CASPER COLLEGE COURSE SYLLABUS
ENGL 2010-01 Technical Writing

Semester/Year: Fall 2006

Lecture Hours: 3 Lab Hours: 0 Credit Hours: 3

Class Time: 9:00-10:15 a.m. Days: TTH Room: BU 221

Instructor’s Name: Melanie H. Young

Instructor's Office Information: Office Phone: 268-2396 Email: myoung@caspercollege.edu
AD 181

Office Hours: 2-4 Monday – Thursday

Course Description: Students develop technical reports like those generally used in business and industry. Professional publications, letters, graphs, abstracts, and technical documentation are also covered. (College Catalog)

Statement of Prerequisites: ENGL 1010. Concurrent enrollment in 2010 and 1010 is not permitted; students must have completed the requirement.

Outcomes: Students in ENGL 2010 will:
- Consistently apply and refine the outcome skills of ENGL 1010
- Demonstrate effective critical thinking and reading skills including the ability to summarize, analyze, synthesize and evaluate ideas
- Effectively apply the rhetorical skills learned in Engl 1010 to writing business related documents such as, resume, letter of application, memo, report, and e-mail
- Practice document design, graphic design, business etiquette, ethics, and writing collaboratively to better prepare them for writing specifically in the global workplace
- Become exposed to cultural issues and topics that often influence the drafting of business documents
- Be able to evaluate their own writing as well as the writing of others
- Demonstrate fundamental awareness of documentation skills

To Reach Me:
Office hours are regularly scheduled times when I am in my office and available to help you with any assignment or question you may have. If you are having trouble or have questions about anything pertaining to our class, from time management to a specific assignment, my office hours are the ideal time to let me know and help you because I can devote much more time and specific attention to you and your problem than I can during our regular class meetings. Please see the top of your syllabus for my office hours, as they change every semester. If my office hours conflict with your schedule, I will be happy to schedule another time for us to meet.

Please feel free to contact me with any questions you may have over the course of the semester. If you decide to E-mail me, it is important that you include in the subject heading “English 2010”. This way, I will know that it is one of my students and not junk mail. Please allow 48 hours response time for e-mail or telephone correspondence, not including weekends or holidays.
Requirements:
Students will be expected to attend class and complete all assignments by the due date. I will take attendance almost every day of this class. **You get three “free” absences;** I don’t need to know where you were or what you were doing. If you miss any more than three classes, your grade will drop a letter for each additional absence.

There are always unforeseeable reasons for students (and teachers) to be occasionally late. If, however, this becomes habitual (happens more than three times) I reserve the right to deduct points from your final grade. If you do happen to come in late, please quietly ask another student what you missed and attempt to join whatever activity we may be doing.

Students exhibiting disruptive, disrespectful, or distracting behavior may be asked to leave at my discretion. Being rude to me or your classmates is a sure way to be asked to leave. Any student who is asked to leave a class session will be counted absent for that session.

If you are absent, do not ask me what you missed. It is your responsibility to get class notes, etc. from another student in the class. I highly recommend that you make contact with someone in this class and exchange information with him/her, so you can send assignments with him/her if you need to be absent, and so he/she can collect handouts and fill you in on what you missed.

Difficulties with your own technology/resources will not be accepted as an excuse for late-work after the second week of class. Remember: Casper College has computer/internet resources for your use as does the public library. I highly suggest that you get into the habit of saving your work frequently on a disk as well as e-mailing it to yourself to avoid such tragedies. Also, allow yourself plenty of time to print off papers and assignments before class begins.

Participation:
I expect everyone in this class to participate. Much like the workplace, this class incorporates a great deal of group work, interaction, and discussion.

In this we class discuss some highly controversial topics that require everyone to a) be on their best behavior as to not offend others and b) to be open-minded and respectful of others’ opinions. Remember, the goal of class discussions are to challenge and exercise your critical thinking skills, if I question your opinion in class it is only because I want you to think, not necessarily because I disagree with your ideas.

Evaluation Criteria: Grades are computed using the following averages:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90%--100%</td>
<td>A</td>
</tr>
<tr>
<td>80%--89%</td>
<td>B</td>
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<td>70%--79%</td>
<td>C</td>
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<tr>
<td>60%--69%</td>
<td>D</td>
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<tr>
<td>59%--below</td>
<td>F</td>
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I- **Incomplete.** Rarely and in extreme circumstances students are unable to complete the
course because of medical or personal reasons. In such cases, I will assign an Incomplete
and the student has up to one year to compete the remainder of the coursework. This is
only possible when the student has already completed 60% of the coursework. If the
coursework is not completed within one year, the student will receive an F in the course.

Regarding Assignments:
All assignments are due at the beginning of the designated class session. I will not accept any late
work. Let me say this again, I will not accept any late work. I recommend that you have a
contingency plan for unexpected illness etc. Please make arrangements with other students to get your
work to class, in my mailbox, or in my e-mail by the end of the day (midnight). In-class assignments
cannot be made up.

Because of the emphasis on writing for business and technology in this course, all assignments MUST
be word processed.

The course is divided into the following four sections: Assignments, In-class Work (which is
pass/fail) and Quizzes (if necessary), your Final Project, and the Presentation of Your Final Project.
There are 1000 points total in the course. Assignments are worth 50% (500 points) of your grade,
though no one assignment is worth more than 5% (50 points) of your grade. In-class participation,
group work, and possible quizzes are worth 15% (150 points) of your grade. The Final Project is
worth 25% (250 points) of your grade, and the Presentation of your Final Project is worth 10% (100
points) of your grade.

Assignment One: Chapter 1: ................................................................. 30pts
Assignment Two: Chapter 3: ............................................................... 50pts
Assignment Three: Chapter 5: .......................................................... 30pts
Assignment Four: Chapter 6: ......................................................... 35pts
Assignment Five: Chapter 7: ........................................................... 30pts
Assignment Six: Chapter 8: ............................................................. 30pts
Assignment Seven: Chapter 9: ........................................................ 30pts
Assignment Eight: Chapter 10 .......................................................... 35pts
Assignment Nine: Chapter 12 .......................................................... 30pts
Assignment Ten: Chapter 12 ............................................................ 50pts
Assignment Eleven: Chapter 13 ...................................................... 35pts
Assignment Twelve: Chapter 15 ...................................................... 30pts
Assignment Thirteen: Chapter 17 ................................................. 50pts
Assignment Fourteen: Chapter 19 .................................................. 35pts

1. Assignments .......................................................... 500pts
2. In-Class and Group Participation (Quizzes) ............................... 150pts
3. Final Project .......................................................... 250pts
4. Final Project Presentation .................................................. 100pts

1000 total points

Required Text, Readings, and Materials:
Access to the internet, an e-mail account, and a word processor (all of these are available to Casper
College students free of charge; please ask me if you have questions about how or where to access these.
A large folder where you can store all handouts, completed assignments, drafts.

**Syllabus:** The syllabus is a contract between students and teacher. Its purpose is to protect us both. It protects you by informing you of the policies, procedures, and goals of the course, and by explaining what you can expect from the course and from me, my style as an instructor and the general amount of work the course will require. This way you can rationally decide whether this is a course you can handle as well as whether my style of teaching meshes with your style of learning. The syllabus protects me by making my expectations clear in the beginning, so students cannot say mid-way through the semester, “I didn’t know.” I can, in good faith, adhere to my classroom policies and expectations because I know that my students were informed of these at the beginning of the semester.

**Be informed of your rights and mine: read your syllabus carefully.**

The syllabus is also a guide or plan of what the rest of the semester will look like. You must bring your syllabus to class every day as we will refer to it often. If there is anything in the syllabus you do not understand, or you think is ambiguous or unclear, please ask me about it, and I will be happy to clarify. Additionally, if at any time you believe that I am not living up to my end of the bargain, that my policies and procedures are unfair, or you require special consideration for some reason, please bring this up either in class or if it is a personal matter, during my office hours. Because I feel so strongly that you should know and comprehend the syllabus for this course, we will have a quiz over its contents on Tuesday, September 5th.

**It is your responsibility to carefully read the syllabus and ensure that you understand all of its contents. Exceptions will not be made to policies on the basis that you didn’t know or understand what the syllabus stated.**

**Additional Services/Tutorial Services:**
**The Writing Lab:** The English Lab, located in room 132 of the Strausner Student Center, is part of the English Department in the Division of Language and Literature. The Lab serves all students at Casper College and members of the community who wish to improve their language and study skills. Students using the Lab range from those who are doing well in college but wish to do even better, to those who are having difficulty with their courses because of reading, writing and/or study skills problems.

The English Lab can help you to improve your:

- Reading
- Writing
- Grammar
- Spelling
- Vocabulary
- Study Skills
- Listening Skills
- Test Scores
- Credit courses or drop-in assistance is available

The Writing Lab is open on Monday and Wednesdays from 7:00am – 8:30 pm and Tuesday and Thursdays from 7:00am to 3:30pm. You may contact them at 268-2585.

If at any time I feel that you need additional assistance, I may ask that you seek the Writing lab for help with grammar, punctuation, or any other writing related subjects not covered in our course.
Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade: Please refer to the Casper College Catalog.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

An additional note on plagiarism: Don’t do it! Plagiarists get Fs in this course. Plagiarism is defined as failure to credit the source of borrowed information or ideas; failure to place another’s exact words within quotation marks; copying or buying someone else’s material or work and presenting it as your own; distorting or misrepresenting someone’s material or thoughts through a sloppy paraphrase or an incomplete direct quote; inaccurately presenting a source’s name or bibliographic information. **Neither intentional nor accidental plagiarism will be tolerated in this course.** This is especially significant in this class due to our focus on writing for and as members within the scholarly community. If you have questions about what constitutes plagiarism, see me before you submit questionable material. Any evidence of plagiarism will result in failure of the paper and, depending on the severity of the action, this class, as well as possible disciplinary action by the college.

Part of your responsibility in this course is to have all of your sources available and upon demand as needed. Bring sources to class and conferences. Make photocopies if necessary.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.

An additional note on students with disabilities: As mandated by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, accommodations and services for students with disabilities may include the following: adaptive equipment, sign language interpreters, note taking paper, quiet testing, readers, and writers. Any student with a disability requesting accommodations must contact Accommodative Service (AD 112). Please contact me as soon as possible about your need for accommodations, so I can prepare materials to suit your needs.

**Other General Policies:** Work submitted in the course may be read by others.

Calendar or schedule indicating course content:

**Tentative Schedule**

*Readings are to be completed before class begins on the day they appear.*

**Week One:** August 28th-Spetember 1st – Introduction to Technical Writing

Assignments:
- **Assignment #1:** Complete Exercise #2 on pg. 13.
- **Tuesday:** Syllabus. “What Do Employers Really Want?”
Thursday:  Read pgs. 3-30.

Week Two: Sept. 4-8 – The Writing Process
Assignment #2: Chapter 3: Case 3: Using Revision Software Effectively pgs. 42-44.
Tuesday: No Class for Labor Day
Thursday: Assignment #1 due. Syllabus Quiz. Read pgs. 31-63

Week Three: Sept. 11-15 – Audience and Purpose
Assignment #3: Chapter 5: Exercise 3, pg. 94.
Tuesday: Assignment #2 due. Read pgs. 66-85.
Thursday: Read pgs. 85-96.

Week Four: Sept. 18-22 – Research and Organization
Assignment #4: Chapter 6: Exercise 2, pg. 123.
Tuesday: Assignment #3 due. Read pgs. 97-126.
Thursday:

Week Five: Sept. 25-29 – Research and Organization
Assignment #5: Chapter 7: Exercise 2, pg. 150.
Tuesday: Assignment #4 due. Read pgs. 127-152.
Thursday:

Week Six: Oct. 2-6 -- The Art of Persuasion & Definitions and Descriptions
Assignment #6: Chapter 8: Exercise 2, pg. 172.
Tuesday: Assignment #5 due. Read pgs. 154-175.
Thursday: Read pgs. 176-193.

Week Seven: Oct. 9-13 – Definitions and Descriptions cont. & Coherence
Assignment #7: Chapter 9: Exercise 5, pg. 199.
Tuesday: Assignment #6 due. Read pgs. 193-217
Thursday: read pgs. 217-235.

Week Eight: Oct. 16-20 – Conferences – No Class -- Bring Self-Evaluation an Assignment #7 to Your Conference

Assignment #9: Chapter 12: Exercise 4, pgs. 287-88.
Tuesday: No Class for Fall Break
Thursday: Assignment #8 due. Mid-Semester Evaluations. Read pgs. 256-291.

Tuesday: Assignment #9 due.
Thursday: Guest Lecture on Web Design
Friday: Last Day to Withdraw from the Course

Week Eleven: Nov. 6-10 – Creating Graphics & Writing Letters, Memos, and E-mails
Assignment #11: Chapter 13: Exercise 4, pg. 331
Tuesday: Assignment #10 due. Read pgs. 292-334.
Thursday: Read pgs. 336-362.
Week Twelve: Nov. 13-17 -- Preparing Job Application Materials & Writing Proposals
Assignment #12: Chapter 15: Exercise 6, pg. 401.
Tuesday: Assignment #11 due. Read pgs. 363-87.
Thursday: Read pgs. 387-403.

Week Thirteen: Nov. 20-24 -- Writing Informal Reports
Assignment #13: Chapter 17: Case 17:Revising an Injury Report Form, pgs.452-53.
Tuesday: Assignment #12 due. Read pgs. 433-453.
Thursday: No Class for Thanksgiving

Week Fourteen: Nov. 27-Dec.1 – Writing Instructions & Making Oral Presentations
Assignment #14: Chapter 21: Create a Speaker’s Checklist for your Final Project Presentation based on the one on pg. 567 to describe how you plan to meet all requirements for your Final Project Presentation. Assignment #14 due at the same time of your presentation.
Tuesday: Assignment #13 due. Read pgs. 545-571.
Thursday: Final Projects Due. Final Project Presentations.

Week Fifteen: Dec. 4-8 – Final Presentations
Tuesday: Final Project Presentations. Evaluations
Thursday: Final Project Presentations

Week Sixteen: Dec. 11-15 – Finals Week
If we have not completed all of the class presentations, we will meet this week to finish them.

A Final Disclaimer:

I reserve the right to change any of the content of the assignments or the dates that assignments are due. I will always inform you of this prior to the change both in class and by E-mail. I encourage you all to visit my office hours at least once during the term. I look forward to our semester together!