

COURSE OBJECTIVES

1. Provide a foundation for technical and professional writing;
2. Introduce writers to audience analysis;
3. Provide criteria for ethical constraints and considerations;
4. Enhance computer literacy, research, and library research; and
5. Introduce desktop publication and legitimate use of graphics.

OFFICE HOURS

1. MWF: 2:00 to 3:00
2. TuTh: 11:00 to 12:00
3. Appointments may be made for consultation, but if you make an appointment and fail to show up, it may indicate a failure in ethics.

TEXTBOOKS

1. Technical Communication, by Mike Markel, 8th Edition
2. A dictionary, or on-line version

ATTENDANCE

1. If you are not here, you cannot learn. This is **not** an on-line course.
2. If you miss a class, I must have written documentation for the absence.
3. **3-day classes:** 3 absences; **2-day classes:** 2 absences. If there are legitimate mitigating circumstances, these guidelines will be adjusted.
4. Excessive absences will affect your grade.

EXAMINATIONS

1. This is a writing course, not an ingestion-regurgitation Scantron course. The mid-term and final are documents reflecting what you were to have learned.
2. If you miss an examination, you **must** have documentation for the cause.

ASSIGNMENTS

- | | |
|----------------------------------|-----------|
| 1. Weekly assignments | 400 |
| 2. In-class assignments | 100 |
| 3. Final Projects | 300 |
| 4. Final Examination | 200 |
| 5. Oral presentation (mandatory) | <u>50</u> |
| | 1050 |

There will be **no** extra credit points, extra credit, or any leeway for failure to deliver.

EXTRA HELP

Sam Houston Writing Center in FAR 111.

ENGLISH 330 INTRODUCTION TO TECHNICAL WRITING

GRADING

1. 90 and above: no punctuation, mechanical, or spelling errors; completely satisfies the assignment.
2. 80 and above: some errors, but still fulfills the assignment.
3. 70 and above: errors, but still manages to fulfill the assignment.
4. 60 and above: many errors, barely fulfills the guidelines of the assignment.
5. 50 and above: errors manifest, and total disregard for the assignment.
6. Deliverables will be back in a week; final projects are returned during final exam week.

RELIGIOUS HOLY DAYS

1. Inform me if you must be absent for a religious observance, or funeral.
2. Documentation must be provided for the above.

VISITATION

1. I appreciate visitors, as long as they do not have an unruly offspring.
2. Advise me if you want a visitor to observe my class.

EVALUATION

1. You will be given a course evaluation form to evaluate the course and the instructor.
2. It is anonymous, and actually improves my classes. Be truthful.

CLASSROOM CONDUCT

1. Courtesy towards others in the classroom is mandatory. If you should incite discourtesy, you will be permanently removed. No exceptions.

GROUP PROJECTS

1. No group projects are allowed; you may collaborate with someone, but you may no longer deliver a multiple-signature report. Because one member of the group makes an 'A' does **not** mean that everyone in the group deserves the same.
2. If you do work with someone, make sure that they are not inclined to cheat, or buy material from Research Associates, a phony document source.

GRADE COMPLAINTS

1. Questions about grades will be answered the next semester.
2. Graduating seniors will keep me apprised of their status.

ENGLISH 330 INTRODUCTION TO TECHNICAL WRITING

For sections 330 W 02 MWF, 330 W 04 MW, 330 05 TUTH, and 330 W 06 TUTH

SPRING 2008

Week	Activities	Markel	Documents
1	Introduction to course: audience	1,3,5	Introduction letter
2	Formats	2	Adjustment letter
3	Means and expectations	6	Case 1
4	Sales documents	4	Sales letter
5	Simulation and resume	7	Application and resume
6	Inquiries	16,17	Memo of inquiry
7	Proposal and feasibility		Proposal
8	Suasion		Case 2
9	Documentation	Handouts	
10	Definition	19	Case 3
11	Procedures	Handouts	Definition
12	Executive summary	Formats	Progress Report
13	Format workshop	Design checklists	
14	Oral presentation guidelines		
15	Oral presentations		
16	Review		Final Project
17	Final examinations		
18	Commencement		