

ENG 113, TECHNICAL COMM

English 113 Technical Communication
Delta College
Winter 2007
Time: 7:00 – 10:00
Days: T
Room:

Instructor: Mr. Vande Zande
Office: S16
Office Hours:
Office Phone: (989) 686-9538
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Required Texts and Materials:

Technical Communication, Lannon, Tenth Edition
a notebook

Course Description:

This course is designed to prepare you for the kind of writing that will be required of you by the world of work. You will develop your skills with memos, résumés, reports, directions and proposals. Our goal will be to simulate situations that you will most likely encounter as a member of the working world. To help you get into the work world at the level you're striving for, we will begin the course with a focus on cover letters and résumés. Hopefully this focus will help you open the door to satisfying employment. The rest of the course will deal with the writing that's necessary once that door has been opened and you have stepped inside. One kind of writing we will be dealing with includes the persuasive report, in which you use research to help support your argument.

Course Objectives:

When you leave this course with a passing grade, I expect that you will have exhibited an acquisition of new skills.

1. You will be familiar with strategies that will help you generate ideas, draft technical communications, give and receive constructive criticism, revise and proofread.
2. You will be comfortable using the library and the Internet as sources for various research materials.
3. You will have an awareness of your audience's potential needs.
4. You will be able to discuss and think critically about a variety of technical communication topics.
5. You will have strategies for speaking in front of people, both formally and informally.
6. Your writing will exhibit a satisfactory knowledge of the rules of Standard Written English and an awareness of technical style.

Attendance:

This course is not a correspondence course, nor is it simply a lecture course. The course is designed to help students think and write through class participation and peer evaluation. If you are not present, you can't exchange ideas, offer or receive constructive criticism, or participate in class discussions. Your final grade will be reduced by 1/3 of a grade for every class period you miss over one. For example, if you miss the course twice, your grade would go from a B- to a C+. In addition, if you miss over three times, you will fail the course, without exception. If you are late by over ten minutes on three different occasions or leave early on three different occasions, you will have an absence counted against you. Please bear in mind, we need to be this strict because this class only meets once a week; if you miss, you are missing a week of class.

Other Student Responsibilities:

All pagers and cell phones must be shut off before class begins. (If you are on call for emergency reasons, let me know and we'll work something out). I have very low tolerance for disruptive behavior (side conversations not related to the course, sleeping, speaking out when others are trying to speak, etc). If you're disruptive, I'll simply ask you to leave. When I ask you to leave, don't try to debate or bargain with me; simply pack up your things and leave. I hate for this to ever happen, but don't test me on this policy either.

Grading:

The 490 points available for this course break down as follows:

- Project #1: Memo – 25 points
 Cover letter – 75 points
 Résumé – 75 points
 Follow-up – 50 points
- Project #2: Instructions – 100 points
- Project #3: Report – 100 points
- Project #4: In-class presentation – 25 points

Semester-Long Project: Four memos/Letters (Ten points each)

Your grades will be determined by the percentage of the points you earn.

- A- to A which is 90% to 94% and above
- B- to B+ which is 80% to 89%
- C- to C+ which is 70% to 79%
- D to D+ which is 63% to 69%
- E which is 62% or below.

Late Papers:

Even though I stress revision, everything eventually has a deadline. Late papers will be penalized 1/3 of a grade for every day they are late.

Plagiarism:

Intentional or unintentional plagiarism will not be tolerated. Unintentional plagiarism results from improper documentation and citation. We will cover this in class so you can avoid it. Intentional plagiarism (trying to pass off somebody else's work as your own) will get you failed. In addition, I will pursue having you thrown out of school.

Teaching and Learning Center:

Main Campus -- (686-9314). The professional staff and peer tutors provide free tutoring in all academic content areas, including reading and writing, as well as study skills. Go there to get their hours.

Me:

Despite all the stiff-sounding rules in the syllabus, past students have told me that I'm a pretty decent guy to work with. But, I have designed the course to challenge you, so you'll develop into the kind of writer and thinker you'll need to be in the work world. I want you to do well in this course, and I'm willing to put in extra work to help you succeed. Stop by during my office hours, and use my e-mail to keep in touch with me and to ask me questions about the papers. Whenever you are in doubt, talk to me. I look forward to working with you.

Tentative Schedule of Assignments and Activities

(I reserve the right to change this schedule should the need arise)

- Week 1 – Introduction to the course, Introduction to Memos, Description of Project #1
- Week 2 – Chapter 19 – Career Resource Center/Library for job searching
- Week 3 – Chapter 26
- Week 4 – Chapter 2
- Week 5 – Chapter 4 and Writing Groups
- Week 6 – Chapter 5
- Week 7 – Project #1 due, Introduction to Project #2: Read Chapter 2
- Week 8 – Chapter 3
- Week 9 – Chapter 14
- Week 10 – Introduction to Project #3, Proposals: Chapter 23
- Week 11 – Writing Groups for Project #2
- Week 12 – Project #2 due; day in the library (working and questions)
- Week 13 – Appendix A
- Week 14 – Writing Groups for Project #3
- Week 15 – Project #3 due