Salt Lake
Community
College

ENGL 2100
Technical Writing (EN)

Course Syllabus
Fall 2024

Classroom: ███████████████████████
Schedule: ████████████████████████████

Instructor: ██████████████████████████████████
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Course Description

Students continue to develop composition skills to prepare for professional writing in technical and scientific fields, and contextualizing assignments in the workplace. Students practice writing and revision processes to produce diverse workplace documents, collaborate with peers, and adapt rhetorical strategies to cultural, social, and political contexts. May be taught with a CEL component.

Credit Hours: 3
General Education Designation: Composition - EN
Prerequisite: ENGL 1010 with a C- or better or passing ENGL 1010 CLEP Test

Required Materials

1. *Technical Writing @ SLCC*

2. *Technical Writing* by Hamlin et al., OpenOregon (OER)

3. *OpenEnglish @ SLCC*

Additional readings will be provided as links or PDFs in Canvas.

Course Learning Outcomes

Upon successful completion of the course, students will be able to:

1. Analyze professional writing production and distribution practices.

2. Explain the centrality of audience and context to workplace writing.

3. Evaluate the effectiveness of workplace writing documents.

4. Produce at least three technical documents commonly used in workplaces.

5. Adapt composing choices for different workplace purposes, audiences, and contexts.

6. Demonstrate proficiency in ethically citing information in professional writing.

7. Self-assess the effectiveness of composing choices based on purpose, audience, and context.

Course Requirements

1. **Attendance and Participation**

    Active participation is essential for both online and in-person meetings. In-person attendance is part of the final grade in hybrid and face-to-face sections.

2. **Assignments**

    Assignments fall under four modules:

    - *Module 1*: Introduction to Technical Communication (10%)

    - *Module 2:* Writing Project (40%) – focuses on text-based professional writing skills

    - *Module 3:* Design Project (40%) – explores visual/multimedia design and presentation

    - *Module 4:* Professional Portfolio (10%) – includes creating a professional portfolio

3. **Reading and Quizzes**

    Regular quizzes on module readings ensure understanding and retention of material.

4. **ePortfolio Submission**

    The course includes a "Signature Assignment" for SLCC's General Education ePortfolio, with a reflection component assessing personal growth.

Grading Breakdown

Component	Weight (%)
Introduction to Technical Communication (Module 1)	10%
Writing Project (Module 2)	40%
Design Project (Module 3)	40%
Professional Portfolio (Module 4)	10%

Final Grade Distribution

A	A-	B+	B
100 to 94	<94 to 90	<90 to 87	<87 to 84
B-	**C+**	**C**	**C-**
<84 to 80	<80 to 77	<77 to 74	<74 to 70
D+	**D**	**D-**	**E**
<70 to 67	<67 to 64	<64 to 60	<60 to 0

Important Dates

Student Academic Calendar:

The "Student Academic Calendar" contains important dates including registration, tuition payments, holidays, and significant deadlines. Refer to the webpage for the most up-to-date information. [website link: https://www.slcc.edu/academiccalendar/index.aspx]

Final Exam Schedule:

The "Final Exam Schedule" lists information about when each course section will hold its final exam period. Refer to the webpage for the most up-to-date information. [website link: https://www.slcc.edu/schedule/final-exam-schedule.aspx]

Institutional Statements and Policies

General Education at SLCC:

This course fulfills the second part of the composition requirement of the General Education Program at Salt Lake Community College. It is designed to teach you the core knowledge and skills of the discipline while also developing essential professional competencies and strategies for lifelong learning. General Education courses broaden your foundational skills and expand your understanding across diverse subjects. By integrating insights from various disciplines, you will learn to apply knowledge meaningfully, enrich your life, develop broader perspectives, deepen your understanding of the world, and challenge your assumptions.

E-Portfolios:

All General Education courses include a "Signature Assignment" that comprises part of each student's e-Portfolio. For more information, see the statement about e-portfolios in Simple Syllabus.

Institutional Syllabus:

The "Institutional Syllabus" on Canvas includes important statements and information on a range of institutional policies, learning support and tutoring services, and student support resources. These sections provide guidance on student rights and responsibilities, grading policies, and various support services available to assist with academic advising, counseling, accessibility, student engagement, and more. For detailed information, please refer to the "Institutional Syllabus" on Canvas.

Course Schedule

Week	Topic	Assignments/Activities
1	Course Introduction and Technical Communication Basics	Syllabus Quiz, Introductions Discussion
2	Audience and Purpose in Workplace Writing	Reading Quiz, Audience Analysis Activity
3-4	Research and Ethical Writing in Technical Fields	Research Quiz, Applied Practice Exercises
5-6	Writing Project Development	Draft Submission, Peer Review, Instructor Feedback
7-8	Visual Design and Usability	Usability Testing, Design Project Proposal
9-11	Working with Visuals: Charts and Graphics	Visual Communication Exercises, Peer Review
12-13	Professional Portfolios and Final Project Refinement	ePortfolio Workshop, Project Finalization
14-15	Reflection and Course Wrap-Up	Reflective Writing
16	Finals	Final ePortfolio Submission