

## English 3359: Technical Writing

<b>Time/Days:</b>	TR 12:00 – 1:20 (CRN 14794 - Section A) TR 4:30 – 5:50 (CRN 14795 - Section B)VV
<b>Place:</b>	UGLC 236
<b>Professor:</b>	Marohang Limbu
<b>E-mail:</b>	mlimbu@miners.utep.edu
<b>Phone:</b>	915-747-6242
<b>Office Hours:</b>	TR 1:30 – 3:30

### Course Description

This course introduces you to principles and methods of technical writing and provides you with skills that improve your ability to communicate through a variety of technical documents. We will examine a number of writing and design principles and learn a variety of technical genres.

The aims of this course include your ability to:

- learn technical writing principles and methods by reading and discussing the textbook;
- critically read technical documents via analysis of sample documents;
- learn a variety of technical genres by engaging in the production of technical materials; and
- hone your writing skills by utilizing various strategies in various stages of the writing process.

We will be discussing the significance of other topics as well, including technology, the World Wide Web, visual rhetoric, and other areas of interest that you hold. Though this is not a theory driven course, we will be theorizing production, primarily through in-class discussion and exercises derived from simulations or “cases” provided by the textbook and other web materials.

### Required Texts and Materials

*Technical Communication Today* (3<sup>rd</sup> ed.) Richard Johnson-Sheehan

### Assignments and Projects

**In-Class Activities** (20%) includes **graded** exercises, **graded** discussion board postings; conferences; attendance; group work; in-class participation; and other in- and out-of-class exercises. Also, see participation policy below.

**Web Analysis** (25%) You will write a Short Report that analyzes a website as a system  
**Instruction Documentation (including Usability-Test and Usability-Test Progress Report)** (35%)  
You will write a set of instructions for some software application, test those instructions, conduct a tutorial, and turn in a print and web-ready version.

**Project Assessment Memos (3)** (15%) You will provide an introductory memo and 3 “assessment” memos with your instructions, progress report, and research proposal.

**Research Proposal** (10%) Working in teams, you will conduct preliminary research into a given subject and write a proposal for further research. You will also give a web presentation on your proposal.

**An assignment sheet will be provided for each project.**

### **Grading and Policies**

Each of your projects will be assessed by how well you complete the assignments and the general quality of your writing. Final grades will be determined using the 1000 pt. scale below, with conversions from the percentages above.

A = 90-100pts.

B = 80-90

C = 70-80

D = 60-70

F = < 60

In addition, the following policies hold:

- You must complete all the assignments to pass the course.
- Late assignments will be downgraded one letter grade per day late.
- See attendance policy below.

Ut-tele statement on ethics, plagiarism, etc.

### **Storage and Backup**

This course depends heavily on computer-mediated writing and much of the work you will do this semester will involve interface with technology. Therefore, you must save early, save often, and save in multiple places. Losing material/s because of computer crashes, disk problems, etc. is never an excuse for late or incomplete assignments.

**Attendance**

Attendance is mandatory. University policy requires that you attend every class. You need to participate in class activities regularly and substantively. Your “activity” with course materials will be tracked, and you will be sent warnings if you are not actively engaged on a weekly basis.

**Students with Disabilities**

I will make any reasonable accommodations for students with limitations due to disabilities, including disabilities. Please, see me personally before or after class within the first few days of class, or make an appointment to discuss any special needs you might have. If you have a documented disability and require specific accommodations, you will need to contact the Disabled Student Services Office in the East Union Building, Room 106 within the first week of classes. The Disabled Student Services Office can also be reached at <http://www.utep.edu/dsso> or Phone No. (915) 747- 5148.

**Compositions**

You are expected to produce high-quality sophisticated documents. A part of that quality is the appearance of your work. Neatness, visual appeal, and mechanical and grammatical correctness do matter— though they do not by themselves guarantee that a text is well made. Your out-of-class assignments should be composed in a high-quality form. Your written documents should have appropriate margins, spacing, pagination, and formatting. Your productions in other media should be well designed. Your documents should adhere to APA Style (see <http://www.wooster.edu/psychology/apa-crib.html>).

**Daily Schedule** (Provisional -- Subject to change)

You are expected to read, write responses of all materials, and post them on the blackboard before the class begins by the assigned date. You are also expected to participate in class discussion. You will find the “reading” to be manageable, as long as you give it due attention.

**Unless otherwise specified, all due dates are 11:30 pm, U. S. Mountain Time.**

Date	Reading	Assignment/s	Presentation/Remarks
Aug. 25/T	Intro. to syllabus/Course	Buy book/s and other materials	
Aug. 27/R	Chap. 1		
Sep. 1/T	Chap. 2 + rhetorical appeal		
Sep. 3/R	Bitcher's Rhetorical Situation		
Sep. 8/T	Chap. 3 + rhetorical analysis		
Sep. 10/R	Chap. 6	Intro Instruction Documentation Project	Group C
Sep. 15/T	Thatcher's Intercultural Essay		
Sep. 17/R	Chap. 20		Group D
Sep. 22/T	Chap. 7 + Usability Handout	Intro Usability/User Testing (Instructions)	Group A
Sep. 24/R	Chap. 12 + usability discussion		Group B
Sep. 29/T	Chap. 8 + creating instruction on "how to fix a bike's flat tire"		Group E
Oct. 1/R	Chap. 5		Group E
Oct. 6/T	Chap. 9	Intro Usability-Test Progress Report (Instructions)	Group D
Oct. 8/R	Chap. 22	<b>Due: Usability test design</b>	Group C
Oct. 13/T	Chap. 10	Intro Project Assessment Memos	Group A
Oct. 15/R	Chap. 17 + creating instruction on "how to set an alarm on the cell phone"		Group B
Oct. 20/T	Chap. 11	Intro Web Analysis Project	Group D
Oct. 22/R	Chap. 14	<b>Due: Usability test progress report +</b>	Group C

		<b>PAM #1</b>	
Oct. 27/T	Chap. 21	Intro Proposal Project Team Assignments	Group A
Oct. 29/R	Chap. 4 + rhetorical analysis		Group B
Nov. 3/T	Chap. 16 + rhetorical analysis and rhetorical appeal		Group E
Nov. 5/R	Chap. 23		Group B
Nov. 10/T	Chap. 13	<b>Due: Instructions Project Materials + PAM # 2</b>	Group E
Nov. 12/R	Chap. 15		Group D
Nov. 17/T	Chap. 18		Group A
Nov. 19/R	Chap. 19		Group C
Nov. 24/T	Student Presentation	<b>Due: Web Analysis report</b>	
Nov. 26/R	Thanks Giving		
Dec. 1	Student presentation		
Dec. 3	Student presentation	<b>Due: Proposal Project + PAM #3</b>	