conferences in Vietto's office, 3345 Coleman**</b>
M Sept 24 CH 3210	Activity: Team meetings. Teams assemble drafts of Team Project Part I. <b>**Due: Final version of Report #1**</b>
W Sept 26 CH 3210	Lecture/Discussion/Activity: Collaborative editing. Team meetings.
F Sept 28 CH 3210	Activity: Team meetings; Collaborative editing.
M Oct 1 CH 3140	Lecture/Activity: Audience analysis for Oral Presentations. Team Meetings to brainstorm audiences for Team Project Parts II/III. <b>**Due: Team Project Part I**</b> <b>**Due: Final version of Report #2**</b>
W Oct 3 CH 3140	Lecture/Discussion/Activity: Oral Presentations: Organization and delivery. Teams continue discussion of Team Project Part II.
F Oct 5 CH 3140	Lecture/Discussion/Activity: Oral Presentations: Audio-visual aids; more on delivery. Team meetings to discuss Team Project Part II; Vietto will ask each group for a progress report (oral).
M Oct 8 CH 3210	Activity: Lab day to work on oral presentation 1 and Team Project Part II
W Oct 10 CH 3210	Activity: Eye contact and gestures <b>**Due: Outline/notes/AV for Oral Presentation 1**</b> <b>**Due: Team Project Part II**</b>
F Oct 12	<b><i>No Class—Fall Break</i></b>
M Oct 15 CH 3140	Activity: Team meetings with instructor during class; optional individual conferences.
W Oct 17 CH 3140	<b>**Due: Oral Presentation #1 (9 presentations)**</b>

F Oct 19 CH 3140	<b>**Due: Oral Presentation #1 (9 presentations)**</b>
M Oct 22 CH 3210	Lecture/Discussion/Activity: Document Design
W Oct 24 CH 3210	Lecture/Discussion/Activity: Document Design
F Oct 26 CH 3210	Lecture/Discussion/Activity: Document Design
M Oct 29 CH 3140	Lecture/Discussion/Activity: Instructions. <b>**Due: Draft of Team Project Part III**</b>
W Oct 31 CH 3140	Lecture/Discussion/Activity: Instructions.
F Nov 2 CH 3140	Lecture/Discussion/Activity: Instructions.
M Nov 5 CH 3210	Lab time to work on instructions and Team Project Part III.
W Nov 7 CH 3210	Lab time to work on instructions and Team Project Part III.
F Nov 9 CH 3210	Lab time to work on instructions and Team Project Part III.
M Nov 12 CH 3140	<b>**Due: Final version of Team Project Part III (includes delivery to target audience)**</b> <b>**Due: Instructions**</b>
W Nov 14 CH 3140	No class. Optional individual conferences.
F Nov 16 CH 3140	No class. Optional individual conferences. <b>**Due: (In my mailbox by 4 p.m.) Outline/notes/AV for Oral Presentation #2**</b>
M Nov 19- F Nov 23	<b><i>No Class—Thanksgiving Break</i></b>

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M Nov 26 CH 3210	<b>Team meetings to discuss Team Project Part IV</b>
W Nov 28 CH 3210	<b>**Oral Presentation #2 (4-5 presentations)**</b>
F Nov 30 CH 3210	<b>**Oral Presentation #2 (4-5 presentations)**</b>
M Dec 3 CH 3140	<b>**Oral Presentation #2 (4-5 presentations)**</b>
W Dec 5 CH 3140	<b>**Oral Presentation #2 (4-5 presentations)**</b>
F Dec 7 CH 3140	Team meetings; course evaluation
W Dec 12, 10:15-12:15	<b>**Final “Exam”: Team Project Part IV**</b> Course conclusion.

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