

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299
Spring 2019

Course: ENG 310 Technical Writing

Credit: 4 quarter hours

Method of Delivery: Online

Course Description:

Introduction and practice in editing, proposals, analytical writing; attention given to style manuals, research writing, technical terminology, and (as needed) publication.

Prerequisite: ENG 117 - Advanced Composition

Text: The Essentials of Technical Communication, Second Edition

Authors: Elizabeth Tebeaux and Sam Dragga

Publisher: Oxford University Press

ISBN: 978-0-19-989078-1

Materials needed for this course: Computer with Internet access, Microsoft Word, and PowerPoint.

Topics:

1. Characteristics of writing at work
2. Writing for your readers
3. Writing ethically
4. Achieving a readable style
5. Designing documents
6. Designing illustrations
7. Emails, texts, memos and letters
8. Technical reports
9. Proposals and progress reports
10. Instructions, procedures and policies
11. Oral reports
12. Resumes and job applications

Learning Objectives: Upon completion of this course, the student will be able to:

1. Define and discuss various elements and uses of technical communication in the workplace.
2. Analyze situations and write clear and concise reports for specific audiences.
3. Devise a research plan and synthesize research into well-organized writing.
4. Produce business documents using the planning, drafting, and revising process.
5. Analyze and evaluate the usability of texts, websites and visuals to be accessible to a variety of audiences, readable, and appealing.
6. Prepare general and specific technical descriptions, and effective process explanations as part of larger documents.
7. Construct clear, concise, and instructive proposals using RFPs (response for proposals).
8. Evaluate and prepare instructions and manuals for different audiences.

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Midstate Grading Scale:

90	100	A
80	89	B
70	79	C
60	69	D
0	59	F

Late Work

1. I will accept assignments, but they will be subject to late points. Refer to individual assignment sheets for deadlines and specific point breakdown.
2. Work from weeks 1-6 will not be accepted after midterm (Week 6), for any reason, even for late points. No exceptions.
3. During Weeks 7-11, the same above policies apply.
4. Work from weeks 7-11 will not be accepted after (Week 11), for any reason, even for late points. No exceptions.

Instructor Information:

Dr. Steve Bortolotti
Office: 226 **Office hours:** Wednesday nights 4 -6 PM
692-4092 - ext. 2260
sbortolotti@midstate.edu

Policies and Procedures:

1. Weekly attendance is based on whether or not you submitted any gradable work for the week, such as quizzes, written assignments, and discussion forums. However, if you attend a campus session, you will be counted as present for the week even if you do not complete gradable work.
2. No assignments accepted past due dates, unless **you contact me beforehand; that is, do not miss a deadline and then ask to hand it in late.** If you know you will miss a deadline, plan on asking for an extension. I reserve the right to negotiate late submissions with students on a one-on-one basis
3. Papers and other written assignments must follow the standards of written work established in the class via lectures and examples.
4. Unless a template is provided, students' written work will be typed using Microsoft Word; Times New Roman size 12 font; default margins.
5. It is the student's responsibility to keep all copies of papers and written assignments turned in for a grade. If a paper or other assignment is lost by the student or the instructor, the student is responsible for providing the instructor with another copy of the paper or assignment. Copies of the papers written in this course should be kept until the student receives his or her final grade for the quarter.
6. Students suspected of plagiarizing will be subject to the penalties outlined in the *Midstate College Student Handbook*.
7. Students are responsible for obtaining and keeping all handouts and notes.

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Midstate Plagiarism Policy:

Plagiarism is using another person's words, by either paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource that compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success:

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 110 (in person); (309) 692-4092, extension 1100 (phone); studentsuccess@midstate.edu (email).

Week 1

Assignments:

1. Read Chapter 1 and supporting materials.
2. Respond to the Discussion Forum question.
3. Assignment 1 - Page 9.

Week 2

Assignments:

1. Read Chapter 2 and supporting materials.
2. Respond to the Discussion Forum question.
3. Assignment 2 – Bad Business Letter
4. Quiz 1

Week 3

Assignments:

1. Read Chapter 3 and supporting materials.
2. Respond to the Discussion Forum question.
3. Assignment 3 – Ethics

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Week 4

Assignments:

1. Read Chapter 4 and supporting materials.
2. Respond to the Discussion Forum question.
3. Quiz 2

Week 5

Assignments:

1. Read Chapter 5 and supporting materials.
2. Respond to the Discussion Forum question.
3. Assignment 4 – Bad Directions
4. Assignment 5 – Page 93

Week 6

Assignments:

1. Read Chapter 6 and supporting materials.
2. Respond to the Discussion Forum question.
3. Assignment 6 – Journal response
4. Assignment 7 – Graph

Week 7

Assignments:

1. Read Chapter 7 and supporting materials.
2. Respond to the Discussion Forum question.
3. Assignment 8 – Memo
4. Assignment 9 – Email Complaint

Week 8

Assignments:

1. Read Chapter 8 and supporting materials.
2. Respond to the Discussion Forum question.
3. Quiz 3

Week 9

Assignments:

1. Read Chapter 9 and supporting materials.
2. Respond to the Discussion Forum question
3. Assignment 10: First Draft Proposal

Week 10

Assignments:

1. Read this week's lecture material.
2. Respond to the Discussion Forum question.
3. Assignment 10a: Final Draft Proposal
4. Quiz 4

Week 11

Assignments:

1. Read Chapter 10 and supporting materials.
2. Respond to the Discussion Forum question.
3. Assignment 11: First Draft Power Point Presentation of Proposal

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Week 12

Assignments:

1. Read Chapter 11 and supporting materials.
2. Respond to the Discussion Forum question.
3. Assignment 11a: Final Draft Power Point Presentation of Proposal

Assignment Points:

4 Quizzes = 160 points

12 Discussion Forums = 120 points

13 Written Assignments = 430 points.

Total = 710 points