

COURSE INFORMATION

DEPARTMENT - Modern Languages

COURSE NUMBER - ENG 3023

COURSE NAME - Technical Writing

COURSE START DATE - Tuesday, August 11, 2020

COURSE END DATE - Friday, November 20, 2020

COURSE DESCRIPTION - This course is a writing-intensive course designed to familiarize engineering and science students with the process of planning, drafting, and revising technical reports, scientific papers, communications, and proposals. Multiple writing practice assignments, group work, and exams will be oriented towards refining communication skills in professional discourses.

COURSE PREREQUISITE - Students taking this course should have completed general education requirements.

CREDIT HOUR DESCRIPTION - For every course credit hour of a 15-17 week semester, the typical student should expect to spend approximately 45 clock hours per term (135 clock hours for a 3-credit-hour course) of concentrated attention on course-related work, including but not limited to time engaged in class, as well as out-of-class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/exams, problem-solving, developing and completing projects, and other activities that enhance learning.

UNIVERSITY
MISSION

COLLEGE
MISSION

DEPARTMENT
MISSION

COURSE GOALS & OBJECTIVES

This course addresses writing within the wider fields of science, mathematics, engineering, and technology. In this course, you will learn to present information to a specific audience and for a specific purpose. The course will teach you how to use graphics, prose, verbal skills, and other media to develop, organize, and present information. By taking this course, you will:

- **Master** the conventions of various technical writing genres such as correspondences, application materials, proposals, technical guides, technical reports, and technical descriptions by **examining** the various rhetorical strategies used in them and **applying** those strategies in your own writing.
- **Acquire** research skills by **locating, evaluating, using, and citing** primary and secondary research to support your argument.
- **Develop** visual literacy - the ability to encode and decode information based on how it is physically structured for reading - by **applying** design elements such as page layout, typeface, font size, spacing, proximity, alignment, color, contrast, repetition, grouping and white space in your writing.
- **Become** familiar with industry-standard applications by **preparing** and **publishing** your final drafts with applications such as Microsoft Word, Adobe FrameMaker, Pitochart, Google Docs, Lunapics, Adobe Photoshop, Snipping Tool, and Grammarly.
- **Revisit** in-depth the stages of the writing process, by **using** audience analysis techniques, invention techniques, content organization techniques, revision and editing techniques with an emphasis on grammar, punctuation, mechanics, and style.
- **Gain** collaborative skills by **planning, assigning** roles and tasks, **writing** group contracts, **arranging** face-to-face and online meetings, **using** online collaborative conferencing and writing tools such as Doodle and GoogleDocs, **speaking up, showing** signs of good listenership, **compromising, developing** tolerance, etc.

INSTRUCTOR INFORMATION



INSTRUCTOR: DR. DJIGUMDE

EMAIL: MamadouDjigumde@saumag.edu



OFFICE ROOM: Wilson 314



OFFICE HOURS: Zoom Call on a Needs basis



TEXTS AND MATERIALS

 Djiguimde, R. M. (2020). *Technical Writing*. Paamsongre Courseware.



 Computer with email capability



 Flashdrive or online storage to back up all writing assignments.



CLASSROOM POLICIES

My classroom policies can be summarized as "**BE PROFESSIONAL!**"



BE PROFESSIONAL/ EMAIL: The best way to get in touch with me is via email. Please allow me at least 24 hours to reply. If you do not get a response, do email me again. Emails sent over the weekend will be answered on Monday. Note that all emails should be professionally written or else they won't be answered.



BE PROFESSIONAL/ASSIGNMENTS: All submitted papers should be written in accordance with the formatting guidelines on the assignment sheet. Carefully review those formatting guidelines before submitting your paper. Papers should be revised and edited multiple times to avoid typos and mechanical problems that would otherwise communicate signs of sloppiness on your part.



BE PROFESSIONAL/LATE WORK: Late work is accepted, but for every day your work is late (including weekends), it will lose 5% of the total assignment points. In case of an extreme situation, make arrangements before the assignment is due.

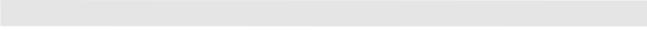
ASSIGNMENTS

RHETORICAL ANALYSIS MEMO:  **100 POINTS**

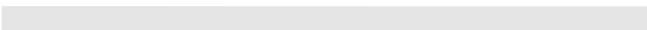
Locate a technical document and examine how it reflects the characteristics of technical writing. Share your analysis in a 2-3-page memorandum addressed to me.

UNSOLICITED PROPOSAL:  **200 POINTS**

Identify a local problem on your campus, workplace, or field of study and write a 10-12 page unsolicited proposal that presents a fully-fleshed solution to the problem. Your proposal should be addressed to the relevant decision-makers.

RECOMMENDATION REPORT:  **300 POINTS**

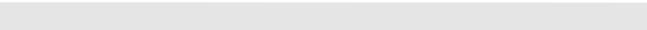
In groups of 2-3 students, you will identify a number of options that could be the potential solution to a client's problem, systematically weigh each of these options against a set of methodologically-generated criteria, and recommend the best course(s) of action to your client in a 40 to 60-page recommendation report.

RÉSUMÉS WORKSHOP  **100 POINTS**

You will revise your existing résumé to meet the needs of a real-world audience in terms of its content, its organization, and its design.

HOMEWORK ASSIGNMENTS  **300 POINTS**

This course incorporates many in-class and homework writing assignments, which are worth 30% of your grade. Check the Paamsongre Technical Writing course management platform for the specific guidelines of each homework and in-class writing assignment.

TOTAL  **1,000 POINTS**

ASSESSMENT

A  **900**

B  **800**

C  **700**

D  **600**

F  **500**

LETTER GRADE SPECTRUM

COURSE CALENDAR

For a detailed calendar of course events and assignments and projects' deadlines, visit:

<https://djiguimde.com/technical-writing-2/tw-google-calendar/>

You need to be logged in to view content



DISABILITY STATEMENT

It is the policy of SAU to accommodate students with disabilities, pursuant to federal law, state law, and the University's commitment to equal education opportunities. **Any student with a disability who needs accommodation should inform the instructor at the beginning of the course.** Students with disabilities are also encouraged to contact the Office of Disabilities Support Services, 216 Reynolds Center at 870-235-4154.

ACADEMIC INTEGRITY

Southern Arkansas University affirms its commitment to academic integrity and expects all members of the University community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the University's Academic Integrity Policy, approved by the President and published in the Student Handbook. Acts of dishonesty include, but are not limited to:

- A. **Plagiarism**—the act of taking and/or using the ideas, work, and/or writings of another person as one's own.
- B. **Cheating**—an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner.
- C. **Fabrication**—faking or forging a document, signature or findings of a research project.
- D. **Resubmission**—submitting a work you have submitted for credit in a previous class.

All cases of academic misconduct will be reported and may result in penalties up to expulsion from the university. Continued enrollment in this course affirms a student's acceptance of this University policy.

COVID 19 POLICIES

Face Covering Requirement

Students, faculty, and staff are required to wear face coverings (covering both the mouth and nose) **at all times** while in classrooms, hallways, and offices. It is the student's responsibility to bring clean face coverings to each class meeting. Students who are not wearing face coverings will be asked to leave class and will not be counted for attendance that day. Students who refuse to wear face coverings will be covered by the following policy:

- 1st Refusal—a student's refusal to wear a face covering inside a classroom will result in that student being dismissed from class for that day. The Dean of Students will be informed of this incident and will schedule a meeting to discuss the situation with the student and provide education on the need for face coverings.
- 2nd Refusal—the second incident in which a student refuses to wear a face covering will result in that student being deregistered from the class for the remainder of the semester (that is, they will be dropped from the class entirely and will not be eligible for a refund of any associated tuition or fees). The student's conduct will be reported to the Dean of Students and processed for a violation of the Code of Student Conduct, which can be basis for suspension.

Students who believe that they cannot wear a face covering for medical reasons should contact University Health Services and the instructor prior to the first class meeting.

Social Distancing Policy

Please be aware of the need for social distancing during the COVID-19 pandemic. All students should do the following:

- Enter and exit classrooms in an orderly fashion, avoiding bottlenecks at classroom doors and maintaining as much separation as possible (at least six feet) from other students, faculty, and staff.
- Remember not to congregate in the hallways before or after class. Enter buildings as close to the start of class time as possible, and exit buildings immediately once class has ended.
- Carry on pre- or post-class conversations outdoors, maintaining proper distancing.
- Keep at least six feet away from the instructor and do not present him or her with any paper documents unless the instructor has expressly asked for such documents.
- Keep right in all hallways and on staircases.

Additional Attendance Information during the COVID-19 Pandemic

All face-to-face class meetings will use assigned seats and attendance will be taken each time. Once your seat has been assigned, please use that seat for all subsequent class meetings. Do not sit in any seats that are marked off with tape, rope, or signs. Students will also have the ability to attend class virtually. This will allow students who have pre-existing medical conditions that put them at additional health risks if they contract COVID-19, who are under quarantine, or who are experiencing an illness to attend class. Students who attend virtually will be counted for attendance purposes. Please note that students attending virtually can be called upon to answer questions, to verify attendance, etc., at any point during the class period in order to confirm that they are actually present. Please contact your instructor (e-mail or telephone) if you are ill and cannot attend in-person or virtually.

Additionally:

- **Do not come to class if you are ill or if you think you have been exposed to COVID-19.** If you are able, you can attend class remotely, as noted above. See this syllabus for details and instructions.
- If you are running a fever of 100.4 or above, immediately contact University Health Services at 870-235-5237.
- If you think you are symptomatic or have been exposed to COVID-19, DO NOT present at UHS, urgent care, your physician's office, or the emergency room without first calling.
- Take the free online health assessment at www.uamshealth.com OR call the hotline at 1-800-632-4502.
- Call University Health Services to report your status: 870-235-5237.
- IF YOU FEEL YOU NEED EMERGENCY CARE, DIAL 911.
- If you have experienced any of the following symptoms that are not attributable to another condition, do not come to class and contact UHS:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or running nose
 - Nausea or vomiting
 - Diarrhea