

Course Information



Technical Writing (WC)

ENGL 2100-001

Fall 2025

Course Section Information

Days: N/A

Time: N/A

Campus: Online

Classroom: Online

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.

Prerequisite(s): ENGL 1010 with a C- or better or passing ENGL 1010 CLEP Test

Semester(s): All

Textbooks, Readings, and Course Materials

Title: Open Ed Resources

For more information on textbook accessibility, contact Accessibility & Disability Services at ads@slcc.edu.

Course Student Learning Outcomes

- Analyze professional writing production and distribution practices.
- Explain the centrality of audience and context to workplace writing.
- Evaluate the effectiveness of workplace writing documents.
- Produce at least three technical documents commonly used in workplaces.
- Adapt composing choices for different workplace purposes, audiences, and contexts.
- Demonstrate proficiency in ethically citing information in professional writing.
- Self-assess the effectiveness of composing choices based on purpose, audience, and context.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Applied Practice: Practicing Accessibility	Assignment	25
	Applied Practice: Professional Publications and Associations	Assignment	25
	Applied Practice: Who Is Your Audience for the Design Project?	Assignment	25

Due Date	Assignment Name	Assignment Type	Points
	Create Usability Test Plan	Discussion	15
	Creating and Peer Reviewing Employment Materials	Discussion	25
	Design Project Draft 2	Assignment	50
	Design Project Preliminary Draft	Assignment	25
	Design Project Proposal	Assignment	25
	Exploring Accessibility	Discussion	15
	GE - Signature Assignment 1: Writing Project (Final Revised Version)	Assignment	100
	GE - Reflection	Assignment	30
	GE - Signature Assignment 2: Design Project (Final Revised Version)	Assignment	100
	In Class Presentation Assignment	Assignment	50
	Instructor Conference on Design Project Draft 2	Assignment	50
	Instructor Conference on Writing Project Draft 2	Assignment	50
	Introduce Yourself	Discussion	0

Due Date	Assignment Name	Assignment Type	Points
	Introvert/Extrovert Quiz (for fun! and a bit of extra credit)	Quiz	0
	Module 3 Readings Quiz	Quiz	5
	Peer Review Design Project Draft 2	Assignment	25
	Peer Review Design Project Preliminary Draft	Assignment	25
	Preparing for the Design Project	Discussion	15
	Reflection on Module 2	Discussion	15
	Reflection on Module 3	Discussion	15
	Results of Usability Test	Discussion	15
	Thinking about Ethics	Discussion	15
	Turn in Extra Credit Here!	Assignment	0
8/30/25	Introduce Yourself	Discussion	15
9/6/25	Applied Practice: Technical Writing Memorandum	Assignment	25
9/6/25	Module 1 Readings Quiz	Quiz	7

Due Date	Assignment Name	Assignment Type	Points
9/6/25	Reflection on Module 1 [alternate week 2 discussion]	Discussion	25
9/13/25	Applied Practice: Schedule an Interview	Assignment	25
9/13/25	Module 2 Readings Quiz	Quiz	5
9/13/25	Preparing for the Writing Project [Alternate Week 3 discussion]	Discussion	25
9/20/25	Applied Practice: Who Is Your Audience for the Writing Project?	Assignment	25
9/20/25	Improving Your Writing	Discussion	15
9/20/25	Writing Project Proposal	Assignment	25
9/27/25	Applied Practice: Citing Your Sources and Methodology	Assignment	40
9/27/25	Using Quotations	Discussion	15
9/27/25	Writing Project Outline or Preliminary Draft	Assignment	25
10/4/25	Applied Practice: Interviewing a Career Professional	Assignment	25

Due Date	Assignment Name	Assignment Type	Points
10/4/25	Complete Peer Review Draft 1	Assignment	25
10/4/25	Report on Interview	Discussion	15
10/11/25	Applied Practice: Abstracts	Assignment	25
10/11/25	Plagiarism Checker	Discussion	15
10/11/25	Writing Project Draft 2	Assignment	50
10/18/25	Complete Peer Review Draft 2	Assignment	25

Grading Scale

This course uses SLCC's standard grading scale:

Grade Percentage Grade Percentage

A 94–100% C 74–75%

A– 90–93% C– 70–73%

B+ 86–89% D+ 66–69%

B 84–85% D 64–65%

B– 80–83% D– 60–63%

C+ 76–79% E 0–59%

Engagement Plan

- I will respond to email within 24 hours on weekdays. I will offer feedback on major assignments within one week. The best way to contact me is through the Canvas inbox, as I will prioritize this method over other modes of communication.
- I will be participating in the discussion forums with you to share my perspective within the discipline and to offer some nuances of interpretation that may not be present in your textbook.

- Lastly, we'll be holding small group Q & A sessions, where we can learn from our peers (and faculty) on some of the more difficult units within the course.

How to Navigate to Canvas

This course uses the Canvas course management system. All students must use Canvas to retrieve course readings, access web pages, upload assignments, receive course announcements, and review the class section's syllabus.

General Education Information

EN; WC

This course fulfills the above requirement for the General Education Program at Salt Lake Community College. It is designed not only to teach the information and skills required by the discipline, but also to develop vital workplace skills and to teach strategies and skills that can be used for life-long learning.

General Education courses teach basic skills as well as broaden a student's knowledge of a wide range of subjects. Education is much more than the acquisition of facts; it is being able to use information in meaningful ways in order to enrich one's life.

While the subject of each course is important and useful, we become truly educated through making connections of such varied information with the different methods of organizing human experience that are practiced by different disciplines. Therefore, this course, when combined with other General Education courses, will enable you to develop broader perspectives and deeper understandings of your community and the world, as well as challenge previously held assumptions about the world and its inhabitants.

Course Content Advisory

Please be advised that this course may include discussions, readings, and other content that some students might find distressing or triggering. Specifically, the course may cover topics

such as:

- Violence or traumatic events
- Sensitive social and political issues
- Discussions of mental health, including depression and anxiety
- Graphic or explicit descriptions and imagery
- Any other specific content relevant to the course

Our aim is to explore these topics thoughtfully and respectfully, understanding their importance in our field of study. However, we recognize that such material can be challenging. If you have concerns about your ability to engage with certain course materials due to past experiences or personal reasons, please feel free to discuss this with me privately. We can explore alternative ways for you to engage with the material while ensuring your educational experience is not compromised.

Your well-being is important, and support services are available through the college's counseling support services should you need them.

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.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

Academic Integrity

Plagiarism is strictly prohibited and includes:

- Submitting work that is not your own
- Inadequately crediting sources

- Misrepresenting ideas or information

Penalties range from receiving a zero on the assignment to failing the course, depending on the severity. All submissions may be checked via Unicheck on Canvas.

Generative AI Use: Unless explicitly permitted, using AI to generate assignments is considered academic dishonesty. Please review the SLCC Code of Student Rights and Responsibilities for specific policies and expectations.

Institutional Policies

For policies on accessibility, harassment, discrimination, and student conduct, refer to the Institutional Syllabus located via the document icon in Canvas' global navigation menu.

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, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. 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.

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 elarningsupport@slcc.edu.

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, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. 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.

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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](#)