

Technical and Professional Writing 3 Credits [W]

Engl 402-14 and Engl 402-15, Spring 2018

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The Students of English 402, Sections 14 and 15, Spring 2018
Washington State University
P. O. Box 645020
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Dear English 402 Students,

Welcome to technical and professional writing, spring semester. You have been asked to take this class because you are ready for the next stage of your writing careers: preparation for the kinds of writing you will engage with in your many roles in the workplace. Some of the concepts in this course will be familiar, such as genre-based writing (letters, memos, and so on), while others will be new or different than you are used to, such as the role audience plays in every type of writing we read or compose. Our goal is to give you practice with and experience in communicating as professionals to other professionals.

In this syllabus you will find a description of the course, a breakdown of the graded assignments and projects, and course policies. Your first assignment is to read this document and familiarize yourself with the expectations for the course. Be sure to ask questions about anything you do not understand or are uncertain about.

Class Times: 402-14 1:10-2 p.m. and 402-15 2:10-3 p.m., Mon/Wed/Fri

Class Locations: 402-14 MURR 307, and 402-15 COLL 125

Instructor: Elijah Coleman

Office: Avery Hall 217

Phone: (509) 335-5390

E-mail: coleelij@wsu.edu (primary contact)

Office Hours: 11 a.m. to 1 p.m. Mon and Wed, and by arrangement.

Required Text: Markel. *Practical Strategies for Technical Communication*. Boston and New York: Bedford/St. Martin's, 2015. WSU Special Edition.

The special edition is available through the Bookie and is much cheaper than the full edition.

Additional Requirements:

Computers and the AML Lab: All assignments must be word processed. Registration for this course includes access to the Avery Microcomputer Lab (AML). An introduction to the AML will be provided, and the course will meet there often. No specific level of computer knowledge is required, but familiarity with basic personal computing will be assumed.

The course site (includes links to assignments and the schedule):

http://public.wsu.edu/~coleelij/402/402_main.html

Catalog Description:

Research writing: defining, proposing, reporting progress; presenting a final product; other professional writing needs.

Course description:

In this course you will learn a rhetorical approach to producing technical and professional documents from job application materials to technical research reports. While it is guided by the needs and practices of business and industry, this course promotes rhetorical approaches and ethical assessments and judgments. These approaches, assessments, and judgments are part of an effort to move technical and professional writing to a position that encourages holistic thinking and ethical, sustainable practice as part and parcel of this kind of writing.

Course Outcomes:

By the end of this course students will be able to:

- identify and analyze rhetorical situations and apply rhetorical strategies to technical and professional communication
- work individually and collaboratively
- understand professional obligations and ethical behaviors in diverse communicative situations
- compose in professionally appropriate modes including written, visual and oral
- work successfully within and across various cultures

Grading and Assessment:

<i>Assignment</i>	<i>Percentage of Final Grade</i>
Employment Project (Individual)	15%
Proposal (Team)	15%
R&D Project (Team)	40%
Information Interview or Redesign (Individual)	15%
In-Class Activities and Homework	15%

Several of the projects are multi-part. Detailed assignments will appear on the class schedule as the assignments begin. All assignments must be completed to pass this course.

The grading for English 402 follows university standards:

- A: Outstanding achievement-awarded only for the highest accomplishment.
- B: Praiseworthy performance-above average in most respects.
- C: Satisfactory performance-work meets the standards for competency.
- D: Minimally passing-effort and achievement less than satisfactory.

In-Class Activities and Homework:

You will be assigned ten exercises over the course of the semester. These will be assessed on a pass/fail basis, and each exercise is worth 1 of the 15%. Failure to complete any of the exercises (0 for 10) will result in a grade of 0 out of the 15%. The remaining 5% will be determined by in-class activities and, if necessary, additional homework and quizzes.

Attendance:

Attendance in this class is vital for your success. This course is collaborative in nature and requires extensive in-class work. Therefore, consistent attendance is integral to your learning. As your instructor, I want you to attend class. As students, you are responsible for communicating with me when you are absent; you are also responsible for the missed material (see course Make-Up and Late Work policies). Roll will be taken daily to encourage regular attendance. After two total weeks of absences, the following attendance penalty will apply:

For students who miss seven (7) or more total classes, any final grade above a C will automatically be reduced to a C. Grades of C- or below are still possible.

Regardless of the number of absences, students are responsible for meeting course outcomes. The daily course work and in-class activities directly support these outcomes. Therefore, missing key course material due to excessive absences may further reduce a student's final grade, even after the attendance penalty is applied. This

policy does not distinguish between “excused” and “unexcused” absences. Per the WSU Academic Regulations, absences for military service or Access Center accommodations are considered separately. All other absences, including University Excused Absences, count toward the total number of absences. Again, students with multiple and/or extended absences should communicate with the instructor as soon as possible.

Note: Students are required to turn in all major assignments in accordance with the instructor’s Late Work policy in order to pass the class. Students who do not turn in one or more major projects will fail the course, regardless of attendance.

Make-Up and Late Work:

Only students who miss class for university-affiliated reasons will be allowed to make-up missed in-class assignments. Students who miss class on due dates are still responsible for turning assignments in on time, regardless of the reason for the absence. Late assignments will only be considered on a case-by-case basis with appropriate justification by you, but assignments submitted half a week or more late will not be considered. Please do not assume this means you can turn in every assignment half a week late; under most circumstances I will not accept late work.

Group Projects:

Collaboration in the workplace is very common, and the group projects for this class are designed to give students practice, experience, and tools for collaborative problem solving and writing. Sometimes, however, contributions are not always equal, and sometimes conflicts with a group member disrupt a group’s ability to work on an assignment or project. If I have compelling evidence that a group member has failed to adequately contribute to assignments and projects, I may give that group member a lower assignment or project grade, up to an F for the assignment or project.

Plagiarism:

The Council of Writing Program Administrators (CWPA) argues that “In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.” The WSU Academic Honesty Policy (based on State of Washington Code) expands the CWPA definition of plagiarism as well as explaining other categories of academic misconduct. As a WSU student, you are bound by these policies and are responsible for being aware of and abiding by them. Students who commit intentional acts of plagiarism will be reported to the Director of Composition and the Dean of Students’ Office, and will fail the class.

Disability Accommodations:

participate in this class, please visit the Access Center website to follow published procedures to request accommodations: <http://www.accesscenter.wsu.edu>. Students may also either call or visit the Access Center in person to schedule an appointment with an Access Advisor. Location: Washington Building 217; Phone: 509-335-3417. All disability related accommodations MUST be approved through the Access Center. Students with approved accommodations are strongly encouraged to visit with instructors early in the semester during office hours to discuss logistics.

WSU Safety Statement:

Please familiarize yourself with information regarding campus emergencies/school closings by visiting these websites:

University Emergency Management <http://oem.wsu.edu/Emergencies>, WSU Alert <http://alert.wsu.edu>, and the campus safety plan at <http://safetyplan.wsu.edu/>.

WSU Classroom and Campus Safety:

Classroom and campus safety are of paramount importance at Washington State University, and are the shared responsibility of the entire campus population. WSU urges students to follow the “Alert, Assess, Act” protocol for all types of emergencies and the “Run, Hide, Fight” response for an active shooter incident. Remain ALERT

(through direct observation or emergency notification), ASSESS your specific situation, and ACT in the most appropriate way to assure your own safety (and the safety of others if you are able).

Please sign up for emergency alerts on your account at MyWSU. For more information on this subject, campus safety, and related topics, please view the FBI's Run, Hide, Fight video and visit the WSU safety portal.

Office of Equal Opportunity Statement:

Discrimination, including discriminatory harassment, sexual harassment, and sexual misconduct (including stalking, intimate partner violence, and sexual violence) is prohibited at WSU (See WSU Policy Prohibiting Discrimination, Sexual Harassment, and Sexual Misconduct (Executive Policy 15) and WSU Standards of Conduct for Students).

If you feel you have experienced or have witnessed discriminatory conduct, you can contact the WSU Office for Equal Opportunity (OEO) and/or the WSU Title IX Coordinator to discuss resources and reporting options. (Visit oeo.wsu.edu for more information, including a list of confidential and other resources)

WSU employees, with limited exceptions (e.g. confidential resources such as health care providers and mental health care providers – see oeo.wsu.edu/reporting-requirements for more info), who have information regarding sexual harassment or sexual misconduct are required to report the information to OEO or a designated Title IX Coordinator or Liaison

Brief Schedule:

Week 1, Jan 8-12 Introduction to the course. Introduction to Employment Project.

Week 2, Jan 15-19 Mon, Martin Luther King Jr. day, no class. Employment Project workshops and introduction to design principles. Fri, Audience Analysis due.

Week 3, Jan 22-26. Employment Project workshops and conferences.

Week 4, Jan 29-Feb 2 Employment documents conferences and workshops. Wed, peer review. Fri, Employment Project due.

Week 5, Feb 5-9 Mon, Introduction to Proposal Project and formation of teams. Review of proposals.

Week 6, Feb 12-16 Collaboration, evaluating documents, workshops, and conferences.

Week 7, Feb 19-23 Mon, President's Day, no class. Wed, Proposal peer review. Wed and Fri, Proposal presentations. Fri, Proposal due.

Week 8, Feb 26-March 2 Mon, introduction to R&D Project and formation of teams. Review of research for technical and professional communication.

Week 9, March 5-9 Information and Recommendation Reports.

Week 10, March 12-16 Spring Break, no class.

Week 11, March 19-23 Mon, Progress Report due. Wed, team conferences. Fri, Graphic peer review. Week 12, March 26-30

Week 13, April 2-6 Mon, report peer review. Wed and Fri, R&D Project presentations. Fri, Report, Graphic, and Completion Report due.

Week 14, April 9-13 Introduction to Information Interview Project.

Week 15, April 16-20 Mon, Interview Request due. Wed, Progress report due. General review and workshops.

Week 16, April 23-27 Wed, letter peer review. Fri, final review.

Week 17, April 30-May 4 Finals Week. Mon, Information Interview Letter or Redesign Letter and Graphic due by 12 p.m. No final exam, and no class.

As you can see, we have much to do in the next sixteen weeks, yet there is a lot of potential for you to do incredible things in this class. It comes down to the time you put in--people who show up and do the work always pass, and most do above average.

You will also see that my role will sometimes be instructor, and will sometimes be hypothetical manager. The following tips derive from these dual roles:

- Pay attention to the guidelines. If you were a manager and asked for a letter from an employee, would you accept a memo instead, or a letter without the recipient's address?
- If it is asked for, you need it. If it is not asked for, you do not.
- See the textbook for explanations and examples of letters, memos, reports, and other types of documents. Use the index for quick reference to find them.
- Show up on time and be prepared. Doing so will most likely be reflected in your final grade.
- Take peer review seriously and take advantage of opportunities to get feedback from the instructor.
- If you don't know or are not sure, see if you can find the answer, and if you cannot, then ask. Sometimes the answers are obvious (i.e. how should the cover letter for the Employment Project be formatted?) but sometimes they are not (i.e. what address do I use in my cover letter if the job description does not have an address for the company?).
- Contribute to your team projects. It is usually obvious to classmates and to me who is not pulling their weight, and one characteristic of an "A" student is a team with active contributors.

In closing, be sure you are familiar with the policies and expectations in this syllabus and in the assignment guidelines. We have a lot to accomplish in a short amount of time, and I have every confidence in your abilities. I look forward to working with you this semester and to seeing what you come up with in your projects.

Sincerely,

Elijah Coleman