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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 (IBM compatible)
* 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. YOUR COURSE GRADE WILL DROP A FULL LETTER GRADE FOR EACH ABSENCE BEYOND THREE (3) UNEXCUSED ABSENCES DURING THE SEMESTER. 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

Project 1: Technical Description 50 points possible
Project 2: Create Own Home Page #1 100 points possible
Project 3: Instructions 100 points possible
Project 4: Evaluation Memo (collaborative) 150 points possible
Project 5: Personnel Performance Report 100 points possible
Project 6: Create Own Home Page #2 150 points possible
Project 7: Home Page Critique Report 150 points possible

In-class writing, quizzes & homework: 200 points possible

(Points 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 0-200 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)

Aug. 26: Introduction to the course
28: What is Technical Writing?; Introduce Project 1 (Technical Description); Memo due; Reep Ch. 1; NOTE: e-mail account must be activated by Sept. 2.

Sept. 2: Intro to Eudora. Introduce Project 2 (Web Page #1) Crump Ch. 1-3; Shelton Sec. 3; Reep, Ch. 7
4: Document Design: Shelton Sec. 1; Reep, Ch. 2, pp. 451-59 & 562-67
9: Preparing for a Peer Review: Reep, Ch. 5 & pp. 545-49; Making a Web Page Work: Crump, Ch. 14
11: Peer Review of Project #1: Reep, pp. 448-50; Shelton Sec. 2
16: Project #1 Due: Critique of Project #1; Introduce Project #3 (Instructions): Reep Ch. 8; Shelton Sec. 3
18: Research Day
23: Creating needed visuals: Reep Ch. 4 & pp. 451-6
25: Organizing your information: Reep Ch. 3;

30: Project #2 Due; Introduce Project #6 (Web Page #2)

Oct. 2: Project #3 Due; Introduce Project #4 (Evaluation Memo): Reep Ch. 10, 11, & pp. 543-44; Shelton Sec. 4
7: Work on Projects #4 & #6
9: Draft due of Project #4 in Progress & Mock-ups of Visual Aids; Reep Ch. 3, Shelton Sec. 2; Peer Review of Project #4:

14: Work on Projects #4 & #6
16: Group Work; Progress Report due in Dr. Hobson's e-mail account by 5 pm.

21: Work on Project #4 & #6
23: Project #4 Due; Introduce Project #5 (Personnel Evaluation) Reep Ch. 12

28: Work on Project #6
30: Research Day

Nov. 4: Work on Project #6
6: Project #5 Due
11: Work on Project #6
13: Writing Day

18: Work on Project #6
20: Introduction to Project #7 (Web Page Critique Report)

Dec. 2: Mock-up of Web Pages Due
4: Writing Day

9: Presentation of Project #6
11: Presentations Continued; Final Draft of Project #6 due; Project #7 Due

There is no final exam in this class.