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ENG 3005-002: Technical Report Writing

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SYLLABUS
English 3005, Technical Report Writing; Coleman 340

Dr. Hobson
Spring 1997
Coleman 339G

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OVERVIEW
This course gives you experience with the writing and communication skills used by professionals in your major field. To achieve this end, each writing project not only stresses the broader concerns of writing (such as, clarity of purpose, development of ideas, invention and revision), but introduces you to strategies of document design, audience accommodation, and visual rhetoric.

To succeed in this course, you must be willing to work independent of constant teacher oversight on individualized and group projects, problem-solving and making continual self-assessments as you go. Four important skills you will develop throughout the semester are:
1. how to give and how to receive constructive criticism to improve your writing,
2. how to work independently and in groups to meet a deadline,
3. how to employ research processes effectively, and
4. how to revise in order to improve the effectiveness of your writing.

This section of English 3005 will work within a computer-mediated classroom environment. This means that we will hold class meetings
• in the physical space of the English department's Coleman Hall computer lab, room 340, and
• in the virtual space of e-mail and other forms of computer assisted communication.

Because this lab is new, there will be glitches and distractions which will undoubtedly annoy you. One outcome of this course is to help you learn to deal productively with such events. Additionally, this lab is not open for general use. As such, you must locate labs and computers that you can use out of class to complete assignments and to communicate with classmates and the professor.

TEXTS & MATERIALS:
* Technical Writing: Principles, Strategies, and Readings, Diane C. Reep
* Handbook for Technical Writing, James H. Shelton
* English Online, Crump and Carbone
* A College level dictionary
* 3.5" high density computer disks
* 3.5" high density computer disks
* carrying case for computer disks
* e-mail account from EIU

STUDENT COURSE RESPONSIBILITIES:
You are expected to
• keep up with a schedule of due dates, organizing your time wisely in order to do so. The course requires a lot of writing both inside and outside of class.
• read the Reep, Shelton, and Crump/Carbone texts (Quizzes on assigned reading are always possible).
• keep careful track of all your work during the semester, and of all the responses you receive (from me and from other students) in regard to your work. You will submit drafts along with revisions and will need to preserve all of these stages of writing as well. (A special folder specifically for this course is advisable.)
CLASSROOM POLICIES:

Due Dates
Work is due on the dates assigned, within the first five minutes of the period or at any point before that time. Late assignments will NOT be accepted unless prior arrangements have been made or there is a documented emergency. It is your responsibility to provide acceptable and prompt documentation of emergencies. (Keep in mind this common guideline from the business world: "It's better to be 80% complete than 100% late.")

Tardiness and absenteeism results in you not receiving peer responses or being allowed to participate in the day's class activities. **To pass the course, all assigned work must be completed in order assigned.**

Submission of assignments
All assignments (unless otherwise noted) will be word-processed, double-spaced, with standard one-inch margins. Manuscripts will be submitted for evaluation in one of two forms, as directed:

- paper document, due during the class period
- electronic attachment to an e-mail message posted by 5pm on date due.

Additionally, because your work represents your ability to produce professional-quality documents, soiled papers, and those reeking of cigarette smoke will be returned to the author without evaluation.

Attendance
This course requires much conferencing with the professor and peer review, so class attendance is mandatory. **IF YOU HAVE MORE THAN THREE (3) UNEXCUSED ABSENCES OVER THE COURSE OF THE SEMESTER, YOUR COURSE GRADE WILL DROP A FULL LETTER GRADE FOR EACH ABSENCE BEYOND THREE.**

Tardiness to class or to conference is neither professional nor accepted. If you know you will not attend, please let me know in advance by leaving a voice mail message on my office phone, or by sending me an e-mail message.

Plagiarism
Plagiarism occurs when you present the words or ideas of another person as if they are your own, (meaning that you fail to give proper credit to the original author). It is a serious offense, a form of cheating, and will result in a failing grade and possibly even more severe penalties.

Course Writing Requirements and Grading Policies

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Description</td>
<td>50</td>
</tr>
<tr>
<td>Instructions</td>
<td>100</td>
</tr>
<tr>
<td>Evaluation Memo (collaborative)</td>
<td>100</td>
</tr>
<tr>
<td>English Dept. Faculty Directory Project (collaborative)</td>
<td>250</td>
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<tr>
<td>Personnel Performance Report</td>
<td>50</td>
</tr>
<tr>
<td>Create Own Home Page</td>
<td>75</td>
</tr>
<tr>
<td>Self, Peer/Group Assessments &amp; Responses, &amp; homework:</td>
<td>250</td>
</tr>
<tr>
<td>In-class writing &amp; quizzes:</td>
<td>125</td>
</tr>
</tbody>
</table>

(Points in these two areas will be awarded at the end of the semester. During the term, you will have opportunities to complete activities that will be evaluated using a simple, three score system [✔+, ✔, ✔-]. At the end of the term the total score will be divided by number of opportunities to complete these activities to determine an average score. That score will then translate to a point value between 0-100 or 1-200 points.)

Final grades will be calculated on a 1000 point scale: 1000-801=A; 800-601=B; 600-401=C; 400-201=D; 200-0=F.

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.
Schedule of Assignments:
(Subject to change with notice)

Jan.
13: Introduction to the course
15: Reep Ch. 1; Shelton Sec. 1
17: What is Technical Writing?; Planning Project 1 (Technical Description); Memo due; Reep Ch. 1 & pp. 522-24; Shelton Sec. 1; NOTE: e-mail account must be activated.
20: MLK DAY--No Classes
22: Document Design: Reep, Ch. 4 & 7
24: Document Design continues: Reep, Ch. 2 & pp. 451-59

27: Preparing for a Peer Review: Reep, Ch. 5 & pp. 545-49
29: Peer Review of Project #1: Reep, pp. 448-50
31: Final Draft of Project #1 Due; Critique of Project #1; Introduce Project #2 (Instructions)

Feb.
3: Discuss Project #2: Reep Ch. 8
5: Research Day (Lab available for use)
7: Organizing your information: Reep Ch. 3
10: Creating needed visuals: Reep Ch. 4 & pp. 451-61
12: Peer Review/Beta Test of Project #2; Peer response memo due to partner, copied to Dr. Hobson’s e-mail account by 5 pm, 14 Feb.
14: PRESIDENT’S B’DAY: No Classes
17: Final Draft of Project #2 Due; Critique of Project #2; Introduce Project #3 (Evaluation Memo)
19: Begin Project #3; Proposal Memo due for Project #3
21: Format: Reep Ch. 10, 11, & pp. 543-44

24: Draft of Work in Progress & Mock-ups of Visual Aids; Reep Ch. 3, Shelton Sec. 2
26: Peer Review of Project #3
28: Introduce Project #4 (Faculty Directory); Project planning and team assignments

March
3: Final Draft of Project #3 Due; Critique of Project #3; Group Work
5: Format issues; Letter drafting; Proposal Memo due for Project #4: Reep Ch. 12
7: Interview planning and preparation for Phase I
10: Group Work
12: Group Work
14: No Class; Progress Report due in Dr. Hobson’s e-mail account by 5 pm.
17-21: SPRING BREAK: No Classes

24: Draft of Work in Progress and Mock-ups of Final Format
26: All information for Project # 4 due; Begin Phase II
28: Group Work

31: Group Work

April
2: Peer Response/Testing of Phase II
4: Group Work
7: Group Work
9: Final Draft of Project #4 Due; Critique of Project #4
11: No Class

14: Introduction to Project #5 (Personnel Evaluation Report)
16: Introduction to Project #6 (Web Page) Why Build a Personal Web Page?: Crump Ch. 1-3
18: Layout: Crump, Ch. 14; Reep pp. 562-67; Final Draft of Project #5 Due

21: Mock-up of Web Pages Due; Group Work
23: Making It Work: Crump Ch. 8 & 10
25: Testing and Redesigning; Brief Presentations

28: Expanding Your Page
30: Presentation of Pages

May 2: Presentation of Pages; Final Draft of Project #6 due

There is no final exam in this class.