



Technical Communication (ENG 113) Syllabus

Instructor: Elijah Meek
Office: S53, Fine Arts Building
Meeting Times: Tue 6:00-8:55 PM

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Office Hours: Tue 5:30-6:00 PM
Location: A124, Library

Course Description: Prerequisite: A "C" grade or better in a college level composition I course. Covers techniques for presentation of technical material in formal and informal written reports, letters and other current forms of business and technical communication. Emphasizes general principles used for successful written communication experiences in the professional world and the development of thinking and organizational skills, with specific applications to technical courses or professional case studies.

Text: Technical Writing, 12th Edition by John Lannon
Additional Materials: Resources for Technical Communication, 2nd Edition

Reservation Statement:

I reserve the right to make adjustments to this syllabus as needed.

Introduction: Welcome to ENG 113! Think of this class as your new part time job... and treat it accordingly: 'A' work is promotion worthy; 'B' work is acceptable; 'C' work is mediocre; 'D' work is suspension worthy; 'F' work will get you fired. I am your instructor and your boss. This class teaches communication in the business world and employers desire excellent communication skills. These skills are essential for businesses to succeed. I'm assuming you know how to write, now you will take this skill and fit it into the professional world. Keep this in mind at all times: writing is a process that takes time and skill.

Student Responsibilities:

Students are expected to be adequately prepared for each class session. It is reasonable to expect at least two hours of outside study for every hour spent in the classroom.

Students are expected to assist in maintaining a classroom environment that is conducive to learning. Therefore, free discussion, inquiry, and expression are encouraged. Behavior that interferes with my ability to conduct the class or the ability of students to benefit from that instruction is not acceptable. This could include entering class late or leaving early; use of cellular telephones, or other electronic devices; talking in class without being called upon; talking while others are speaking; or arguing in a way that would be considered disrespectful to me or other students.

Children are not allowed in classrooms; nor can they be left unattended in any room in the building.

As a point of academic integrity, students are required to submit original material of their own creation. Plagiarism of any material and cheating are serious offenses and, if established with sufficient evidence, can result in failure of the course or dismissal from the College.

Plagiarism refers to the use of someone else's ideas or words without correct documentation. Cheating refers to the use of someone else's knowledge or sharing course work in a way that is unauthorized.

Instructor Class Policies:

Attendance: Students are expected to be in class and to be punctual. I may present important information to the entire class throughout the semester. Students should email me at elijahmeek@delta.edu when they are absent to get any missed assignments. **Missing more than two class dates may result in an automatic drop from the course (English Division Policy)**

Assignment Due Dates/Make-up: Each student must take the responsibility to see that work is handed in as required. Assignments must be handed in on time for full credit unless arrangements have been made with me. Due dates are final and missing class does not delay when work is due. All late work will be subject to a 50% penalty and must be submitted at the beginning of the next class session (or e-mailed by then). **Work submitted after that time will receive no credit without my permission.** Assignments may be emailed to elijahmeek@delta.edu before class begins, on it's due date, for full credit.

Methodologies: Class time will be divided between lecture, classroom discussion and assignments and library/lab use.

Outcomes and Objectives:

OUTCOME: Explain the general administrative operations of a business.

Objectives: Appreciate the trust relationship between businesses and clients
Produce a resumé which demonstrates past experience, education, and community and professional involvement.
Prepare for a professional interview process.

OUTCOME: Demonstrate the ability to produce professional correspondence and documents.

Objectives: Properly lay out a business letter.
Properly lay out a memo.
Properly lay out reports.
Identify the differences between general grammar rules and the guidelines which are specific to professional writing in business and industry.
Analyze an audience.

OUTCOME: Analyze work situations, in writing or group discussion.

Objectives: Demonstrate the critical thinking skills required of a professional.
Demonstrate the group process skills required of a professional.

OUTCOME: Demonstrate the basic speaking skills required of a professional.

Objectives: Prepare a written version of an oral presentation.
Give extended oral explanations of work done.
Provide mature oral explanations of professional problem solving.
Work at a mature level in small (interpersonal) groups, particularly to solve problems.

OUTCOME: Select, design and construct graphic aids accurately and appropriately for use in written documents or oral presentations.

Objectives: Identify purpose and audience.
Identify proper use of
Tables
Charts

Computer Graphics
– In written reports

- Graphs – In oral reports
- Illustration – In electronic messages

OUTCOME: Write clear and effective memos, letters, and reports which

- Objectives:** Request assistance.
 Provide information.
 Provide instruction.
 Register a complaint.
 Respond to a complaint.
 Report an incident.
 Report progress of work done.
 Report completion of work done.
 Provide details of an investigation.
 Provide the results of an evaluation.
 Provide recommendations.
 Describe a process.
 Describe a mechanism.
 Abstract an article or report.

OUTCOME: Produce and write a researched technical report

- Objectives:** Demonstrate familiarity with professional journals.
 Demonstrate an understanding of the interview process.
 Demonstrate familiarity with professional and academic formats for long, formal written reports.

OUTCOME: Demonstrate general familiarity with communication technology.

- Objectives:** Identify current types of audio-visual equipment and explain their use.
 Demonstrate general familiarity with a computer word processing system.

OUTCOME: Demonstrate professional conduct.

- Objectives:** Identify appropriate ethical behavior.
 Identify professional liability concerns.
 Identify the importance of networking, teamwork, and workplace cooperation.

Course Grade Determination:

Individual Writing Assignments	Total: <u>30%</u>
Letter	5%
E-mail	5%
Memo	10%
Proposal	10%
 Career Writing Assignment	Total: <u>20%</u>
Resume & Application & Follow Up	20%
 Group Final Project	Total: <u>40%</u>
Written Research Report	20%
Group presentation	10%
Individual contributions	10%
 Participation	Total: <u>10%</u>
Class Activities	10%
 Course Grade	<hr/> Total: 100%

“Tentative” Schedule:

Week	Readings	Assigned this Week	Due This Week
Week 1	Syllabus; Chapter: 1		
Week 2	Chapters: 2, 10, 11, 17	<u>Letter: Giving informative or positive message</u>	
Week 3	Chapters: 3, 4, 16	<u>E-mail: Persuading Students to Use Debt Responsibly</u>	<u>Letter giving informative or positive message</u>
Week 4	Chapter: 14		<u>Persuading Students to Use Debt Responsibly</u>
Week 5	Chapter: 18	<u>CW: Resume and Solicited letter of Application</u>	
Week 6			<u>CW: Resume and Solicited letter of Application</u>
Week 7		<u>CW: follow-up letter</u>	
Week 8			<u>CW: follow-up letter</u>
Week 9	Chapter: 25		
Week 10	Chapters: 15, 7	<u>Memo reporting on international trip</u>	
Week 11	Chapters: 8, 24	<u>Group Major Report ; Writing a Proposal for a Student Report</u>	<u>Memo reporting on international trip</u>
Week 12	Chapter: 9		<u>Writing a Proposal for a Student Report</u>
Week 13			
Week 14		Peer Review: <u>Group Major Report</u>	
Week 15			<u>Group Major Report</u>

Grading Scale:

A = 100 – 93
 A- = 92 – 90
 B+ = 89 – 87
 B = 86 – 83

B- = 82 – 80
 C+ = 79 – 77
 C = 76 – 73
 C- = 72 – 70

D+ = 69 – 67
 D = 66 – 60
 F = 59 – 0