



DAVIS UNIVERSITY

COURSE SYLLABUS
COM141: TECHNICAL WRITING
SUMMER QUARTER 2024

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COURSE SYLLABUS FOR: COM141 TECHNICAL WRITING

CREDIT HOURS: 4 CREDIT

INSTRUCTOR:

INSTRUCTOR EMAIL:

INSTRUCTOR OFFICE HOURS:

COURSE DESCRIPTION: This course focuses on the forms, formats, and genres of technical writing. Students are given opportunities to practice creating proposals, reports, applications, memos, resumes, emails articles or technical essays and oral presentations.

TEXT: *Practical Strategies for Technical Communication*, Mike Markel, 2nd Edition, ISBN: 9781319147167.

LATE WORK POLICY: All students are expected to submit homework assignments on time. No late homework will be accepted and the student will receive a "0" (zero) for the homework assignment. Should the student refuse to complete the assigned work for the class, it could result in the student failing the class. All work assigned is expected to be completed on the date assigned. The instructor reserves the right to alter the schedule as necessary.

PLAGIARISM AND COPYRIGHT INFRINGEMENT POLICY: Work that is found to be plagiarized receives a grade of zero and often causes a student to fail a class. Documentation of plagiarism is added to the student's academic file as a violation of accepted student conduct

and is subject to disciplinary action. Plagiarism is the use of another person's exact words, or their ideas written in the student's words without giving the original author credit.

Plagiarism can result from any of the following:

- Quote material directly without using quotation marks.
- Paraphrase the original so that many of the phrases are the same as the original. A good rule is no more than 3 or 4 words in a row should be the same as the original.
- Copy the original sentence pattern, substitution synonyms for key words.
- Neglect to indicate the source of the original material.

ASSESSMENTS:

Content

Quizzes	30%
Writing Assignments	45%
Final presentation	25%
Total	100%

COURSE GRADE: A = 93%-100%

B = 85%-92%

C = 77%-84%

D = 70%-76%

F = below 70%

TENTATIVE CLASS SCHEDULE:

(Subject to change)

Week: Date	Content Covered	Assignments & Assessment Due
Week 1:	Introduction to class and syllabus Understanding ethical and legal obligations Analyzing Audience and Purpose	Assignment 1- Friday
Week 2:	Letters Memos Emails and Microblogs	Assignment 2- Friday
Week 3:	Professional brand, searching for positions Résumés Application letters, Follow up letters and emails	Assignment 3- Friday
Week 4:	Field reports Progress and status reports Meeting minutes	Assignment 4- Friday
Week 5:	Organizing and developing the presentation Preparing graphics	Presentation- Friday