WILLIAM PATERSON UNIVERSITY
Department of English
ENG 3000: Technical Writing
Winter 2018-19

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Instructor: Dr. Liane Robertson
Contact Info: robertsonL10@wpunj.edu
                     Office Hours: virtual, arranged by request

Course Goals:
- To enable students to write by integrating rhetorical, critical, and cultural/social perspectives with the production of technical documents
- To develop understanding of technical communication in academia, in the workplace, and other areas beyond college.
- To engage in the use of and develop knowledge around the technical platforms used in various forms of technical communication.

Course Outcomes
Students will engage in daily writing activities, discussions, reflection, reading, document production and collaboration to realize the following outcomes:
- Understand theoretical, ethical, and rhetorical principles that guide the composing and design of texts for different environments
- Employ those theories and principles in developing assignments
- Engage various technologies and technical platforms, understanding their use and appropriateness to situation, in developing technical documents
- Understand and engage in writing with and against styles conventionalized within different genres, in academic, workplace, and social realms

Required Textbook
 Technical Communication Today, _4th Edition_, by Richard Johnson-Sheehan

Pace of Course:
You will be able to work at your own pace for much of this course, by working ahead of schedule. The course is the equivalent of one full semester of content, so the pace is quick but the assignments can be reasonably completed in the allotted time. Keeping up with the daily work will be critical to success in the course.

Course Requirements:
- All three Major Assignments must be submitted to pass the course (specific instructions to be provided on Blackboard)

- Major assignments will be docked one-third letter grade per day late (each 24-hour period late).
- All assignments must be submitted on Blackboard by 11:59 pm of due date.

SRR* Assignments: *SRR stands for Summarize, Respond, and Reflect, and each SRR requires a written analysis of issues or topics from readings, using prompts provided as a guideline. Specific instructions for each SRR will be provided.

Class Discussions: Daily class discussions contribute to learning and developing major assignments, and are due by 11:59 pm on the date listed on the syllabus.

Communication:
This course requires that you use our Blackboard site and **your @wpunj.edu email account**. I will not be able to use a third-party email account for communication about the course. Please check your WPU email and our Blackboard course site daily for course announcements or updates.

Accommodation:
Students requiring any type of accommodation should provide official documentation and alert the instructor by the first day of the course.

Academic Integrity:
Plagiarism is not only counterproductive to learning about writing but also a violation of the university's honor code and as such will not be tolerated in this course. Any work that is not original will be reported to the Dean of Students.

Evaluation: Your course grade is determined by the following criteria:

Course Assignment	*% of overall grade*
Class Discussions/In-class exercises	15%
SRR Assignments (3)	15%
Major Assignment #1: Proposal and Profile	20%
Major Assignment #2: Technical Genres Packet	25%
Major Assignment #3: Technical Report & Presentation	25%

Course Schedule

Dec 26   READING DUE: Welcome Message and tour Blackboard site; review Syllabus and post any Questions
WRITING DUE: Post: First-day Free Write to "Discussion"

Dec 27   READING DUE: Chapter 1; Rhetorical Situation PowerPoint
WRITING DUE: Class Discussion; Draft of Professional Email

Dec 28   READING DUE: Read Ch. 5; Review Assignment Description for Audience Profile & Proposal (Maj. Assignment#1)
WRITING DUE: Class Discussion; Professional Email (revised)

Dec 29   READING DUE: Read Ch. 2 and post to Class Discussion; View: Considering Audience PowerPoint
WRITING DUE: Class Discussion

Dec 30   READING: Read Ch. 8 (chapter 16 suggested but not required)
WRITING DUE: Class Discussion; **SRR #1**

Dec 31   WRITING DUE: **MajAssn#1 Due (Audience Profile & Proposal)**

Jan 1   **No Class**

Jan 2   READING DUE: Read Ch 6; View: Technical Genres Pres.
WRITING DUE: Class Discussion

Jan 3   READING DUE: Read Ch. 7; Review Major Assn. #2
WRITING DUE: Class Discussion

Jan 4   READING DUE: Read Ch. 17; View: Persuasive Writing PowerPoint
WRITING DUE: Class Discussion

Jan 5   READING DUE: Read Ch. 18; PowerPoint on Document Design
WRITING DUE: **SRR #2 Due**

Jan 6   READING DUE: Ch. 19; View Using Graphics PowerPoint
WRITING DUE: Class Discussion

Jan 7   READING DUE: Ch. 9; Major Assignment #3 Description
WRITING DUE: Class Discussion - Activity Report Exercise

Jan 8   READING DUE: Read Ch. 10
       WRITING DUE: Class Discussion; **MajAssn#2 Due (Technical Genres Packet)**

Jan 9   READING DUE: Read Ch 20; View Revision/Edits Powerpoint
       WRITING DUE: Class Discussion

Jan 10   READING DUE: Ch.15 & Appendix C; View: Research Planning
       WRITING DUE: Class Discussion; **SRR #3 Due**

Jan 11   READING DUE: Ch. 21
       WRITING DUE: Class Discussion

Jan 12   READING DUE: Ch. 22
       WRITING DUE: Class Discussion

Jan 13   WRITING DUE: Final Class Discussion – Reflection

Jan 14   **MajAssn#3 Due (Technical Report and Presentation)**