

Technical Writing

Instructor: Matthew McCool

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Office: J322 T/R 1:30-3:00

Course Description

Technical communication is the process of adapting technical information for a non-technical audience. Writing, grammar, syntax, procedures, illustrations, and presentations are examined. Assessment is based on assignments, analyses, participation, presentations, and a final paper.

Book

Markel, Mike. 2009. *Technical communication*. New York: Bedford/St. Martin's. ISBN 978-0312485979

Policies

Attendance is critical. No more than three absences are allowed. All work is to be typed and stapled. Complete, legible, printed copies of your work are required for all assignments. A USB flash drive is required for bringing workshop assignments to class. All assignments must include your name, name of the course, and name of the assignment. Email submissions are not accepted (except for final paper).

Plagiarism

Plagiarism and any other kind of academic dishonesty may result in failing the course and further disciplinary action by the university. You are responsible for protecting your work from being misrepresented. If you allow your work to be copied and submitted then you are guilty of academic misconduct and may be reprimanded.

ADA

Notify me or contact the disabled student programs office if you have a disability that may encumber your performance.

Assessment

Assessment is based on purpose, reader, information, organization, and style. All assignments are due at 12 noon of the date listed. Late assignments are not accepted.

Proposal 10

Abstract 10

Outline 10

Presentation 20

Paper 30

Participation 20

Schedule

Please note that this schedule serves as a guide and may be modified as a result of course dynamics and aptitude for the material.

Week 1

Syllabus, course objectives,
assessment
Discuss technical revision (handout)

Week 2

Audience and purpose
Discuss proposal for final paper
(handout)
REVISION DUE (9/3 at noon)

Week 3

LABOR DAY (9/7)
Researching your subject and finding
references

Week 4

“Reverse engineering” and
organizing information

Week 5

PROPOSAL DUE (presentation)

Week 6

PROPOSAL DUE (presentation)

Week 7

MEETINGS (all week)

Week 8

Illustrations and smart graphics
REFERENCES DUE (10/8 at noon)

Week 9

Illustrations, photographs, and smart
graphics

Week 10

Writing for the web (WSG)

Week 11

Knowledge bases

Week 12

Presentation tips (in-class video)

Week 13

Pecha kucha and the core
PRESENTATION DUE (11/19)

Week 14

THANKSGIVING HOLIDAY
(11/25-30)

Week 15

PRESENTATION DUE (all week)

Week 16

PAPER DUE (12/10 at 12 noon)