

English 2304.01, Technical and Professional Writing (MWF 10:00-10:50 am)

Instructor: Dr. Brad Butler
 Email: bbutler@sulross.edu
 Office: MAB 112
 Telephone: 837-8156

Office Hours:

Monday 9-10, 11-12
 Tuesday 11-2
 Wednesday 9-10, 11-12
 Thursday 12-2
 Friday 9-10

Required Text

Dobrin, et al. Technical Communication in the 21st Century, 2008.
 Each student must have his/her own copy of this text and bring it to class every day.

Course Description

English 2304 introduces students to the activities and genres found in technical writing processes. This course is designed to prepare you to accomplish the following objectives:

- analyze the communication situation fully and accurately;
- gather, interpret, and document information logically, efficiently, and ethically;
- develop professional work and teamwork habits;
- design usable, clear, persuasive, and accessible documents;
- select the appropriate method for presenting information;
- organize information using reader-based principles;
- use graphics effectively; and
- develop an effective, clear writing style.

I will assume that each student enrolling in this class is already reasonably proficient in basic writing skills, including punctuation, grammar, and sentence construction. Elements of effective technical writing will be taught; basic composition will not. If you lack these skills, you may seek assistance at the Writing Center (MAB 102). I will also assume that you are computer literate; assignments will require you to use a broad array of computer skills.

Requirements and Grading

Please be aware that all quizzes are unannounced and given at the beginning of class; thus, they may not be made up. If you miss a quiz, you lose the points.

Assignments will be assessed a penalty of five points if turned in after the beginning of class on the due date and five more points for each additional class late. There is a two-week limit on late work. After that two-week period, late work will receive a zero.

On scheduled workshop days, missing, incomplete (less than 2/3 of the length requirement), or handwritten rough draft will result in a five point deduction from your final draft grade.

Grades will be assigned using the following scale:

A = 90%-100% The document is superior. It exceeds all the assignment objectives. The information is ethical, sophisticated, thorough, and ideally suited for the audience. The style is clear and appropriate to the subject, purpose, and audience. The organization and design of the document make the information understandable, accessible, and usable.

B = 80%-89% The document is good. It meets the objectives of the assignment, but requires minor improvements or reveals easily correctable errors in organization, style, and/or design.

C = 70%-79% The document is adequate. It omits useful information or requires significant improvements in organization, style, and/or design. It may be formally correct but superficial in its detail or discussion.

D = 60%-69% The document is poor. It meets some of the objectives of the assignment but ignores others. The detail or discussion is inadequately developed and much important information is omitted. The document displays numerous and major errors in organization, style, and/or design.

F = below 60% The document is unsatisfactory. It omits critical information, does not meet the assignment requirements, and/or displays excessive errors in organization, style, design, grammar and/or mechanics.

In addition to grading for content and development, I will deduct points for errors.

Percentages for individual assignments will be awarded as follows:

10%	Quizzes
10%	Discussion Board
10%	Communication and Your Career
10%	Web Site Analysis
10%	Resume and Letter
5%	Interview
5%	Interview Memo
5%	Technical Definition
5%	Letter to the Editor
10%	Oral Presentation
15%	Formal Proposal
5%	Final Exam

Classroom Decorum

We will conduct this class as though it were a typical workplace. Please speak, attend, and behave accordingly. Please do not come to class unprepared; if you do, I reserve the right to ask you to leave and to charge you with an absence. Also, any student who falls asleep will be awakened and asked to leave the class. If these actions would embarrass you, please come to class prepared and alert. Also, eating, drinking, talking disruptively, habitually forgetting the textbook, and doing coursework for other classes are prohibited. Turn off all electronic communications equipment; if it makes noise, turn it off before coming to class. Finally, following University tobacco-use policy, no tobacco products of any kind, including chew or dip, are to be used in the classroom.

Attendance Policy

“Regular class attendance is important to the attainment of the educational objectives of the University. Each instructor will keep class attendance records, and the instructor’s policy on class attendance will be explained at the beginning of the semester or term. The instructors shall, at their discretion, drop a student from a course when the student has a total of six absences. A student who is dropped from a course for excessive absences will be notified in writing by the Registrar after the drop has been approved by the Provost and Vice President for Academic and Student Affairs. Any student dropped for excessive absences will receive an automatic “F” in the course dropped.” -- SRSU Student Handbook

So, 9 absences = F.

Academic Honesty

Sul Ross State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students in this class who are determined to have violated the rules of academic honesty will face a disciplinary process that, at minimum, will result in failing the assignment, and may also include receiving a failing grade in the course, as well as being referred to the English Department Chair for possible further action.

Students with Disabilities

Persons with disabilities that may warrant academic accommodations should see me as soon as possible.

Schedule

Date	Reading/Class Activity	Assignment
8/19	Introduction	
8/21	Ch. 1: Technical and Professional Communication in the Workplace	Discussion Board (DB) 1: Initial Post (IP)
8/24	Cont.	Discussion Board (DB) 1: Peer Responses (PR)
8/26	Ch. 2: Rhetoric	DB2: IP
8/28	Cont.	
8/31	Communication and Career Discussion and Informal Presentation	
9/2	Ch. 3: Electronic Technologies	DB3: IP
9/4	Ch. 4: Ethics	DB2: PR
9/9	Cont.	DB3: PR
9/11	Workshop CC Memo	Communication and Career Memo Rough Draft
9/14	Ch. 16: Websites Ch. 6: Organizing and Drafting Documents	Communication and Career Memo, DB4: IP
9/16	Cont.	DB4: PR
9/18	Ch. 7: Visuals	DB5: IP
9/21	Cont.	DB5: PR
9/23	Ch. 8: Layout and Design	
9/25	Cont.	
9/28	Ch. 9: Revising, Editing	DB6: IP
9/30	Workshop Web Site Analysis	Web Site Analysis Rough Draft, DB6:PR
10/2		Web Site Analysis
10/5	Ch. 13: Employment	
10/7	Cont.	DB7: IP

10/9	Workshop Resume	Resume Rough Draft
10/12	Workshop Letter of Application	Letter of Application Rough Draft, DB7: PR
10/14	Interviews	
10/16	Interviews	
10/19	Interviews	
10/21	Employment Section Discussion	Resume, Letter, and Interview Memo
10/23	Library Instruction	
10/26	Ch. 12: Letters	
10/28	Ch. 14: Technical Definitions	
10/30	Ch. 19: Proposals	
11/2	Cont.	DB8: IP
11/4	Ch 5: Researching, Source Materials	
11/6	Cont.	DB8: PR, DB9: IP
11/9	Ch. 6: Organizing and Drafting Documents	
11/11	Cont.	DB9: PR
11/13	Workshop Technical Definition	Technical Definition Rough Draft
11/16	Formal Proposal Discussion and Informal Presentation	Technical Definition
11/18	Cont.	
11/20	Ch 22: Presentations	DB10: IP
11/30	Workshop Formal Proposal	Formal Proposal Rough Draft
12/2	Cont.	Letter to the Editor
12/4		Formal Proposal, Oral Presentation
12/7	Final @10:15 am	