

TCOM 2010 – TECHNICAL WRITING FALL 2009 TTH

Instructor – Cheryl Shinall

Contact information

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678-915-7236

Office hours

M & W – 1:45pm – 3:30pm

By appointment

Room J - 344

Text: Dobrin, Sidney I. *Technical Communication in the Twenty-first Century*. 2nd ED. To succeed in this course, it is very important that you complete all assigned reading as outlined on the syllabus. Chapter quizzes are a part of course evaluation.

Course Description

The course is designed to provide you with experience organizing and writing a variety of technical documents. Upon successful completion of this course, you should be able to:

- be able to analyze audiences and purposes for various technical documents
- be able to write and edit effective technical documents, such as descriptions, instructions, progress reports, and formal reports
- understand how audience needs affect the organization, design, and style of documents
- be able to insert eye-catching graphics, charts, and tables that illustrate key points

Class Attendance and Participation

Attendance is mandatory. Every absence after five absences may result in a full letter grade deduction from your final grade. Class participation is encouraged and will help facilitate learning. Attendance and participation will impact your course grade.

Assignments

All writing assignments must be submitted word processed, with standard type size and margins. For each day (including weekends) an assignment is late, it will be graded down one grade step (for example, a “B” paper that is two days late becomes a “C+”).

Plagiarism

Plagiarism is the representation of another person’s ideas or words as one’s own. The penalty for plagiarism, or other acts of dishonesty, may be course failure.

Students with Disabilities

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the counselor working with disabilities at (770) 528-7226 as soon as possible to better ensure that such accommodations are implemented in a timely fashion.

Cell Phones Use is prohibited in the classroom.

Grading

Project assignments will receive letter grades with the following equivalents. Final grades will appear as letter grades (A, B, C, D, or F).

GRADING	
(Letter and number equivalent)	
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Project Assignments and Percentage of Grade

Each student must submit six graded assignments and class participation and attendance will influence final grade.

Letter Report	10%
Incident Report	15%
Technical Description Report	15%
Technical User's Manual w/embedded Instructions – Team Project	15%
Proposal	25%
Oral/Power Point Presentation on Proposal	10%
Class Participation, Quizzes, Practice Exercises, & Attendance	10%
TOTAL	100%

TENTATIVE COURSE SCHEDULE & DAILY ASSIGNMENTS

WEEK # 1

August 25

Course Introduction

Review Syllabus

Assignments:

Read: Chapter 2 – Rhetoric and Technical Communication; Grammar Handbook - Appendix A; MLA Style Documentation – Appendix B p. 755

August 27

Discussion - Chapter 2 – Rhetoric and Technical Communication; C-2 Study Guide;
Class Exercise –Email Technologies Ex.12 pg 43; Grammar Handbook and MLA Style Documentation

Assignments:

Read: Chapter 7 Organizing and Drafting Documents and Chapters 12 & 13 Letters, Memos, and Email

WEEK # 2

September 1

Discussion – Chapter 7 Organizing and Drafting Documents; C-7 Study Guide

Class Exercise – Order of Importance Strategy Ex 2 pg 198;

September 3

Discussion - Chapter 12 - Memos and Email; C-12 Study Guide

Class Exercise - From Memo to Email Q2 pg 363

WEEK # 3

September 8

Discussion – Chapter 13 Letters; 13 Study Guide

Class Exercise – Writing a Persuasive Memo Ex. 3 p. 363

Assignments:

Writing Assignment # 1 – Letter Report

Read: Chapter 9 Page Design and Layout

September 10

Discussion - Chapter 9 Page Design and Layout; C-9 Study Guide

Class Exercise – Creating a **TCOM 2010 Style Sheet** for Page Layout and Design

Assignments:

Read: Chapter 21 Informal Reports

WEEK # 4

September 15

Quiz # 1 – Chapters – 2, 7, 12, 13, & 9

Discussion - Chapter 21 Informal Reports; C-21 Study Guide

Class Exercise – Video Case Study – Writing a Progress Report pg 657

DUE: TCOM 2010 Style Sheet

September 17

Group presentation of Progress Report – pg 657

DUE - Writing Assignment # 1 – Letter Report

Assignments:

Writing Assignment # 2 – Incident Report

Read: Chapter 8 Visual Rhetoric and Chapter 10 Revising, Rewriting, and Editing;
Editing Symbols Appendix A pg 726

WEEK # 5

September 22

Discussion - Chapter 10 Revising, Rewriting, and Editing; C-10 Study Guide

Class Exercise – Collaborative Editing Ex 2 pg 301

Assignments:

Bring newspapers, magazines, catalogs, web pages, etc. to next class

September 24

Discussion – Chapter 8 Using Visual Rhetoric; C-8 Study Guide

Class Exercise – Evaluating Graphics Effectiveness

Assignments:

Read: Chapter 16 Technical Descriptions and Chapter 18 Technical Instructions

WEEK # 6

September 29

Discussion – Chapter 16 Technical Descriptions; C-16 Study Guide

Class Exercise – Writing a Description EX 1 pg 486

(Group Presentations)

October 1

Discussion – Chapter 18 Technical Instructions; C-18 Study Guide

Class Exercise – Writing and Testing Instructions Q 8 pg 556

Assignments:

Writing Assignment # 3 – Technical Description Report

Read: Chapter 4 – Ethics and Workplace Writing

WEEK # 7

October 6

Discussion – Chapter 4 – Ethics and Workplace Writing; C-4 Study Guide

Case Study: Evaluating Ethical Guidelines at SPSU Q 2 pg 97

DUE - Writing Assignment # 2 – Incident Report

Assignments:

Read: Chapter 19 Manuals

October 8

Quiz # 2 – Chapters – 4, 8, 10, 16, 18, & 21

Discussion – Chapter 19 Manuals; C-19 Study Guide

Assignments:

Writing Assignment # 4 – Technical User’s Manual – Team Project

WEEK # 8

October 13

Work in class on team projects

DUE: Team Leader Name/Proposed Project Topic

October 15

Work in class on team projects

Assignments:

Read: Chapter 20 Proposals and RFPs, Chapter 22 – Formal Reports

WEEK # 9

October 20

Discussion – Chapter 20 – Proposals and RFPs; C-20 Study Guide

Class Exercise – Outlining Topics for a Proposal (Record Field Observations – Campus Issues at SPSU – Registration, Financial Aid, Housing, Cafeteria, Parking, Social Life, etc.)

Group Presentations of Campus Issues

Assignments:

Writing Assignment # 5 – Formal Proposal

DUE: Status Report on Team Project

October 22

Discussion - Chapter 22 – Formal Reports; C-22 Study Guide

Class Exercise –Writing an Executive Summary Q10 pg 698

DUE - Writing Assignment # 3 – Technical Description Report

Assignments:

Bring Draft copy of Team Project to next class for User’s Test

Read: Chapter 6 Researching and Evaluating Source Materials and Chapter 14 Finding and Obtaining Employment

WEEK # 10

October 27

Conduct In-Class User's Test for Technical User's Manual – Team Project

DUE: Formal Proposal Topic Memo

Assignments:

Bring draft of 10 questions for survey to next class

October 29

Discussion – Chapter 6 Researching and Evaluating Source Materials; C-6 Study Guide

Develop Questionnaires and Interview questions for Proposals

Assignments:

DUE - Writing Assignment # 4 – Technical User's Manual – Team Project

NOTE: Bring 25 copies of your questionnaire to next class to be completed by classmates at end of class (per sign-up sheet)

WEEK # 11

November 3

Discussion – Chapter 14 Finding and Obtaining Employment; C-14 Study Guide

Class Exercise – Top Ten List for Job Search Q 1 pg 438

Assignments:

Read: Chapter 23 Presentations

NOTE: Bring 25 copies of your questionnaire to next class to be completed by classmates at end of class (per sign-up sheet)

November 5

Discussion – Chapter 23 Presentations; C-23 Study Guide

Assignments:

Assignment # 6 – Oral/Power Point Presentation

NOTE: Bring 25 copies of your questionnaire to next class to be completed by classmates at end of class (per sign-up sheet)

WEEK # 12

November 10

Quiz # 3 – Chapters – 6, 14, 20, 22, & 23

Class Exercise – Two Minute Drills

November 12

Student Conferences

WEEK # 13

November 17

Student Conferences

November 19

Student Conferences

WEEK # 14

November 24

Student Conferences

November 26

Thanksgiving Holiday

WEEK # 15

December 1

Begin Oral/Power Point Presentations on Proposals

DUE - Writing Assignment # 5 – Formal Proposal

December 3

Continue Oral/Power Point Presentations on Proposals

WEEK # 16

December 8

Continue Oral/Power Point Presentations on Proposals

December 10

Conclude Presentations on Proposals

Semester Wrap-Up