



Technical Writing
ENGL 3323

Instructor: Dr. Beilfuss

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The best way to reach me is e-mail. You are welcome to e-mail me any time with questions. I will normally respond to e-mails within 24 hours during the week, longer on weekend and holidays. A long or involved question is usually better discussed in person. Please include your name (signature line) in the e-mail and let me know which section you are in. Be courteous and polite. Please also include a brief subject line. Major papers should not be sent via e-mail.

REQUIRED TEXTS:

- Johnson-Sheehan, Richard. *Technical Communication Strategies for Today*. **Third Edition**. New York: Longman **2018**. (You **MUST** use this edition). We'll be using an e-book this semester. You should have received an e-mail from the university book store with instructions how to create an account with Pearson (Revel). After you set up your account, you can access the textbook through the link on Brightspace.
- Course Packet (Available on Brightspace)
- Cloud-based storage (Drop Box, One Drive, Google Docs, etc)

COURSE PACKET:

The Course Packet (CP) establishes the course objectives. It also describes the major assignments you will complete in this course. You need to read the CP carefully before submitting any project. I may, however, narrow the scope of these projects, combine some components, and omit some smaller documents. For this reason, I may provide additional grading criteria and an assignment sheet for each project. While the Course Packet explains the policies, objectives, and assignments for Technical Writing, this syllabus and any assignment sheets I distribute take precedence over the Course Packet.

COURSE DESCRIPTION & OBJECTIVES:

The overall goal of the course is to prepare you for the kinds of writing tasks you will face in the workplace. More specifically, the course aims to help you:

- Produce clear, effective documents
- Use graphics and organize information
- Understand your audience, context, and communicative purpose in any writing task
- Work effectively in groups
- Understand and practice triangulation in research
- Write and research ethically
- Master the proper style and formatting in creating:
 - Memos
 - Résumés
 - Application letters
 - Technical instructions
 - Proposals
 - Analytical reports

ASSIGNMENTS AND GRADES:

Your grade will be based on the quality of your work on the assignments listed in the CP, as well as on your class participation (see below). You must submit copies of all major assignments in order to receive a passing grade in this course. Your final grade will be based on assignments totaling 1000 points. You will receive points on each major assignment and points on some smaller assignments. All assignments must be turned in electronically the day they are due.

Your final grades will be based on the standard point scale: 900-1000 = A; 800-899 = B; 700-799 = C; 600-699 = D; 0-599 = F. A description of the requirements for each letter grade appears on p. 11 of the CP. Additional criteria will also be provided before each major project.

	Possible Points	Percent
Job Packet	100	10%
Technical Instructions	200	20%
Internal Proposal*	100	10%
External Analytical Report*	250	25%
Creative/Electronic Media Project*	50	5%
Final Exam	50	5%
Daily Activities/Reading Notes	250	25%
Total	1000	100%

*Collaborative Project

ASSIGNMENTS & ATTENDANCE POLICY

See the CP for the English 3323 attendance policy.

Since we will begin and complete many assignments in class, it is imperative that you come to class every day. In-class activities **cannot** be made up. It is not my responsibility to go over what you missed. You should get any notes or information missed from a peer who was present.

As this is an upper-division course, you are expected to be in class on time and be prepared for the readings and assignments for each day. You are allowed a specific number of absences for unavoidable circumstances that may occur including all emergencies and illnesses (think of them as the “sick days” you might receive at your job). No documentation is necessary or will be accepted for these “permitted” allowances—you don’t even have to call in sick, or make up some excuse. If you use these “permitted” absences unwisely and then experience a real emergency later in the semester, you will have no recourse other than to lose points.

Absences beyond the limit are considered excessive and result in grade reductions. **No absences are considered excused, including absences due to illnesses, doctor's appointments, and emergencies. Absences may not be made up.** Reductions will be taken on a percentage basis from the total grade possible in the course. Students are expected to arrive in class on time in order to be counted present.

You are allowed 4 absences without automatic grade reduction (It is highly inadvisable to miss class 4 times. Even without the automatic grade reduction, your grades will suffer from such excessive absences.) For 5 absences your final grade will be reduced 75 points, 6 absences = a final grade reduction of 150 points, 7 absences = failure of the course. **There is no recourse for missing 8 or more classes.**

If you come to class after I have taken attendance, you are considered late. Three late arrivals will count as one absence. If you are late for class, you must notify me at the end of class that you were present so I that I can mark it in my records (otherwise you will be counted as absent).

If you are aware that you will be absent on a date an assignment is due, you are responsible for turning it in before, or by, the due date, either electronically or in hard copy (if required).

Daily Activities and Notes: Daily work includes participation in class discussion, assigned readings, worksheets, planning memos for major assignments, and other small activities designed by the instructor to facilitate learning. These assignments will be worth 120 of the 250 available points. IF you are not in class, you may not make-up these assignments.

The remaining 130 points will come from the notes you take when reading the assigned chapters from the textbook. For each chapter assigned on the course schedule, you will be required to submit the notes you took while reading that chapter. In your notes, you should—in whatever way best suits you; through a series of color-coded labels, definitions, graphics/drawings, charts, bulleted lists, etc—create a study guide that highlights the most important information from the chapter. Copies of your notes should be uploaded to D2L/Brightspace prior to the class period each specific chapter is scheduled to be discussed. Notes that seem hastily written and do not adequately highlight the important information from each chapter will receive reduced points. You should aim to submit 1½ -2 pages of handwritten notes per chapter.

Please be aware that notes cannot be handed in late. They must be uploaded before the beginning of class on the noted day (see course schedule for more details).

If you foresee that this attendance policy cannot meet your needs in this semester, it is advisable that you drop this course.

LATE WORK

Your grade for major projects will be reduced by 10% for each day (24-hour period) it is submitted late. Submit all late papers electronically (on D2L) to avoid extra penalties accruing, and **bring a hard copy** to class at the next meeting. A grade cannot be given without the print copy. Minor assignments (homework, in-class writing, etc.) may NOT be submitted late and will result in a zero.

LIBRARY

The librarians have set up a special web page exclusively for Technical Writing. It is tailored for students in this class and has resources relevant to every major assignment in this course. Be sure to spend some time on the website: <http://info.library.okstate.edu/engl-3323>.

ACADEMIC INTEGRITY:

Academic dishonesty is a serious offense. You are responsible for becoming familiar with University policy regarding academic integrity (Policy #2-0822). If a student is found to have violated the University policy regarding academic dishonesty, he or she will receive a “zero” for the assignment and/or for the course. The student may also be expelled from program or the University. For further information about plagiarism and OSU Policy 2-0822 on Academic Misconduct and Dishonesty, see the syllabus attachment or visit the following URL: <http://academicintegrity.okstate.edu/>.

DISABILITIES:

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his or her disability and to request accommodations. If a student thinks that s/he has a qualified disability and needs special accommodations, s/he should notify the instructor and request verification of eligibility for accommodations from the office of Student Disability Services, 315, Student Union. Students should advise the instructor of such disability as soon as possible and contact Student Disability Services to ensure timely implementation of appropriate accommodations. Faculty have an obligation to provide reasonable accommodations when they receive official notice of a disability but are under no obligation to provide retroactive accommodations.

SCHEDULE:

NOTE: This schedule is subject to change. "Chapter" = Johnson Sheehan; "CP" = Course packet. Please note the Course packet pages refer to the printed page number on the bottom of the page, NOT the PDF page number.

Week	Day	Topics	Reading Assignment	Assignments Due
Week 1		Class introduction: Syllabus overview, icebreakers	Syllabus	
		Communicating in the workplace Introduction to Rhetoric	CP 1-16; Chapter 1	Reading Notes 1: Syllabus, CP, and Chapter 1
Week 2		Readers and Contexts Job Packet: Assignment overview	Chapter 2 CP 17-19	Reading Notes 2: Chapter 2
		E-mails, Letters, and Memos	Chapter 6	Reading Notes 3: Chapter
Week 3		Labor Day - No Classes		
		Job Packet: Job notices, resumes	Chapter 5	Reading Notes 4: CP & Chapter 5 Find Job Notice Group Memo Revision
Week 4		Job Packet: Resumes, letters		Job Packet Planning Tool
		Job Packet: Document design (27 Impeccably Designed Resumes), grading rubrics	Chapter 13	Reading Notes 5: Chapter 13 Sample Job Documents Analysis
Week 5		Job Packet: Peer Review		Job Packet Draft
		Technical Instructions Overview Introductions, body sections, and conclusions	CP 20-26, Chapter 7	Job Packet Due (Submit resume and letter as one file) Reading Notes 6: CP & Chapter 7

Week 6		Technical Instructions: Analyzing sample instructions		Technical Instructions Topic Proposal Practice Instructions
		Technical Instructions: Graphics	Chapter 14	Sample instructions analysis Reading Notes 7: Chapter 14
Week 7		Technical Instructions: Grading rubrics, reducing document size Collaborative Project Overview	CP 27-35	Proposed Groups for Collaborative Project
		Technical Instructions: Peer review		Technical Instruction Draft Proposal and Report Planning Tool
Week 8		Collaborative Project: Working in Teams, evaluating topics, managing group work	Chapter 3	Technical Instructions Due Reading Notes 8: Chapter 3
		Internal Proposal: Assignment Overview	Chapter 9 CP: 31-33	Reading Notes 9: Chapter 9
Week 9		Internal Proposal: Research	Chapter 12	Evaluating Topics Reading Notes 10: Chapter 12
		Ethics	Chapter 4	Reading Notes 11: Chapter 4
Week 10		Internal Proposal: Grading rubrics		JumperCom Assignments IP Group Evaluations
		Library Session: Meet in Library Room 206		Research Questions
Week 11		Internal Proposal: Peer review		Internal Proposal Draft Peer Review
		External Analytical Report (EAR): Assignment overview, introductions, methodology sections	Chapter 11; CP 34-35	Internal Proposal (IP) Reading Notes 12: Chapter 11 & CP
Week 12		External Analytical Report: Results section		Draft of Introduction & Methods section
		External Analytical Report: Discussion section		EAR Group Evaluations
Week 13		External Report: Conclusions and recommendations sections		Introduction & Methods Revision + Results Draft
		Creative Project: Assignment Overview	Chapter 15 & CP 38	Reading Notes 13: Chapter 15 & CP

Week 14		External Report: Grading Rubric Group Meetings		EAR Group Evaluations
	Thanksgiving Break - No Classes			
Week 15		Group Meetings Course Evaluations		
		External Report Peer Review	CP 34-35	External Report Draft Peer Review
Week 16		Presentations (Creative Project)	CP 38	External Report Final Creative Project
		Presentations (Creative Project)	CP 36-37	Project Evaluation Memo
Finals		Final Exam: 2:30 Class (61229) - 12/10 2:00 - 3:50 4:00 Class (61232) - 12/10 6:00 - 7:50	CP 39	Final Exam memo