Description:
Technical writing explores the roles of written communication in industrial, governmental, and organizational environments and helps to provide students with effective communication strategies for managing them. One major goal of the course is to develop students’ understanding of how written communication mediates human/technology interactions, empowering the students to design the most effective written communication for carrying out organizational goals and purposes, improving social and work relations, and developing effective and ethical uses of technology. The course is project driven and practical, so students are expected to learn theories and principles as they apply them in their own communicative situations.

Course Goals:
• Recognize how rhetoric works in technical discourse within organizations
• Develop effective written communication skills, particularly persuasive and informative
• Develop audience analysis skills in order to persuade via a reinforcement, reversal, or transformation of audience attitude
• Learn professional tone and style in written communication
• Design effective documents from a page layout perspective, with an emphasis on the integration of textual and visual material
• Defining workplace problems and developing appropriate writing/research strategies for analyzing and resolving them
• Writing collaboratively (examining methodologies for co-authorship and peer editing)
• Prepare for the job application process

Required Materials:
• Xerox copies provided by me
• Necessary supplies for the instruction project and for the oral presentation

Assignments and Grading:
• Resume & Cover Letter (20%)
• Proposal Project
  Problem Definition (10%)
  Audience Analysis/Research (10%)
  Final Proposal (15%)
• Collaborative Instruction Project (20%)
• Oral Presentation (15%)
• Chapter Quizzes (10%)

Grading:
The final grade for the course and all assignments will be evaluated according to the standard scale:
A  95       C    75
A-  92       C-   72
Revisions:
You may revise up to three papers this quarter if you choose. (No revisions of the instruction manual or oral presentation are possible.) Paper revisions are due two weeks after you receive your paper back & you must hand in the original with the revision. Your final grade for the paper will be the average of the original and the revision. (For example, if you earned a D on the original and a B on the revision, your final grade for the paper would be a C.)

I will announce specific criteria for each assignment, but generally the following three are the most important:

**Purpose:** How well does the communication fulfill its purpose?
- Develop ideas, arguments, and applications of theory with clarity, depth, and organization
- Satisfy the goals and demands of the communicative context (audience, purpose, and discursive form)
- Reason well and provide evidence to support the arguments
- Be ethical, fair, and responsible
- Provide information that is relevant, correct, and useful

**Product:** How professionally constructed is the communication?
- Coherent and orderly presentation
- Effective and appropriate design and format
- Good visual communication
- Professional tone and style
- Proper use of grammar

**Process:** How efficient and effective was the communicative process?
- Quality of planning, researching, developing, writing, revising, and editing
- Quality of group work and peer evaluation
- Willingness to participate actively

NOTE: You have to complete and turn in ALL assignments to pass the course.
- Late assignments will be penalized one full letter grade for each day late. No assignments will be accepted after the third day.
- Assignments are due at the beginning of the class.
- All work must be done on a computer and printed with a good quality printer.

**Ethics and Plagiarism:**
You have to do your own work and appropriately identify work that is collaborative, borrowed, or copied from other sources, including your own work from other classes. Obviously, when you use graphics, works, words, citations, or even ideas from other sources, you are under the legal and ethical obligation to identify these sources according to citation norms. You may use projects from another class as a base for projects in this class, but you must consult me first if you are doing this. If you have any questions about what constitutes plagiarism, please contact me. Using work that is not yours and not appropriately identifying it will usually result in an F for the course.
**Attendance:**
Attendance is required and the class starts at the indicated hour. Repeatedly arriving late to class also counts as an absence. You are responsible for making up work that you missed because of absences. If you are absent on a day an assignment is due, you must turn it in early or give it to a classmate to turn in for you. You must also contact me (or a classmate) to find out what you missed. Any student who misses five classes or more will have his/her final grade dropped 1/3 letter grade for each additional absence.

**Note:**
Students with disabilities (physical, learning, psychological) who may need accommodations are advised to make an appointment with the Office for Students with Disabilities. If anyone has a documented disability that I should be aware of, please let me know as soon as possible.