ENGLISH 3023 - TECHNICAL WRITING

COURSE INFORMATION

DEPARTMENT - Modern Languages

COURSE NUMBER - ENG 3023

COURSE NAME - Technical Writing

COURSE START DATE - Wednesday, August 18, 2021

COURSE END DATE - Thursday, December 9, 2021

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.

INSTRUCTOR INFORMATION

INSTRUCTOR: DR. DJIGUIMDE

EMAIL: MamadouDjiguimde@saumag.edu

OFFICE ROOM: Wilson 314

OFFICE HOURS: T & R 12:00 -2:00 pm
and Zoom Call on a Needs basis

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 r**esearch 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.

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.

COURSE POLICIES

ATTENDANCE: This course uses a flipped-classroom approach, i.e., students learn via online lectures and coursework, and class time is dedicated to answering course-related questions or helping students on a one-on-one basis. Every class session, there will be a number of course activities to complete. As such, your attendance in this course will be measured by your completion of these activities, instead of your physical or virtual presence.

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. You can also use the chatbox on the course website to get in touch with me and have your questions answered.

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.

LATE WORK: With respect to your papers, late work is accepted. However, for every day your work us late (including weekends), it will lose 5% of its total points. Comprehension checks will lose 1 point for every day they are late and workshops 2 points. In case of an extreme situation, make arrangements before the assignment is due.

COVID 19: If you have any of the COVID 19 symptoms, please do not come to class. Instead, use the virtual accommodation (ZOOM and course website) that I provide to attend classes and complete your coursework. **All students are required to wear face covering at all times in class and in my office regardless of vaccination status.**

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

LETTER GRADE SPECTRUM

A	900
B	800
C	700
D	600
F	500

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

SCAN ME

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.