

Technical Composition

Eng 292-095

W 8:35-11:15

Information:

Instructor: Deanna Mascle

Office: MSU Campus, Faculty House 1, Room 100

Hours: By appointment & in BlackBoard

Phone: 606.783.5280

Classroom: MSU in Mt. Sterling, Clay Center, Room 10

Credits: 3-0-3 (some online component required)

Email: d.mascle@morehead-st.edu

Prerequisite: Successful completion of ENG 100 (Writing I)

Co-requisite: None

Required text:

Mike Markel. Technical Communication. Bedford St. Martins. 8th Edition.

Purpose:

English 292 introduces students to the strategies for analyzing a technical writing situation, gathering information on the subject, and writing about it clearly and efficiently. It requires students to produce documents of varying formats (such as those used in reports, memoranda, instructions, letters, and resumes) which demonstrate students' abilities to write in clear and correct English for a particular technical audience and purpose. Students will explore issues related to the logic of document format and design. Through activities of drafting, revising, editing, reading, and discussing, students will further develop the analytical and synthesizing abilities learned in ENG 100. ENG 292 fulfills the Writing-II core general education requirement.

Blackboard online information:

This class uses Blackboard as a supplemental "delivery system." While we will not be using Blackboard's Virtual Classroom, we will use the Discussion facility for required sharing of drafts. Weekly posts about the assignment are required of each class member. Expect to write each week. Use the Discussion section to complete peer review and editing workshops. All assignments are posted in the Assignments' section.

Technology requirements

Students must have regular access to a personal computer (of any modern operating system). They must possess a word-processing program that allows them to save files in Microsoft Word's ".doc" format. Students must have Adobe's Acrobat or the Free Adobe Reader with a version of 5.0 or higher. All of this software is available on computers in MSU's classrooms and open-access labs. Graded (and commented) assignments will be returned to

students via the Grade Book in BlackBoard. Students must have a valid email account through either the MSU mail system or another (legitimate) email provider. Students are required to provide their valid email addresses in BlackBoard and to check both that email account and BlackBoard regularly. Our extended class period will allow some time for students to complete a portion of their online and word processing tasks; however, students should be prepared to spend at least five hours outside of class each week in addition to class time.

Electronic-document preparation

Software requirements

Your documents this semester must be submitted via the Blackboard Gradebook (Assignments) in Word Document Format. Versions of Word that may be used are from Office 98, 2000, XP, and Mac OS X. Newer versions can “save down” their files to Office XP format. It is important that we all use a form that allows for complex formatting and that can be shared. You will be uploading files to our forums for peer review, and I will need to read the documents in the Gradebook to grade them.

Naming your files

When you upload your final drafts to the Discussion Board or Gradebook you should pay particular attention to the file name. Do not leave spaces or odd characters (# for example) in the file name and make sure if you have the newer version of Word that your file does not include the .docx extension (save it as a .doc). If a file cannot be opened because you did not save it and/or name it correctly it is the same as not turning in an assignment at all.

Blackboard participation

You are expected to login to Blackboard at least once per week to check for announcements, course materials, and to participate in the Discussion Board forums I have set up for each paper. Participation means posting questions about your papers, uploading drafts, evaluating drafts from fellow students, and telling one another about your progress on your research papers. You are expected to be prepared to discuss your writing and research during our regular meetings. If class is canceled by the instructor you will be notified in BlackBoard as much in advance as possible and an alternative assignment may be posted.

Essential general-education goals

To communicate accurately and effectively.

Students will write, revise, and edit papers that report on findings and describe processes as though in authentic situations for typical audiences.

To locate, select, and present information efficiently.

Students will use electronic, library-based, and/or field-research resources to create at least one report that incorporates different forms of assignments (i.e., summaries, analyses, cases, etc.). Students will demonstrate (through the aforementioned document) their ability to clarify

a concept and incorporate it into a coherent, extended, technical document.

To think and reason analytically.

Students will produce documents and participate in discussions that require them to demonstrate both their abilities to recognize rhetorical reasoning in the sources they analyze and their abilities to apply analytical reasoning to their own writing.

Students who have successfully completed ENG 292 will be able to

1. work with a group of peers and/or their teacher to draft, revise, and edit documents so that those documents exhibit logical organization, mechanical correctness, and structure appropriate at a general reader level.
2. incorporate various types of external sources into documents and presentations using documentation techniques appropriate to technical disciplines.
3. recognize the multiple perspectives on a complex concept, explicate those viewpoints through writing and discussion, and use appropriate rhetorical techniques to develop an effective exposition.
4. use writing and/or discussion to explore the relationship of the course materials to their own lives with a view to understanding the complexity of technical subject matter.
5. apply techniques for analyzing text that will aid them in selecting, accepting, and/or rejecting the arguments of others based on logical and design criteria.

Policies

ADA compliance accommodation of students with special needs

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to “reasonable accommodations.” Documentation of the student disability is required to determine accommodation requirements. It is the student’s responsibility to inform the instructor of any special needs before the end of the second week of classes. Contact Disability Guidance Counseling Services Coordinator and AAO/ADA Coordinator for any questions regarding this course or its requirements. Contact the MSU Office of Distance Learning, 408 Ginger Hall, Morehead State University, Morehead, KY 40351; phone: (606)-783-2082 if you find issues related directly to Blackboard software and computer interface.

Campus Safety Statement

Emergency response information will be discussed in class. Students should familiarize themselves with the nearest exit routes in the event evacuation becomes necessary. You should notify your instructor at the beginning of the semester if you have special needs or will require assistance during an emergency evacuation. Students should familiarize themselves with emergency response protocols at www.moreheadstate.edu/emergency .

Attendance and class participation

You are expected to attend class each meeting and attendance will be taken at each meeting. You are expected to participate in class discussions and workshops including the discussions and workshops mediated through the University's Blackboard course-management system. A portion of your final grade (10%) will be based on the quality of your responses to other students' writing, your participation in class and in BlackBoard, and your attendance. Late work will be accepted (within reason) but will be penalized accordingly.

Plagiarism

Because of the nature of the projects you are completing, it is unlikely that you will be able to find an affordably priced, already prepared package of papers that meet the course criteria—including required drafts, bibliographies, Blackboard discussions, and collaborative workshops. However, plagiarism includes any instance of copying another's words without citations whether a direct quotation or a paraphrase or any instance of using another's ideas without citations—even when that idea is one which you find in multiple sources. Most of your work relies on materials you have collected from sources; therefore, you **must** keep track of your sources as you collect the data and be sure to cite them in any of the papers you write. You should cite your sources even in early drafts; otherwise, your final work will look as though you have fabricated your source citations. Citations must follow the format described in Appendix B of our text (choose style appropriate for your major). You will be graded on how closely you follow that style in your final report and informative abstract. If you do plagiarise material for an assignment, expect to receive a zero (0) as a grade on that assignment.

Drafts and Revisions

You are given more than adequate time to workshop your drafts and are given access to a BlackBoard site that facilitates writing workshops. You are encouraged to discuss your drafts with the instructor before you turn in your final draft. No revisions are permitted once a grade has been earned.

CLASS EXPECTATIONS

- In class and BlackBoard students are expected to focus on the task at hand and treat others with respect. Disruptive and/or disrespectful behavior will not be tolerated. Conduct in these interactions directly affects the class participation portion of your grade. You are expected to prepare for and participate in these interactions.
- All papers will be submitted in either Microsoft Word (.doc not.docx) or Rich Text. If a file cannot be opened because it is not in the correct format or a faulty file name was used (for example, use of certain symbols like # will often make a file unusable) then the assignment will be considered late and may not receive any credit.
- You will regularly check the Blackboard announcements to ensure that all assignments

are being met.

- Keep posts focused and on topic as well as making them your best effort to continue class dialogue.
- You are expected to read all lecture and assignment materials as well as all of the public discussion materials for each week.
- Assignments are due on the date indicated by midnight EST. For each day a paper is late, the grade of the paper will drop by 10%. A paper more than one week late will not be accepted. Minor assignments will not be accepted late at all.
- For this class you will submit papers via BlackBoard. Assignments will not be accepted via Email unless specifically designated by the Instructor.
- For your benefit, do not throw anything away, especially drafts and comments on papers. Keep all materials pertaining to this class in a designated folder on your hard drive or on a designated disk.
- For your benefit, always back up your work (using at least two methods: hard drive, portable storage, or paper). It is not the instructor's problem if you lose work due to your poor planning. Saying: "A virus ate my disk" is just another version of my dog ate my homework.
- Students are encouraged to post questions about assignments and class protocol to the Q & A thread on the Blackboard message board for this class. The instructor will regularly check this to ensure answers are posted in a timely fashion. Remember to check previous posts to see if your question has already been asked! Also, try to make your subject heading meaningful to help people identify topics.
- Students are encouraged to use the Student Forum section of the discussion board to interact privately without instructor oversight.

Assignments

Topic Memo (Informal Memo)	5%	Web Presentation	10%
Informative Abstract	5%	Class Presentation	10%
Research Proposal	10%	Completion Report	30%
Field Report	10%	Class Participation	10%
Progress Report	10%		