

**English 338: Technical Writing**  
**Fall 2015**

**Dr. Dawn M. Armfield**

**dmarmfield@frostburg.edu (I do not answer the phone, so please use my email to contact me)**

**301A Dunkle Hall**

**Office Hours: MWF 11am - 12pm, by appointment**

**Catalog Description**

Principles and practice of writing related to science, industry, and government. Effective style, organization, and mechanics of writing reports. Every semester. *Prerequisites: C or better in ENGL 101 or 111; at least 42 credits or permission of chair. Core skill 2*

**Course Outcomes**

Students will

- develop critical thinking skills. (NCTE 2.4)
- conduct and incorporate research. (NCTE 3.6)
- develop a keen sense of audience. (NCTE 2.5)
- generate various documents: letters, memos, instructions, reports. (NCTE 3.2, 3.4)
- use technology effectively. (NCTE 3.6)
- prepare effective oral presentations. (NCTE 3.2)
- hone grammatical and stylistic skills. (NCTE 3.1)
- collaborate with other professionals. (NCTE 2.3)

**Course Readings**

There is no official book in this course. However assigned readings will be posted in Blackboard for certain lessons. Please make sure to log in to Blackboard several times a week to review your progress and to keep up with readings and assignments. Check announcements and email to stay on top of changes.

**Assignments**

- Assignments must be typed and are due on the assigned date; **late papers will be penalized for each late day**. For instance, 1 day late, the highest grade you can get is a B, 2 days = C, and so on. **Assignments more than 5 days overdue will not be accepted.**
- **SNOW DAYS:** If an assignment is due on a snow day, it still must be turned in by that deadline. Since all of our coursework is online, the deadlines for assignments will stand.
- I will not repeat announcements or daily writing exercise instructions for students who are tardy. You may not make up in-class assignments.
- All notes and handouts are posted in Blackboard.
- Class participation is important. I expect you to participate in discussion, and work cooperatively with others.
- I am happy to make appointments and go over drafts. As a matter of fact, I recommend that you contact me to go over your drafts. However, **I will not review drafts later than 24 hours before the due date.**

**Grades**

The breakdown of grades is as follows:

<b>Assignment</b>	<b>Points</b>
E-mail	5
Proposal (in memo format)	10
White Paper	10
Usability Report (in	

memo format)	10
Instructions (in video format) & Memo	15
Analytical Report	20
Remix	10
Drafts	10
Discussions	10
Total	100

Criteria for CS (Continued Study) grade: Those students who are enrolled in ENGL 338 in order to satisfy the Basic University Requirements (GEP) are eligible to receive a CS grade at the end of the semester. However, in order to receive this grade, students must not miss, except in unusual medical circumstances (documented through the office of Student and Educational Services) more than two weeks' worth of class, must complete and submit all required assignments on time, and must show evidence of preparedness during the entire semester. The CS grade is not a substitute for a D or an F.

### **Academic Integrity**

"Academic dishonesty is defined to include any form of cheating and/or plagiarism. Cheating includes, but is not limited to, such acts as stealing or altering testing instruments, falsifying the identity of persons for any academic purpose; offering, giving, or receiving unauthorized assistance on an examination, quiz or other written or oral material in a course; or falsifying information on any type of academic record. Plagiarism is the presentation of written or oral material in a manner which conceals the true source of documentary material; or the presentation of material which uses hypotheses, conclusions, evidence, data, or the like, in a way that the student appears to have done the work which he/she did not, in fact, do" (Pathfinder).

You may use MLA, APA, HRS, or IEEE style guides, although instruction on them will not be provided in class. If you have any questions about how or when to cite sources in your assignments, please contact me or consult with a tutor in the FSU Tutoring Center.

**NOTE: Students found guilty of plagiarism on any assignment may receive an F for the course and face university disciplinary action. Any material suspected of plagiarism will be turned over to the Student Educational Services office for adjudication.**

### **PROGRAM ASSESSMENT REQUIREMENT FOR ENGLISH MAJORS**

A major goal of the English Department Assessment Program is to enable the faculty to assess the effectiveness of the English major and its requirements. By adhering to the following guidelines, you will help us to make improvements when they are needed. To maintain your portfolio, which will be used in the English Capstone course, you keep both a hard copy, which has been graded, and electronic copies of all your English papers. Since your writing portfolio will provide a major focus for your work in ENGL 489, English Capstone, be diligent in your efforts each semester to identify and collect your best writing. This collection will also provide you with a body of work to support future applications for jobs and graduate school admission.

### **The Tutoring Center**

Students who need tutoring in writing for any course receive assistance from peer tutors on an appointment basis. Peers tutors help students generate, organize, and develop ideas for assigned papers. Tutors also explain punctuation and grammar errors, as well as teach students how to proofread, document secondary sources, and address a host of other writing-related issues. However, writing tutors do not edit or proofread students' papers. The goal is to provide quality assistance, tools, and resources to help students become confident, independent writers. For more information, hours, and contact, please visit <http://www.frostburg.edu/clife/tutor>.

### **DISABILITIES ACCOMMODATION**

Frostburg State University is committed to providing accommodation for students with disabilities. If you

have a disability, please bring me the appropriate documentation from Disability Support Services (voice/TTY 301/687-4483) so that we may make arrangements.

### **Mandatory Reporting of Abuse:**

Please be advised that due to the legal obligations of your professor if you disclose information about past or present abuse or sexual assault this may not be able to remain completely confidential. According to the law in Maryland, educators are required to report past and present child abuse and neglect even when the victim is an adult and even when the alleged abuser is deceased. If you disclose past abuse/neglect in class, in papers, or to me personally, I am required by law to report it. Please keep this in mind when choosing what you do or do not wish to share with me as such topics may come up within the context of this course. Also be advised that some acts of sexual violence or harassment related to the campus community may need to be reported to the campus Title IX Coordinator, and you should keep this in mind when choosing what you wish to reveal to myself and your classmates. Students seeking confidential support following a sexual assault are encouraged to utilize resources such as the FSU Counseling Center (301-687-4234) or the off-campus Family Crisis Resource Center (24-hour helpline: 301-759-9244).

### **Schedule**

**The schedule is a living document and may be subject to change due to weather, illness, etc. The most up-to-date schedule will be posted in Blackboard.**

Assignments due by 11:55pm date indicated

<b>Module</b>	<b>Assignments Due (11:59pm on date indicated)</b>
<b>Module 1: Introduction to Technical communication</b>	September 4: Assignment: E-mail
	September 4: Discussion: What is Technical Communication?
<b>Module 2: Rhetoric, Communication, and Proposals</b>	September 9: Discussion: Rhetoric
	September 14: Discussion: Proposal (in memo format) draft
	September 18: Assignment: Proposal (in memo format)
<b>Module 3: Visual Rhetoric and White Papers</b>	September 30: Discussion: Visual Rhetoric
	October 2: Discussion: White Paper draft
	October 9: Assignment: White Paper
<b>Module 4: Collaboration, Usability, and Instructions</b>	October 16: Discussion: Usability Testing
	October 21: Discussion: Instructional video draft
	October 23: Assignment: Usability Test (in memo format)
	October 30: Assignment: Instructional video & Memo
	November 13: Discussion:

<b>Module 5: Research and Analytical Report</b>	Analytical Report draft
	November 20: Assignment: Analytical Report
<b>Module 6: Remixing for a New Audience</b>	December 2: Discussion: What is remix and how will you do it?
	December 4: Discussion: Remix draft
	December 11: Assignment: Remix (no late assignments accepted -- this is, essentially, your final exam)

**No Final Exam**