

ENGL 3020A--Technical Writing  
Dr. Mark Smith, West 207  
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Prerequisite: ENGL 1102. This course is an advanced writing course focusing on the elements of effective writing, particularly as they apply to the sciences, industry, and other technology-oriented fields.

Text: Reep, Diana C. *Technical Writing: Principles, Strategies, and Readings*. 7<sup>th</sup> edition.

Note: This is a hybrid class, meaning that much of the coursework will be done over Web CT. Please consult the course calendar for assignments and meeting and due dates. Access Web CT at <http://www.valdosta.edu/vista> .

This course will further the following outcomes:

- Students will use computer and information technology when appropriate. (VSU General Education Outcome 3)
- Students will express themselves clearly, logically, and precisely in writing and in speaking, and they will demonstrate competence in reading. (VSU General Education Outcome 4; Department of English Selected Educational Outcome 2)
- Students will research carefully and systematically, utilizing the appropriate computer technology, and to apply that research to the study of language and literature. (VSU General Education Outcome 3; Department of English Selected Educational Outcome 3)
- Students will be able to demonstrate understanding and analysis of the rhetorical characteristics of professional and workplace writing. (Content Standards for the English Major: Professional Writing Track. Content Standard 1)
- Students will be able to edit effectively for content and format as well as for grammar, spelling, punctuation, usage, and chosen style guide. (Content Standards for the English Major: Professional Writing Track. Content Standard 2)

The above outcomes will be assessed by the following graded assignments:

- Grammar/editing exam (15 percent of final grade)
  - Chapter 5 -- Will address grammar/editing/and syntax issues covered in the first two weeks of class. In addition to the chapter, see class handouts and appendices A and B in your book.
- Letter/memo assignment (10 percent)
  - Chapter 14—Will compose memos and letters, reflecting different rhetorical characteristics and professional contexts.
- Research/documentation quiz (15 percent)
  - Chapter 11 – Will learn to research using internet and library resources and to document a research project via the APA system.
- Short report (10 percent)

- Chapter 12 – Will develop a report outlining a preliminary plan for a large-scale project.
- Long report (15 percent)
  - Chapter 12 – Will develop a report outlining the plan to a greater degree than in the short report.
- Formal report (20 percent)
  - Chapter 13 – Will develop a researched, formal report with graphics. Must include APA citations.
- Oral report (15 percent)
  - Chapter 16 – Will develop and present an oral presentation, summarizing the formal report. Must be supported by a PowerPoint slide show.

### **Some general class policies:**

- All work must be submitted on time. Late work will be penalized 20 points if submitted within one week of the due date. I will not grade work submitted over a week late. An absence does not excuse you from an assignment.
- All assignments will be submitted in a manila folder.
- All preliminary drafts should be submitted with the final draft.
- Always keep a copy of your assignments. If there is some question about whether you actually turned in an assignment, you will strengthen your case by having a copy on your jump drive.
- Please note that this is a hybrid class, meaning that we will not meet in class every day. However, absences will adversely affect your grade. After *six* absences, I can fail you. If you see that you are going to miss several class periods, contact me and I will try to work something out with you; however, even “worked out” problems count as absences. Also, two tardies count as an absence. The university policy regarding absences can be found in the *VSU Undergraduate Bulletin*.
- I do not assign "extra work" to augment your grade. Your grade will come solely from the assignments described below.
- Plagiarism in any form will result in your failing the assignment and possibly being referred to the Dean of Students. See the VSU Policy on Academic Honesty at [www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml](http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml) .
- Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities, 1115 Nevins Hall. Phone # 245-2498.

### **Long-range planning for this course**

Beginning with your research and documentation assignments, you should be planning toward your long report. First of all, you should select a *sector* in which you are interested or have competence. Examples of sectors include banking, retail, hospitality (motels and restaurants), government services, manufacturing, and education. Once you have identified a sector in which

to work and research, locate an issue or problem within that sector that would be appropriate for a long report.

Examples:

- Improving employee retention at a fast-food chain that is experiencing high turnover
- Reducing employee pilferage at a jewelry store that is experiencing high inventory shrinkage
- Developing an online course at a university that has not previously used online learning
- Recruiting qualified employees for an IRS office located in a rural area
- Raising funds for a new fraternity house on a college campus
- Placing auto parts orders through the Internet
- Training bank tellers with a new CD program instead of using classroom instruction