SOUTHERN ARKANSAS UNIVERSITY
COURSE SYLLABUS
SPRING 2023

Course Number and Title: ENG 3023 - TECHNICAL WRITING

Department: Modern Languages

Instructor: Dr. Ritassida Mamadou Djiguimde

Contact Number: 870 235 5230

Email: mrdjiguimde@saumag.edu

Office Hours & Location: TR 2:00 -3:30 pm (Wilson 314) & Zoom

Format: face-to-face/Online

Weeks in length: 16

Class Meetings per term: 31

Hours per class meeting: 1 hour 20 minutes

Credit hours awarded: 3

Course Time & Location: M & W & Online

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 STATEMENT

The mission of Southern Arkansas University is to educate students for productive and fulfilling lives in a global environment by providing opportunities for intellectual growth, individual enrichment, skill development, and meaningful career preparation. The University believes in the worth of the individual and accepts its responsibility for developing in its students those values and competencies essential for effective citizenship in an ever changing, free, and democratic society. Further, the University provides an environment conducive to excellence in teaching and learning, scholarship, creative endeavors, and service.

LPA COLLEGE MISSION STATEMENT

The mission of the College of Liberal and Performing Arts is to foster students' ability to think critically, become tolerant of diversity, adhere to ethical values, communicate effectively, cooperate successfully, and become responsible citizens in a changing global society. In addition, the College seeks to instill in each student an appreciation of literature, languages, history, politics, geography, music, theatre, and art, and to provide the campus and region with opportunities for participation in these disciplines.

MODERN LANGUAGES DEPARTMENT MISSION STATEMENT

The mission of the Department of Modern Languages is to provide the portion of a liberal arts education that employs language, literature, and written communication to develop the students' ability to think critically, understand and appreciate diversity, adhere to ethical values, and communicate effectively in a global environment.

LEARNING GOALS AND COURSE CONTENT

University Learning Goal(s): LG 1--Effective Communication
LG 3--Critical Thinking
LG 4--Information Literacy

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 Learning Goal(s)/Objective(s): Students will:

1. **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.

2. **Acquire r**esearch skills by **locating**, **evaluating**, **using,** and **citing** primary and secondary research to support your argument.

3. **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.

4. **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. **6. Document** sources appropriately.

5. **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.

NEEDED RESOURCES

🔶 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: The use of face masks in classrooms and campus buildings is voluntary. Students who believe they are especially vulnerable to severe effects of COVID or who live with family members who may be vulnerable are encouraged to wear face masks at their discretion. Members of the SAU community should respect the individual choices that faculty, staff, and students make regarding face masks.

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	Points
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

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.