

**TCOM 2010 Technical Writing
Course Syllabus
Fall Semester 2009**

INSTRUCTOR

Michelle Marotti
English Tech Comm and Arts Department
Southern Polytechnic State University
1100 Marietta Parkway
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Office Hours:
Online, email, & by appointment

COMMUNICATIONS

E-Mail: mmarotti@spsu.edu – email is the best way to reach me
Home Phone: 770.573.1073 (no calls after 9:00 PM)

COURSE LOCATION AND TIME

Building J-ATRIUM BLDG 213
Tuesday & Thursday 6:00pm to 7:15pm
Or
Tuesday & Thursday 7:30pm to 8:45pm

Text: Technical Communication: A Practical Approach, 6th Edition, by William S. Pfeiffer

Course Description: Technical writing emphasizes technical report writing. It covers the basic organization, style, and mechanics of a variety of informal and formal technical and business documents. You will learn to:

- analyze reader(s) and situation(s)
- gather, record, and interpret data as a basis for a report
- organize information logically
- write rough drafts
- edit rough drafts to improve technical accuracy, conciseness, organization, readability, completeness and clarity
- prepare appropriate illustrations
- complete final drafts

Learning Objectives: Upon successful completion of this course, you will:

- 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;
- demonstrate how audience needs affect the organization, design and style of documents; and be able to insert eye-catching graphics, charts and tables that illustrate key points.

Course Requirements: To pass the course, you must complete:

- One persuasive memorandum
- One short report
- Three informal (1-2 page) reports in either letter or memo format
- One group oral presentations
- One formal proposal on a previously approved topic
- Quizzes
- One take home final
- In-class exercises

WRITTEN WORK PREPARED OUTSIDE THE CLASSROOM MUST EITHER BE GENERATED ON A WORD PROCESSOR OR BE TYPEWRITTEN. NO HANDWRITTEN WORK WILL BE ACCEPTED.

Weighted Evaluations: Assignments will be weighted (using average grades achieved on final draft) as shown below:

- Memos, letters, short reports 25%
- Group oral presentations 15%
 - Personal Performance 10%
 - Group Performance 5%
- Formal Proposal 25%
- Take Home Final 25%
- Quizzes 5%
- Miscellaneous in-class or Vista 8 assignments 5%

TOTAL 100%

CONVERTING POINTS TO LETTERS
100%-90% = A
90%-80% = B
70%-80% = C
60%-70% = D
Below 60 = F

Late Work: If you do not submit assignments on the dates/times specified they are considered late. If you are absent, but the absence is not excused before the specified due date, 10 points per class session will be subtracted from the grade for that assignment. If your absence is excused before the assignment is due, you will be required to submit your assignment no later than one week following the due date.

If you do not show up to take a scheduled quiz, or to participate in the group oral presentation you will receive a zero on the assignment unless a legitimate excuse is discussed with the instructor before the assignment is due.

Every student must turn in the following documents during the stated hours of the scheduled date: Take Home Examination, Formal Proposal. If you turn these documents in after the stated deadline, I will subtract 10% from the grade you would have earned. If you do not turn these documents in at all, you will fail the course.

Revisions: Students are encouraged to revise and resubmit memos, letters, and short reports. Revision helps polish communications skills and earn better grades. However, only memos, letters, and short reports may be revised.

Do not turn in a revised document if:

- the grade you received on your rough draft was 90 or greater,
- the document was revised more than one week after your graded rough draft was returned to you, and if your revision is not stapled to the rough draft and the grade sheet.
- Do not expect – in all cases – to receive a better grade on your revision than you did on your rough draft. The grade that will be recorded will be the higher grade you earned.

Plagiarism: The penalty for plagiarism (misrepresenting another's work as your own) may be failure of the course.

Other: Offensive statements regarding one's race, sex, creed, national origin, physical disability or mental disability are not appropriate and will not be tolerated. These statements may be considered a violation of the standards of conduct as stated in the current catalog.

We will be using Vista 8 for times when we cannot meet.