Course Information

Professional/Technical Writing

ENGL 2840-001

Fall 2025

Course Section Information

This section of ENGL 2840 is fully online. We do not have any required in-person meetings. You should plan to log into our Canvas course at least three times a week to ensure that you are up-to-date on announcements, assignments, and other course activities.

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

Textbooks, Readings, and Course Materials

Authors: Edited by Han Yu and Jonathan Buehl

Title: Keywords in Technical and Professional Communication
Link: https://wac.colostate.edu/books/tpc/tpc/

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

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.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
8/26/25	Introduce Yourself	Discussion	10
8/31/25	Notebook One	Discussion	20
8/31/25	Read & Annotate: Profession by Gerald Savage	Assignment	10
9/4/25	Read & Annotate: Genre	Assignment	10
9/7/25	Notebook Two	Discussion	20

Due Date	Assignment Name	Assignment Type	Points
9/7/25	Image to Text Instructions	Assignment	20
9/11/25	Read & Annotate: Audience	Assignment	10
9/14/25	Notebook Three	Discussion	20
9/14/25	Audience Awareness	Assignment	20
9/21/25	Genre Report/ Presentation	Assignment	200
9/25/25	Read & Annotate: Design	Assignment	10
9/29/25	Notebook Four: Genre Report/ Presentation	Discussion	20

Coursework & Assignment Descriptions

- **Notebooks (20%)**: Reflect on weekly course readings and apply information to specific technical writing contexts; pose questions for classmates and instructor
- **Read & Annotate (20%):** Read and respond to key course readings to share your understanding and ask questions
- **Practical Skills (20%):** Practice core technical writing skills through brief activities and projects.
- **Genre Presentation (10%):** Present, for your classmates, a key technical writing genre: blogs, proposals/grants, technical manuals, white papers, websites, and more.
- **User Research Plan (10%):** Complete field research to identify and understand user background, experience, and needs related to a specific communication goal.

- **Design Challenge (20%)**: Identify and define a problem that can be addressed with technical writing. Identify a proposed solution and develop a prototype to address the problem.

Grading Scale

- A = 94-100%
- A- = 90-93.9%
- B+ = 86-89.9%
- B = 83-85.9%
- B- = 80-82.9%
- C+ 76-79.9%
- C = 73-75.9
- C- = 70-72.9%
- D = 60-69.9%
- F = 0-59.9%

Engagement Plan

- I will log into our Canvas course every day.
- 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.
- For any assignments submitted after the due date, I will grade them as I am able.
- I hold in-person office hours on Mondays from 3-5 p.m. & Thursdays from 12-2 p.m. in AAB 160 or via Zoom. You do not have to make an appointment for these office hours; just stop in to talk about anything. If you want to meet at another time, just let me know and we'll find something that works for you.

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.

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.

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!
- 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.
- Review these Time Management Tips

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.

Because discussions are timely, they must be submitted with one week of the due date to receive credit. All other assignments can be submitted late with no penalty. As noted above, I cannot guarantee timely feedback for late submissions.

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 coursehttps://libguides.slcc.edu/ChatGPT/Citationswork 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.

Information and AI

[Citations and 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.

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.

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 elearningsupport@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.

Professional/Technical Writing

ENGL - 2840 001

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