ENC 3241: Writing for the Technical Professional

Course info: ENC 3241- Writing for the Technical Professional (3 credits)
Instructor: Corinne Jones (leah.jones@ucf.edu or Canvas mail)
English Dept. phone number for messages: (407) 823-5596
My office hours and location:
Zoom Office:

Course Description

This course helps prepare you, a student in a technical profession or professional field, for the types of research, writing, and information presentation that you will be doing in your career after graduation. Writing has many purposes and uses beyond just relaying information, and even in the most concrete of professions the facts do not "speak for themselves." Your task as a writer is to articulate, explain, and interpret the information you are dealing with. Throughout your career, you will need to understand the social context of your writing and its audiences, and you will need to master the techniques of crafting your writing to suit your purposes and the interests of your audience. Therefore, you will learn about both major genres or categories of technical communication and how the needs of your audience should help guide your writing.

This course is a Gordon Rule course. The required assignments that fulfill the Gordon Rule are indicated with an asterisk in the "Grading" section below. Each has the following characteristics: 1) the writing will have a clearly defined central idea or thesis; 2) it will provide adequate support for that idea; 3) it will be organized clearly and logically; 4) it will show awareness of the conventions of standard written English; and 5) it will be formatted or presented in an appropriate way. In addition, this course requires 6000 words of evaluated writing per English Department requirements.

Course Objectives

- To produce prose and graphics that give clear, concise, coherent, and correct final products.
- To analyze and respond to the needs of audiences when communicating.
- To identify the features of several major professional document genres.
- To practice participating as an active member in a writing community.
- To develop a set of strategies for effectively responding to documents produced by peers.
- To learn about ethical issues in technical writing.

Prerequisites

C or better in ENC 1102 (or equivalent).

Required Materials

- Elizabeth Tebeaux & Sam Dragga. *The Essentials of Technical Communication*, 5th ed. 2020.
- Other short readings will be available in the Files folder, accessed via the menu to the left.
- You will need access to a computer, Internet connection, Adobe pdf reader, and Microsoft Word (or equivalent software).

Course Policies* Altered for institutional context

Grading

There are 100 points possible this semester.
Your grade will be determined by the following:

- Job application packet: 12% (GR) (12 points)
- Abstract: 12% (GR) (12 points)
  Instructions critique: 12% (GR) (12 points)
  Graphics assignment: 12%* (12 points total)
- Project proposal: 12%* (12 points total)
- Quizzes: 17.5% (17.5 points total; 1.9 points x 8 quizzes + 2.3 points for Quiz 1)
- Discussion posts: 17.5% (GR) (1.75 points x 10 posts, *including* response posts, which account for half of discussion grades)
- Final class reflection: 5% (GR) (5 points)

(GR) indicates a Gordon Rule assignment
* indicates a group assignment

Grading Scheme and Incompletes Policy

A:94-100% A-:90-93% B+:87-89% B:84-86% B-:80-83% C+:77-79% C:74-76% C- :70-73%
D+:67-69% D:64-66% D-:60-63% F:below 60%
No Incompletes will be given in this course.

For clarity, if you are between grade cutoff percentages at the end of the semester, I will round your final grade up or down. So, if you have a 93.45%, I round that down to 93% for an A-. If you have 93.55%, I round that up to 94% for an A.

Schedule:
Week/Module Activities

Week 1	Read Week 1 module: Introduction to Course, plus syllabus materials. Read the "Academic Grammar and Citations.docx" handout. **Introduce yourself in Discussion Post 1 (class introductions) by Friday, 5:00 pm.** **Take Quiz 1 on the syllabus contents and "AcademicGrammarandCitations" handout by Friday, 11:59 pm.** Drop/Swap and Add Deadlines in myUCF
Week 2	Read Week 2 module: Intro to Technical Communication and Job Applications. Read Chapters 1 (writing at work) and 12 (resumes & job applications). **Take Quiz 2: Chapter 12 by Wednesday, 11:59 pm.** Read the instructions for discussion posts on the Online Course Expectations page before posting. **Post in Discussion Post 2 (intro to TC) by Friday, 11:59 pm. Responses due Sunday at 11:59 pm.** Start working on Assignment 1: Job Application Packet
Week 3	Read Week 3 module: Writing for Audiences. Read Chapter 2 (writing for your readers). **Take Quiz 3: Chapter 2 by Wednesday, 11:59 pm.** **Post in Discussion Post 3 (definitions) by Friday, 11:59 pm.** **Responses due Sunday at 11:59 pm.**

Week 4	Read Week 4 module: Style. Read Chapter 4 (achieving a readable style), plus pp. 195-198 (abstracts). **Post in Discussion Post 4 (citation style) by Friday, 11:59 pm. Responses due Sunday at 11:59 pm.** **Assignment 1: Job application packet due Friday, 11:59 pm.** Start working on Assignment 2: Abstract and look at the example memo header.
Week 5	Read Week 5 module: Correspondence and Troubleshooting Team Writing. Read Chapter 7 (correspondence) and "Wolfe-troubleshooting" handout. **Take Quiz 4: Chapter 7 by Wednesday, 11:59 pm.** **Post in Discussion Post 5 (troubleshooting) by Friday, 11:59 pm. Responses due Sunday at 11:59 pm.**
Week 6	Read Week 6 module: Writing Instructions. Read Chapter 10 (instructions & procedures). **Take Quiz 5: Chapter 10 by Wednesday, 11:59 pm. Assignment 2: Abstract due Friday, 11:59 pm.** Start on Assignment 3: Instructions Critique
Week 7	Read Week 7 module: Ethical Issues. Read "Wolfe-communication styles" handout and "Jones and Wheeler - Universal Design for Documents.pdf" handout. Take Quiz 6: by Wednesday, 11:59 pm. Post in Discussion Post 6 (communication styles) by Friday, 11:59 pm. Responses due Sunday at 11:59 pm.
Week 8	Read Week 8 module: Document Design. Read Chapter 5 (document design). **Take Quiz 6: Chapter 5 by Wednesday, 11:59 pm.** **Assignment 3: Instructions critique due Friday, 11:59 pm.** Start looking at Assignment 4: Graphics and get in contact with your group if you have not done so already.
Week 9	Read Week 9 module: Graphics. Read Chapter 6 (designing illustrations). **Take Quiz 7: Chapter 6 by Wednesday, 11:59 pm.** **Post in Discussion Post 7 (graphics) by Friday, 11:59 pm. Responses due Sunday at 11:59 pm.** You should be working on Assignment 4: Graphics
Week 10	Read Week 10 module: Ethics Read Chapter 3 (ethics). **Post in Discussion Post 8 (ethics) by Friday, 11:59 pm. Responses due Sunday at 11:59 pm.** Last day to withdraw.
Week 11	Read Week 11 module: Proposals and Progress Reports. Read Chapter 9 (proposals & progress reports). **Post in Discussion Post 9 (proposal topics) by Friday, 11:59 pm. Responses due Sunday at 11:59 pm.** **Assignment 4: Graphics due Friday, 11:59 pm.** Start working on Assignment 5: Project Proposal

Week 12	Read Week 12 module: Research Reports. Read Chapter 8 (technical reports). **Take Quiz 9: Chapter 8 by Wednesday, 11:59 pm.** You should be focusing on Assignment 5-Project Proposals with your group this week.
Week 13	Read Week 13 module: Course reflection. **Assignment 5: Project proposal due Friday, 11:59 pm.** Start on the final course reflection.
Week 14	No Classes
Week 15	Read Week 15 module: Presentations. Read Chapter 11 (oral reports). **Post in Discussion Post 10 (presentations) by Friday, 11:59 pm. Responses due Sunday at 11:59 pm.** Last Day to Remove Incomplete and Grade Forgiveness Deadline.
Week 16	Finals week. Your final will be a reflection on your work in the course. **Course reflection is due Monday at 11:59 pm.**