Syllabus
ENGL 3002, version 2.0
Effective: June 1, 2017

ENGL 3002—Technical Writing

Course Description: Training in skills required of practicing scientists, engineers, and technical managers.

Textbooks and Other Materials

ODL is *not responsible* for student purchases that result in *the receipt of the wrong materials. It is the responsibility of the student to* order the correct textbook materials. Courses are written to specific textbook editions; edition substitutions *are not allowed*.

Textbook

Mike Markel. *Technical Communication.* Eleventh edition. Boston: Bedford/ST. Martin's, 2015.
ISBN: 978-1-4576-7337-5

Ordering Information

Please review the following tips for ordering your course materials:

1. Do not purchase your textbooks until your enrollment is approved. During the processing period, a new section may be opened that could require a different textbook or edition.
2. *Always order by the ISBN*. Publishers and vendors often offer the same textbook title under different ISBNs. You must have the correct ISBN to access your online website.
3. If you are having problems locating a textbook, contact us at Answers@outreach.lsu.edu for assistance.

Other Materials and Resources

All students are required to have a recent edition of a standard English handbook that covers basic grammar, style, and documentation. Recommended handbooks include *A Writer's Reference* by Diane Hacker, *The Hodges Harbrace Handbook*, and *The Scott, Foresman Handbook for Writers*.

Software: MS Word, PowerPoint, Web Browser, Adobe Acrobat Reader

Students must use a recent version of MS Word to complete most of the assignments for this course.

Students will also need reliable access to the Internet and a library.

It is recommended that you use Mozilla Firefox or Google Chrome as your web browser. Internet Explorer is not compatible with your Moodle course site.

Adobe Acrobat Reader is required to view PDF document files.

Hardware and Examity® System Requirements: Desktop computer or laptop (not tablet), Web cam with a microphone (built-in or external), headphones or working speakers, and high speed internet (at least 3 Mbps download speed and 3 Mbps upload – test internet speed at http://www.speedtest.net), Browser with pop-up blocker disabled

Your exams are completed online and are proctored by a service called Examity. Examity gives you the flexibility to schedule exams at your convenience and take them wherever and whenever you want.

Accessing the system:

- You can access Examity through Moodle.
- Log into Moodle course site and read the section labeled '2. Create Examity Profile,' in the Getting Started Module.
- Recommend review of the software, hardware, and system requirements listed above will ensure that you have the necessary resources available, prior to enrolling in this course.

Nature and Purpose of the Course

Course Outcomes

Upon completion of this course, students are expected to be able to:

1. Analyze audiences and create documents addressed to particular readers
2. Develop objectives for writing
3. Write standard reports and technical correspondence
4. Manage document design to improve readability
5. Organize documents logically, using informative or persuasive techniques as appropriate
6. Conduct research projects via conventional and electronic means
7. Cite and use source material properly
8. Revise written work
9. Write clearly, precisely, efficiently, and economically
10. Communicate via electronic means
11. Use the techniques of word processing and of other computer applications
12. Understand the principles and techniques of giving oral presentations
13. Learn about special kinds of writing and documents

English 3002, Technical Writing, prepares students for on-the-job writing in the technical professions. That focus does not, however, mean that all technical communication is produced by technical professionals (chemists, engineers, architects, designers), because much technical writing is done by technical communicators (writers who primarily produce technical documents of various sorts—proposals, specifications, manuals, technical brochures, presentations, and so on—even though their training may be in non-technical fields). This course is appropriate for both the technical professional and the communications professional.

Some people confess their difficulty in understanding what technical communication is and how it differs from other writing. The author of the textbook for this course defines it as how people "find, create, and deliver technical information" (3). Some definitions would restrict the meaning to include only nonfiction discourse about science, technology, or engineering; however, Markel makes the very reasonable point that such narrow subject-area restrictions are inappropriate and that much of the writing we encounter daily should count as technical communication, including not only reports and proposals but also e-mails, podcasts, computer help files, and blogs (3). This course operates on the assumption that the wider definition is the more accurate one.

English 3002 is in no sense a remedial course. As a prerequisite for it, students should already have passed English composition (which at LSU comprises two courses, one at freshman level and one at sophomore level) or an equivalent course in writing persuasive, evaluative, and other forms of argumentative discourse. Students must also have a basic understanding of

conducting secondary research and documenting sources properly. Technical writing assignments will be graded not only on content but also on document design and on grammatical and rhetorical effectiveness, in addition to any special requirements that be imposed in individual modules. Admittedly, students approach a class like this one having learned already to fear that every English teacher is a stickler for correctness in grammar and punctuation. Not all English teachers are such sticklers, but in this class, we must keep in mind that correctness is important in technical writing because readers inevitably will, rightly or wrongly, draw conclusions about the reliability of the technical information based on the correctness—or lack of correctness—of the writing.

Working with the Course Materials

Remember, this course covers an entire semester of work or the equivalent of a classroom course lasting 15 weeks. That means that each module in this course equals nearly a week of course work and will require the same time and effort on your part. *Do not expect to complete each module in a single study session. Understand, too, that if you choose to submit assignments at a very high pace, your instructor may not be able to grade your work at the same rate.*

Each module contains information, activities, and assignments organized under a consistent series of headings. Get familiar with how the module is organized. Each module in this course is organized into the following sections: the Module Learning Objectives, the Reading Assignment, a ungraded Quiz or Practice Exercise, and the graded Module Assignment. You should work through these parts of the module in order. Specific recommendations are provided in a link to the course module instructions, which you should review before beginning the first module. Completing the following sequence is strongly encouraged for each module:

1. Complete the **Reading Assignment**, including the *Module Material* and other assigned readings.

2. Complete any **Quiz** or **Practice Exercise**.

3. When you are ready, complete, upload, and submit your **Module Assignment**. Use the following naming convention for documents to be uploaded:

   CourseNumber_Version_Section_LastName_FirstName_ModuleNumberAndAssignment Part
   (Example: ENGL3002_2.0_1_jones_sam_M01A)

Suggested Study Techniques

1. Carefully review the module objectives to help you focus on the information that will be covered on the exams.

2. Concentrate on the reading assignments, the module lecture material, and any additional resources provided. This review should include a detailed examination of any illustrative problems and examples. After an assignment has been completed, a rapid re-reading of the related text and other materials is strongly recommended.

3. Put yourself on a definite schedule. Set aside a certain block of hours per day or week for this course and work in a place where distractions are minimal.

4. Try to submit one assignment each week or at least every two weeks. Delays in submitting assignments usually result in lagging interest and the inability to complete the course.

5. Review your module assignments after they have been graded, paying special attention to any instructor feedback provided. (We suggest that you wait for assignment feedback before you submit subsequent assignments.)

6. Regardless of how you complete your graded assignments, keep in mind that module completion should not be your sole preparation for your exams. As with any college course, you should study for your exams.

Reading Assignments

To do well in this course, it is essential that you read and study all the course materials that precede the module assignment. Do not begin the module assignment until you have done so. For each type of document you prepare for this course, follow carefully the guidelines provided in the textbook and this course website.

You will read an average of 40 pages per module. Specific reading assignments will be given in each module.

Topic Outline

This course covers the following specific topics:

Module	Topic
01	Introduction to Technical Writing
02	Ethical & Legal Considerations
03	The Writing Process
04	Audience Analysis, Purpose, Strategy, & Research
05	Developing the Argument
06	Writing Coherent Documents
07	Document Design
	Mid-Course Examination
08	Writing Proposals
09	Integrating Graphics

10	Writing a Formal Report
11	Writing Definitions, Descriptions, and Instructions
12	Reviewing, Evaluating, and Testing Documents and Web Sites
13	Writing Job-Application Materials
14	Completing the Formal Report
	Final Examination

Module Assignments

Module Assignments must be submitted on the course site and created using a recent version of either Word, unless otherwise specified in the assignment instructions.
Handwritten work is not accepted. Adhere to the following requirements:

1. In general, use 10- or 12-point type in a standard serif typeface, such as Times New Roman. (For some assignments, there may be reason to use a different typeface; do so if there is good reason.)
2. Use single- or double-spacing according to what is appropriate for the document you are preparing. Responses to exercises and cases may be single-spaced unless otherwise noted in the assignment instructions.
3. For simple exercises, put your name, course, and module number at the top of the first page of each submission. You do not need to do this if the submission is a formal document (e.g., a report, letter, memo) when your own name appears elsewhere in that document.
4. Identify the exercise or case by chapter and exercise or case number.
5. For submissions that are specific types of documents (e.g., letters, memos, reports), your name should appear in the appropriate place for that type of document.
6. For specific document types, follow the standards and requirements presented in the textbook.
7. Appearance counts. Document design and professionalism are important aspects of technical communication.
8. Most modules involve multiple assignments. Each part must be prepared and uploaded as a separate file.
9. Follow the naming convention explained in the module assignment instructions when you name your files. *Assignments will not be accepted if the file name is incorrect.*
10. You must complete the modules in order.

You should submit each module assignment as soon as it is completed. Some courses have restrictions that require that a grade be received before you can submit additional assignments. Specific information on assignment submission is included in the Module Instructions. Please be sure to follow these instructions.

You must have a *grade posted in the Moodle grade book for the Module 14 Assignment in order to unlock access to the Final Exam.* Please allow at least seven days for the final assignment grade to be posted in the gradebook.

Once you submit an assignment, you cannot revise it, so be sure to check your work. Understand that occasional delays will occur, such as during holidays and semester breaks or if you submit several module assignments within the same week. You must have been enrolled in the course for *at least three weeks* to qualify to take the final exam, regardless of when the modules and other exams are completed.

Academic Integrity

Students in Online Distance Learning (ODL) courses must comply with the *LSU Code of Student Conduct.* Suspected violations of the academic integrity policy may be referred to LSU Student Advocacy & Accountability (SAA), a unit of the Dean of Students. If found responsible of a violation, you will then be subject to whatever penalty SAA determines and will forfeit all course tuition and fees.

Plagiarism

Students are responsible for completing and submitting their own course work and preparing their own modules. All work submitted in the course modules must be the student's own work unless outside work is appropriate to the assignment; all outside material must be properly acknowledged. It is also unacceptable to copy directly from your textbook or to use published answer keys or the teacher's edition of a textbook.

Collaboration

Unauthorized collaboration constitutes plagiarism. Collaborative efforts that extend beyond the limits approved by the instructor are violations of the academic integrity policy. Students who study together are expected to prepare and write their own individual work for submission and grading.

For more information and links to the *LSU Code of Student Conduct* and the SAA website, go to the ODL Academic Integrity policy on our website.

Examinations and Grading Policy

There will be two examinations. The mid-course exam follows module 07, and the final exam, which is comprehensive, follows module 14.

Each module assignment is graded individually, and points vary on different exercises and projects. Points per exercise or project are indicated in the module assignment. Exams are 100 points each.

The course grade is computed according to the following table:

Component	Weight (%)
Exercises and cases	40%
Proposal	10%
Formal report draft	10%
Formal report final	15%
Mid-course exam	10%
Final exam	15%

The following is the grading scale for this course.

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\begin{aligned}
97\%-100\% &= \text{A+} \\
93\%-96\% &= \text{A} \\
90\%-92\% &= \text{A-} \\
87\%-89\% &= \text{B+} \\
83\%-86\% &= \text{B} \\
80\%-82\% &= \text{B-} \\
77\%-79\% &= \text{C+} \\
73\%-76\% &= \text{C} \\
70\%-72\% &= \text{C-} \\
67\%-69\% &= \text{D+} \\
63\%-66\% &= \text{D} \\
60\%-62\% &= \text{D-} \\
0\%-59\% &= \text{F}
\end{aligned}
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YOU MUST PASS THE FINAL EXAMINATION
IN ORDER TO PASS THE COURSE.

IMPORTANT: The final exam cannot be taken until you meet the following requirements. Under no circumstances may the final exam be taken earlier.

1. You must have been enrolled in the course for *at least three weeks*, regardless of when the modules and other exams are completed.

2. You must have a *grade posted in the Moodle grade book for the Module 14 Assignment in order to unlock access to the Final Exam.* Please allow at least seven days for the final assignment grade to be posted in the gradebook.

To read the full exam policy and other policy statements, visit http://www.outreach.lsu.edu/Extended-Campus/Online-Distance-Learning/Guidelines-Policies/Policies. Go to Continuing Education's homepage. Click on *Extended Campus,* select *Online Distance Learning*, and then click the link for *Guidelines and Policies*.

Taking Your Examinations

You are *required* to create a Louisiana State University ODL Examity account and to take your examinations through Examity, a remote proctoring service that allows you to take exams anywhere with internet access (some restrictions apply). Information on creating your Examity account can be found in the *Getting Started* module.

The Examity website provides links you can use to find out how Examity works and to check your computer to see that it meets the technical requirements. In addition, to test using Examity, you need *access to a web cam with a microphone (built-in or external), headphones or working speakers*, and *high speed internet* to use this service. A complete list of technical requirements is available from the Examity website.

You should schedule your exams about a week before you are ready to take them in order to avoid any additional charges.

Transcript Information

After you have completed this course, your grade will be filed with the Office of the University Registrar. If a transcript is needed, it is your responsibility to make a request to the registrar. If you would like to order a transcript, visit the Office of the University Registrar Transcript Requests page to view your options
(http://sites01.lsu.edu/wp/registraroffice/student-services/transcript-request/).

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