

ENGL 2100: Technical Writing

ENGL 2100-01 | FA22

MW 1:30-2:45 | HAZY 149

CRN 40385 | 3 G.E. credits

pre-req: ENGL 1010/D/A

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Office hours: MW 11-1, or by appt.

REQUIRED MATERIALS & SKILLS

Open Education Resources

- all required materials for this course are open access; all links are available in Canvas

Prerequisite Technology Skills

- basic typing proficiency
- using email, web browsers, and Canvas functions
- collaborating with others across digital platforms
- effectively searching for and evaluating the reliability of information on the internet

MISSION STATEMENTS

English Department Mission Statement

The English Department at Dixie State College of Utah strives to instill in students an appreciation for the centrality of language and literature in human culture, particularly their function in social, historical, and political contexts. Students who major in English master skills in analyzing and evaluating texts and other media, as well as learning how to produce focused critical essays.

Professional and Technical Writing Emphasis Mission Statement

The Professional and Technical Writing program at Dixie State prepares students for careers in technical, scientific, medical, legal, and business writing environments. Course introduce students to the procedures and practices that professional writers and editors use regularly, including grant writing, freelance writing, interactive media development, magazine production, technical editing, and document design. To further enhance their understanding of language and verbal communication, students in our program investigate areas such as composition theory, visual rhetoric, and the history of rhetoric.

Program Learning Outcomes for Professional and Technical Writing Emphasis (PLOs)

1. Critical Strategies
2. Cultural and Ideological Awareness
3. Collaborative Learning
4. Research and Information Literacy
5. Professional Development

Full Program Outcomes can be found at: <http://www.dixie.edu/english/.php>

COURSE DESCRIPTION AND OBJECTIVES

Course Description

Required for English majors pursuing an emphasis in Professional & Technical Writing, and open to students in science and technical disciplines who would like to increase their proficiency in writing. Provides students with opportunities to develop skills useful in professional, workplace settings. The course introduces students to technical formats, brevity and clarity strategies, and visual elements such as headings, lists and graphics.

Course Learning Outcomes (CLOs)

ENGL 2100 Course Learning Outcomes (CLOs)

CLO	Course Assignments & Assessments	PLO
<i>After successful completion of this course, students will be able to:</i>		
1. Identify and critique structural and design elements in technical documentation.	• Weekly readings and discussions; Peer reviews	2, 4, 5
2. Apply knowledge of technical writing, structure, and design to compose effective documents.	• Writing and designing various technical documents	1, 2, 5
3. Combine and examine researched information in electronic and printed format.	• Evidence-based report	1, 2, 3, 4, 5

Course Goals

By the end of English 2100, students will have significantly improved their ability to

1. write and design various types of technical documents
2. utilize a writing process in planning and developing technical documents
3. incorporate visual elements in designing their documents
4. write clear, active and direct sentences and paragraphs, with few errors
5. collaborate in writing a technical document
6. focus and develop their own thoughts for extended documents
7. be more aware of and sensitive to professional audiences
8. be more aware of and sensitive to international audiences
9. recognize ethical considerations in technical communication
10. synthesize research with their own ideas and writing
11. document research in reports and proposals
12. utilize the computer and the Internet to improve their writing

Methods of Assessment

The following assessment methods are applicable in this course (for specific point equivalents, see grading section below):

Formative Assessment Methods

- Reading PrepChecks: Students will demonstrate knowledge gained for various topics.
- Discussions and Reflections: Students will engage in group discussions and personal reflections to consider the complexities of various topics.

- Assignments: Students will analyze, write, and design various technical documents throughout the semester to demonstrate the specific learning outcomes.

Summative Assessment Methods

- Final Exam: At the end of the semester, students will take a final exam to assess their ability to synthesize concepts and course material and reflect on personal growth.

Final Grade Breakdown

Assignments	620
Discussions and Peer Reviews	130
Quizzes and Exams	100
Total	850

Grade Scale

A = 94.0% & above	C = 74.0 - 76.9
A- = 90.0 - 93.9	C- = 70.0 - 73.9
B+ = 87.0 - 89.9	D+ = 67.0 - 69.9
B = 84.0 - 86.9	D = 64.0 - 66.9
B- = 80.0 - 83.9	D- = 60.0 - 63.9
C+ = 77.0 - 79.9	F = 59.9% & below

INSTITUTIONAL & CLASS POLICIES

Class Modality

All class sessions will be taught online and asynchronously only.

Attendance and Participation Policy

- You are allowed 4 absences without penalty. Fifth and sixth absences each incur a half-letter grade penalty. Students who miss seven or more times cannot pass the class.
- Your success in this course depends on frequent participation, especially during modules that require peer collaboration. The professor has the right to reduce your grade for infrequent log-ins or communications, especially when it hinders timely progress on collaborative projects.
- If you stop attending class, you must officially withdraw from the course. According to DSU policy, the instructor is not permitted to drop any student who has attended at least once. **The deadline to withdraw from the course for Fall 2022 is September 9.**

Late/Missing Work Policy

All assignments must be turned in through Canvas by due date/time to earn full credit. Work that is 1 minute to 24 hours late will be docked 20%. Work that is 24-48 hours late will be docked 40%, and so on.

Assignment Completion Policy

Students must complete all major assignments in English 2100 to be eligible for a passing grade. Refer to the schedule attached for all due dates.

Academic Integrity Policy

In this class, if you plagiarize any portion of any assignment, you will not earn any points for that assignment, and you must meet with the instructor before you begin work on the next assignment. The instructor maintains the right to fail you in the course for any single instance of plagiarism. If you plagiarize twice, you will absolutely fail the course.

The Dixie State University Policies and Procedures academic integrity policy is written (in part) as follows:

34.1 Cheating: Academic dishonesty in any form will not be tolerated at Dixie State University, including but not limited to plagiarism on written assignments, submitting other person's work as one's own, and cheating on exams or quizzes. Teachers at Dixie State University may discipline students proven guilty of academic dishonesty by:

34.1.1 Giving a failing grade on the specific assignment where dishonesty occurred,

34.1.2 Failing the student in the entire course,

34.1.3 Immediately dismissing and removing the student from the course, and/or

34.1.4 Referring the student to Student Affairs, a committee which may reprimand, place on probation, suspend, and/or expel the student.

34.3 Student Appeals: Students who believe themselves wrongfully disciplined may appeal those disciplinary actions through the standard grievance procedure. (Policy 5-35)

Ethics Policy

Ethics goes beyond academic integrity. Write and behave ethically in all ways, including engaging fairly in our classroom community, with deliberate intent to represent yourself honestly. Be professional and civil. Engage in lively debate that allows others to represent their opinions without fear of personal attacks. Respect the instructor, the other students, yourself, and the academic environment of our classroom. Celebrate diversity of race, ethnicity, religion, politics, gender, sexual orientation, experience, and age. Finally, recognize and seize opportunities to think critically and be an engaged, productive student-citizen.

Civil Behavior Policy

Instructors at Dixie State University have the right to manage their classroom environment to ensure a good learning climate. Toward this end, instructors (and college security) may dismiss or remove disruptive students from class. If a safe learning environment is compromised, the instructor has the right to dismiss class. Disruptive or uncivil behavior may result in failing the course.

Academic Calendar & Important Dates

See [Academic Calendar](#) and [Final Exam Schedule](#) for important dates regarding tuition, registration, holidays, and the semester academic schedule.

Important Links

[Writing Center](#)

[Academic Performance Center](#)

[Booth Wellness Center](#)

[Disability Resource Center](#)

[IT Help Desk](#)

[Library](#)

[Testing Center](#)

[Title IX and Equity Compliance](#)

Disability Statement

DSU strives to make learning materials and experiences accessible for all students so If you are a student with a medical, psychological, or learning disability or anticipate physical or academic barriers based on disability, you are welcome to let me know so we can discuss options. Students with documented

disabilities are required to contact the Disability Resource Center located in the North Plaza Building, next to the Testing Center (435-652-7516) to explore eligibility process and reasonable accommodations related to disability.

Title IX Statement

Dixie State University affirms its commitment to the promotion of fairness and equity in all aspects of the educational institution. Harassment and discrimination – including sex/gender discrimination, gender identity, gender expression, sexual harassment, sexual misconduct, gender-based violence, dating violence, domestic violence, stalking, pregnancy or parental , family or marital status and or retaliation –not only disrupts our commitment to maintaining an environment in which every member of the University community is treated with respect and dignity, but may also violate University policy and federal, state, and/or local law.

Should you or someone you know experience behavior that is coercive, discriminatory, harassing, and or sexually violent in nature, or if you or someone you know has questions about their rights and options regarding such behavior, you are encouraged to contact:

- Hazel Sainsbury, Dir. Of Equity Compliance, Title IX Coordinator: 435.652.7747 (ext. 7747)
hazel.sainsbury@dixie.edu ; titleix@dixie.edu

Incidents may also be reported directly to law enforcement, either separately or in conjunction with any report made to the University's Title IX Coordinator, and the University will aid in making contact if requested.

- Dixie State University Police: 435.275.4300 or by calling 9-1-1.

Maintaining a safe and inclusive University community is a shared responsibility. For more information on how Title IX protections can benefit you and help us keep a productive campus environment, visit titleix.dixie.edu to learn more.

Utah Tech Email Disclaimer

You are required to frequently check your Utah Tech email account as important class and university information will be sent to this account, including bills, financial aid/scholarship notices, notices of canceled classes, reminders of important dates and deadlines, course information, and other information critical to your success at UT. To access your Utah Tech email account, visit mail.utahtech.edu. Your email account username is Digital-ID@utahtech.edu (e.g. D12345678@utahtech.edu). If you don't know or have forgotten your Digital-ID or password, please visit changepassword.utahtech.edu.

COURSE ASSIGNMENTS & EXPECTATIONS

Quizzes, Discussions, and Summaries & Reflections

You are required to show evidence that you understand the basic concepts and conventions of technical communication by regularly submitting quizzes, joining discussions, responding to prompts, and writing summaries and reflections of assigned readings.

Assignments

I will give you detailed instructions and a rubric for each assignment. Before submitting, make sure your work meets the assignment expectation. Use the rubrics to evaluate your own effort to meet each criterion. You may message me or make an appointment to visit with me about your work at any time.

Client Project

You will work in pairs or groups of three for the major client project. The collaborative work comprises a large portion of the grade in this class, so it is important that you plan these projects early, collaborate often, and revise, revise, revise. We will work with [iFixit](#) to solve a communication problem. The client project will give you an opportunity to think and work beyond the classroom.

SCHEDULE FALL 2022

*This schedule is subject to change, with fair notice, according to class or instructor needs.

Week	Dates	In-class Discussion/Activity	Due This Week
1	M 8-22	course intro; view feedback; TC basics	RP1: Intro to Technical Communication
	W 8-24	TC tracker jamboard; 7 C's	
2	M 8-29	ethics in tech comm; introduce Expediency memo	RP2: Ethics in Technical Communication; case study; Expediency
	W 8-31	collab studio: case study	
3	M 9-5	Labor Day	RP3: Professional Style Grammar Quiz
	W 9-7	resumes and cover letters	
4	M 9-12	writing studio: draft/refine job docs	RP4: Job Docs
	W 9-14	collab studio: job docs peer review	
5	M 9-19	document design	RP5: Document Design; Report Sample
	W 9-21	writing studio: report format	
6	M 9-26	iFixit Getting Started; assign teams and projects	RP6: Proposals
	W 9-28	collab studio: research project	
7	M 10-3	Milestone 1	Getting Started Completed
	W 10-5	collab studio: troubleshooting	
8	M 10-10	Milestone 2	Milestone 1 completed
	W 10-12	collab studio:	

9	M 10-17	no class; Canvas assignment	RP7: Instructions
	W 10-19		
10	M 10-24	Milestone 3	Milestone 2 Completed
	W 10-26		
11	M 10-31	PR	RP8: Progress Reports
	W 11-2		
12	M 11-7	Milestone 4	Milestone 3 Completed
	W 11-9		
13	M 11-14	Usability, UX, UI	RP9: Usability
	W 11-16	collab studio: peer review	
14	M 11-21	watch Death by PowerPoint; collab with team as needed	
	W 11-23	Thanksgiving Break	
15	M 11-28	collab studio: final touches and prep presentation	Milestone 4 Completed
	W 11-30	prep presentation	
16	M 12-5	collab studio: final touches and prep presentation	
	W 12-7	show video presentations with Q&A	
17	M 12-12	final exam 1:00 – 2:50 p.m.	