Professional/Technical Writing

ENGL 2840-502

Fall 2024

Course Section Information

This section of ENGL 2100 is fully online. All course activities will be delivered and completed through this Canvas course. We do not have any required scheduled meeting times.

Professional/Technical Writing

ENGL2840 502

Course Description

Examines the theories, histories, and critical moments shaping the field and practice of Professional and Technical Writing. Builds skills in communicating across multiple technical genres, applying problem-solving strategies in writing contexts, and using rhetorical analysis to understand and interpret writing. Evaluates how technical writing contributes to and disrupts social inequities.

Prerequisite(s): ENGL 1010
Semesters Offered: Fall, Spring

Instructor Information

Textbooks, Readings, and Course Materials

Authors: Edited by Han Yu and Jonathan Buehl

Title: Keywords in Technical and Professional CommunicationLinks to an external site..
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Link: https://wac.colostate.edu/books/tpc/tpc/

For more information on textbook accessibility, contact Accessibility & Disability Services at

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Course Prerequisites/Co-requisites

ENGL 1010

Course Student Learning Outcomes

- Apply key concepts, theories, terms, and definitions related to professional and technical writing.

- Effectively communicate across multiple technical writing genres.

- Evaluate the intersections of writing and power, specifically how technical writing reinforces, contributes to, and disrupts social and structural inequities.

- Demonstrate effective problem-solving strategies within professional and technical writing contexts.

- Demonstrate effective use of rhetorical analysis and critical information literacies to understand and interpret various types of technical writing.

Communication Plan

I will respond to email within 24 hours, excluding weekends.

I will offer feedback on major assignments within two weeks.

The best way to contact me outside of our weekly class session is via the Canvas Inbox, as I will prioritize this email over other modes of communication.

How to Succeed in the Course

Your success in this class is important to me. If there are circumstances that may affect your performance in this class, please let me know as soon as possible so that we can work together to develop strategies for adapting assignments to meet both your needs and the requirements of the course. I assume that all of us learn in different ways, and that the organization of any course will accommodate each student differently. For example, you may prefer to process information by speaking and listening, so some of the written material I provide may be difficult to absorb. Please talk to me as soon as you can about your individual learning needs and how this course can be accessible for you. The sooner you communicate with me about your needs, the more successful you are likely to be in this class.

A few tips to help you succeed:

- Communicate with your instructor and don't hesitate to reach out with questions. I'm here to help!
- Stop by office hours (either in person or via Zoom). These weekly sessions are for you! Everyone learns differently and office hours are a great opportunity for us to address your specific needs and preferences. If you can't attend my scheduled office hours, please reach out. I'm happy to schedule an appointment in person or Zoom that works for you.
- Check Canvas daily for updates, announcements, etc.

- Personalize your Canvas notifications so that you receive course information in a way that is useful to you.
- Explore this list of Reading and Writing Tools. We will do a lot of reading in this class, but there are many ways to do that including audio-based reading.

Grading Scale

Final Grade Distribution

Grade:	A	A-	B+	B	B-	C+
Percent:	≥ 94%	≥ 90%	≥ 87%	≥ 84%	≥ 80%	≥ 77%

Grade:	C	C-	D+	D	D-	E
Percent:	≥ 74%	≥ 70%	≥ 67%	≥ 64%	≥ 60%	< 60%

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Introduce Yourself	Discussion	0
10/20	Notebook One	Discussion	20
10/24	Notebook Two	Discussion	20
10/30	Genre Report/ Presentation	Assignment	150
11/3	Notebook Three: Genre Report/ Presentation	Discussion	20

Coursework & Assignment Descriptions

- **Notebooks (30%):** Reflect on weekly course readings and apply information to specific technical writing contexts; pose questions for classmates and instructor

- **Genre Presentation (30%):** Present, for your classmates, a key technical writing genre: blogs, proposals/grants, technical manuals, white papers, websites, and more.

- **User Research (20%):** Complete field research to identify and understand user background, experience, and needs related to a specific communication goal.

- **Design Challenge (30%):** Identify and define a problem that can be addressed with technical writing. Identify a proposed solution and develop a prototype to address the problem.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: https://slcc.instructure.com/courses/530981/pages/institutional-syllabus. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab: https://slcc.instructure.com/courses/530981/pages/institutional-syllabus. We encourage you to take advantage of these resources to help you succeed in your studies. If you

have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

How to Navigate to Canvas

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link: https://slcc.instructure.com/courses/530981/pages/institutional-syllabus

Online Tutoring

Students at SLCC have access to online tutoring through Canvas. From your Canvas course click Online Tutoring in the course navigation and follow the steps to set up an appointment. If this is your first time using the Online Tutoring we recommend you click "Take a Tour" to familiarize yourself with the service.

Note that students only receive 480 minutes of tutoring time each semester. After that we encourage you to use the resources found through this link: https://www.slcc.edu/tutoring/index.aspx

If you have any additional questions reach out to elearningsupport@slcc.edu.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To

learn more about those dates, navigate to the Student Academic Calendar below:

SLCC Student Academic Calendar

Additional Class Policies

Late Submissions

You should aim to submit all assignments on time. I understand that circumstances sometimes require flexible deadlines and I do accept late work; however, our learning in this class is sequential with each assignment building towards the next. You'll be most successful in this class if you regularly submit work on time.

Incomplete Grades

Incomplete grades are an option for you if your life falls apart at the end of the class and you cannot finish. An Incomplete grade puts your grade in this class on hold until you finish it. You must be passing and have completed 80% of the course work in order to be granted an Incomplete. You and I will come to an agreement with what needs to be finished and how long you will have to do it (with a one-year limit).

Plagiarism

Students intentionally or unintentionally commit plagiarism when they submit another author's work as their own. Plagiarism also includes the failure to attribute unique phrases, passages, or ideas to their original source. Most plagiarism happens when students are too stressed out to function or because you haven't developed your referencing skills adequately. If your work appears to be plagiarized, I will talk with you about it and ask you to revise the assignment.

Generative AI

Generative artificial intelligence (AI) software, such as ChatGPT, is a rapidly emerging tool that students may be interested in using. If doing so, SLCC students are expected to adhere to the same standards as the Code of Student Rights and Responsibilities statement on plagiarism. Presenting generative AI software content as your own is a violation of academic integrity. If you use generative AI in your work, you must indicate

that you have done so. The library has created several guides that will be helpful for you when using AI.

Confidentiality

When you contact the instructor for assistance, your concerns and requests for help will be treated with respect. Any private information that you share with the instructor will remain confidential except when mandatory reporting is required by law or by Salt Lake Community College for safety reasons.

Accessibility

I am committed to creating an environment that will help you do your best learning. I assume that all of us learn in different ways, and that the organization of any course will accommodate each student differently. Please contact me if you encounter any issues with Canvas or barriers in the course that make learning difficult for you. I can also help you access SLCC resources for supporting your work as a college student, for staying safe on campus, and for dealing with any stressful life situations that make learning challenging for you. Please let me know as soon as possible so that we can work together to develop strategies for adapting assignments to meet both your needs and the requirements of the course.