COURSE SYLLABUS
COM141: TECHNICAL WRITING

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CREDIT HOURS: 5 CREDITS

INSTRUCTOR:

INSTRUCTOR EMAIL:

INSTRUCTOR OFFICE HOURS: By appointment

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, technical essays, and oral presentations.

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

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	18%
Mini assessments	12%
Writing Assignments	45%
Final presentation	25%
Total	100%

COURSE GRADE:

A+ = 97%–100%	C+ = 77%–79%
A = 93%-96%	C = 73%–76%
A− = 90%–92%	C− = 70%–72%
B+ = 87%–89%	D+ = 67%–69%
B = 83%–86%	D = 63%–66%
B− = 80%–82%	D− = 60%–62%
	F = Below 60%

TENTATIVE COURSE OUTLINE:

(Subject to change)

Module/Units	Content Covered	Assignments & Assessment
Module 1	Working in the Technical-Communication Environment (1) 1. Introduction to the course 2. Introduction to technical communication: challenges and skills 3. Communication and process 4. Ethics and obligations 5. Ethics and plagiarism	Mini-assessment 1

Module 2	Working in the Technical-Communication Environment (2) 6. Ethics in social media and culture 7. Writing collaboratively: projects and meetings 8. Writing collaboratively: social media 9. Gender and culture in collaboration 10. Summary and wrap-up	Quiz 1
Module 3	Planning and Drafting (1) 1. Audience and purpose 2. Communicating across cultures 3. Applying techniques 4. Research and process 5. Research methods	Mini-assessment 2
Module 4	Planning and Drafting (2) 6. Conducting secondary research 7. Conducting primary research 8. Questionnaires 9. MLA, APA, and IEEE formats 10. Summary and comparisons	Quiz 2
Module 5	Writing Longer Works (1) 1. Presenting yourself effectively 2. Outlines 3. Writing clear and informative paragraphs 4. Paragraph structure and cohesion 5. Writing grammatically correct sentences	Mini-assessment 3
Module 6	Writing Longer Works (2) 6. Structuring effective sentences 7. Register, clarity, and precision 8. The use of language 9. Reverse outlining and reading other texts 10. Summary and comparisons	Writing Assignment 1

Module 7	Designing and Writing (1) 1. Designing print documents 2. Designing online documents 3. Designing for audience 4. Creating graphics 5. Choosing graphics	Mini-assessment 4
Module 8	Designing and Writing (2) 6. Correspondence and process 7. Writing letters 8. Writing memos, emails, and microblogs 9. Writing and audience 10. Summary and comparisons	Writing Assignment 2
Module 9	Writing for Applications, Proposals, and Reports (1) 1. Brand and résumés 2. Résumés and communication 3. Logistics and persuasion 4. The structure of the proposal 5. Writing reports	Mini-assessment 5
Module 10	Writing for Applications, Proposals, and Reports (2) 6. Types of reports 7. Understanding recommendation reports 8. Writing recommendation reports 9. Sample reports and checklist 10. Summary and comparisons	Writing Assignment 3
Module 11	Definitions, Descriptions, Instructions, and Presentations (1) 1. Writing definitions 2. Writing descriptions 3. Writing instructions 4. Presentations and process 5. Organizing and developing the presentation	Mini-assessment 6

Module 12	<u>Definitions, Descriptions, Instructions, and Presentations (2)</u> 6. Graphics in presentations 7. Presentations and language 8. Delivery and Q&A 9. Review of written and oral communication 10. Course summary	Final Presentation