

Course Syllabus English 201—Technical Writing I

Bridgewater State University

May 25- June 26, 2020 Summer

Professor: Sean Allan

Location: Online

Course Credits: 3

COURSE DESCRIPTION:

Prerequisite: BSU English 102 (second semester college writing) or equivalent.

They Say:

“Emphasis on writing with practical applications such as summaries, abstracts, outlines, proposals, interviews, progress reports and a guided research paper. Subject matter is often drawn from the students’ own disciplines.”

I Say:

This course looks at forms of professional writing, with emphasis on the planning and executing stages. Students will practice expressing ideas clearly and developing ideas effectively and appropriately within a given professional writing context. Students will also survey and review the rules of rhetoric, logic, punctuation, grammar and syntax. Students will study both guides to technical writing and effective rhetoric and exemplifications of the same. Students will write documents and participate in class discussions to improve their ability to compose and revise appropriate material.

COURSE OUTCOMES:

In this course, students will:

- Study the methods and purposes of specific types of writing and communication. Through this understanding of purpose, students will be able to analyze others' writings and develop their own texts.
- Develop effective and appropriately complex documents suited for a given project or context.

- Map, compose, edit and revise numerous written documents, developing understanding of how these elements work together.
- Learn to write appropriately for a given situation/audience.
- Develop critical writing and editing skills to better understand how to get readers to engage with a document.
- Continue to develop word processing skills and develop an understanding of other uses of technology for writing and developing ideas.
- Improve command and understanding of formal English.
- Learn to use remote learning methods effectively to maximize one's learning.

COURSE TEXTBOOK:

The professor will provide appropriate PDF documents each week.

COURSEWORK

Documents:

The course's major assignments are formal written documents. We will compose several types of documents.

Documents are due in class in the week indicated on the syllabus. Any issues that might affect a student's ability to complete an essay on time should be discussed with the professor in a timely manner. Late documents are penalized one grade per class meeting period late.

Each written document will have a minimum length requirement. Your document will not be accepted if it does not fulfill the minimum length requirement.

Proper secondary source use is expected for all documents. Most assignments will be in APA format, although some assignments geared toward your own area of study might use a different citation method (e.g. a Humanities major might use MLA format for one or more of the assignments).

SHORT READING AND WRITING ASSIGNMENTS:

We'll read and write every week. The professor will provide access to the readings. Short writing assignments provide good practice and good preparation for the longer documents. The specifics of these assignments are provided as needed.

ATTENDANCE AND OTHER PARTICIPATION:

You'll earn points by "attending class" (showing up in the Online Classroom at the assigned time; participating in online work--such as discussion forum posting--on your own time; etc.), behaving appropriately, and doing the written work. Note as well that there are automatic punishments—automatic failure of the course if any of the major four documents aren't

completed; a reduction of the Final grade resulting from underwhelming online presence in class spaces (online classroom and class forums); etc.

Class methodology:

Reading and writing, online class participation, forum participation, homework, peer review, online oral presentations, and quizzes.

Attendance:

Students are expected to attend every online class period. Students should contact the professor as soon as possible if they will miss class.

Every two unexcused absences will result in a reduction of your FINAL grade by one gradation—e.g. a B+ becomes a B. Further, any work that is late because of an unexcused absence will not be accepted.

Excused absences will not harm students, but it is up to students to keep the instructor informed and to keep up/catch up with course work. Students need to adhere to a reading schedule and be ready to participate in any class meeting. Chronic tardiness will count against your grade: two late arrivals equals one absence.

Classroom Etiquette:

Students should respect the professor and their peers. Differing opinions should be respected, and one's own opinions should be respected: if you want to share an idea, express it clearly and intelligently. Poor behavior will lead to disciplinary action.

GRADING:

Your grade will be calculated as follows:

Four Documents (all equal weight): 80%

Forum Participation and Short Assignments: 10%

Attendance and other participation: 10%

Basic Grading Percentages:

90 - 100	= A
89 - 80	= B
79 - 70	= C
69 - 60	= D
59 - 50	= F

STANDARDS FOR WRITING:

Documents must follow the standard format of the document assigned. This will typically include:

1. Typed
2. Double Spaced
3. One-Inch Margins
4. Complete Heading in the Upper Left Corner: (Your Name, Class Name and Section #, My Name, Date—in that order)
5. Your Last Name and Page Number (without a comma) in the *upper right-hand corner of all pages*. (Use header/footer for this.)
6. Original Title Top, Center (should be related to the document's purpose)
7. Works Cited Page (when necessary)

Grammar, usage, and typography errors negatively affect document grades. We'll study these topics as part of the course. Students who struggle with these aspects of formal writing should also look to tutoring for help.

PLAGIARISM:

Students should be aware that plagiarism is a serious offense. The most extreme example of plagiarism is taking a paper written by someone else and claiming it as one's own. You should be aware, however, that using another person's idea without crediting that person is also a form of plagiarism. Plagiarism will result in a score of zero on the assignment that was plagiarized. The proper school authorities will be notified of the transgression, and further punishment may be meted out.

ACCOMMODATIONS STATEMENT:

In compliance with Bridgewater State University policy and equal access legislation, I am available to discuss appropriate accommodations that you may require as a student with a disability. Students will need to register with the Disability Resources Office in the Academic Achievement Center (x2194) in Maxwell Library to provide documentation of the disability, to determine reasonable academic accommodations, and obtain a letter of notification to faculty of the accommodations.

Itinerary:

Week One

“Technical Documents” as a concept

“Audience” as a concept

Types of documents—E-mail/meme/etc., Proposals and Informational Reports, Recommendation Reports, Descriptions and Instructions.

Grammatical and Rhetorical Concepts

Week Two

Types of documents—Job- or Discipline-Related Research Project

Discuss: Planning and Drafting, Technical Terms

Informational Report Due

Week Three

Discuss: Conducting Online Research, Editing and Revising

Recommendation Report Due

Final Project Proposal Due

Week Four

Discuss: Audience and Peer Feedback, Oral Presentations to Accompany Documents

Description/Instruction Document Due

Week Five

Discuss: Review

Oral Presentation Related to Final Project given

Final Project—Job or Discipline Related Research Paper--Due