

ENG3000-80/88 *Technical Writing*

online asynchronous

Winter 2022

1/3/22-1/21-22

Dr. Judith Broome

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English Dept.: 973-720-2254

Virtual Office hours via Zoom: by appt

<https://wpunj.zoom.us/j/9737203065>

passcode **6mDz8w**

Prerequisite for course: ENG1100

Required textbook: Johnson-Sheehan, Richard. *Technical Communication Today*. 6th ed.

Pearson, 2018. ISBN978013443239-7

Course Description: This course focuses on the concepts and practices of technical writing, enlisting students in the analysis and creation of a variety of technical documents for a wide range of contexts using a selection of technical platforms. Students learn to write proposals and technical reports, develop instructions and protocols, create user interfaces, and develop and upload web site content. They will develop other genres of technical writing, both digital and in print, integrated with the study of the rhetorical principles that are the foundation of the design of texts for various audiences and purposes. TI & WI.

Course Objectives:

- A. To explore the rhetorical, professional, and cultural/social understanding of technical writing and its impact on individuals and society.
- B. To develop knowledge of the technology used in document/user interface design and production, and the ability to apply that knowledge effectively and appropriately for a wide range of technical writing situations.
- C. To introduce students to a variety of techniques and platforms involved in typical technical writing situations, such as integration of graphics, writing for web-based interfaces and mobile applications, and technical usability testing.
- D. To integrate knowledge about technical writing with that of other types of writing for the workplace and beyond, and to investigate how technology-based writing approaches connect to or enhance traditional approaches to writing.
- E. To explore principles of document design and its foundational role in developing technical documents for print and web-based publication.
- F. To engage in and produce team-based, collaborative projects common in technical writing situations across disciplines.

Learning Outcomes:

Students will:

- A. Demonstrate understanding of the rhetorical impact of technical writing on individual, professional, and social audiences, through a variety of platforms both print and digital. Locate, evaluate, and apply critical analysis of
- B. Locate, evaluate, and apply critical analysis of technical writing scholarship, design and production, and technological applications common in the development of technical writing publications in print and web-based forms.
- C. Create and/or produce and upload a variety of technical documents and web site applications, in both print and digital forms, typical of technical writing techniques and platforms commonly used in the workplace and in broader society today.
- D. Develop and apply a variety of effective approaches to common occasions for technical writing, incorporating knowledge about relevant technology and an understanding of rhetorical considerations most appropriate to each technical writing situation.
- E. Develop strategies for effective web content production and digital document design that align with the rhetorical needs and technical approaches for various contexts in which technical writing is used.
- F. Engage in collaborative learning and team-based project work, extensively drafting and revising their own writing and that of their peers, producing both individual documents and team-developed, technology-based written work for print and digital applications.

Assignments and Grading: Written assignments will be uploaded to Assignments on our Blackboard website.

Discussion Questions:	15 pts.
Technical description:	05
Documentation:	05

Proposal:	15
Digital essay:	20
Quizzes:	20
Final exam:	<u>20</u>
	100 pts.

Discussion Questions: Your initial post should be a short essay of 150-200 words, with a thesis sentence and textual support, and should be free of spelling or grammatical errors. Your responses to two classmates must be substantial: not “I agree” or “you make a good point.” Do not wait until the last minute to post your initial response—the discussion should develop throughout the week.

Participation and Attendance: This course is asynchronous, but assignments and discussions are due on dates specified. Attendance is recorded based on weekly submission of assignments. No extensions on discussion board postings or papers.

Blackboard: All class activities will take place on our Blackboard class shell. Students should check daily for news and announcements. All communication will be via Blackboard or WPUNJ email only.

Special Accommodations: If you require special accommodations because of a disability, please let me know during the first week of class to ensure that your needs are met.

Plagiarism

According to the *William Paterson University Handbook*, plagiarism is “the copying from a book, article, notebook, video, internet or other source material, whether published or unpublished, without proper credit through the use of quotation marks, footnotes and other customary means of identifying sources, or passing off as one’s own the ideas, words, writings, programs, and experiments of another, whether or not such actions are intentional or unintentional. Plagiarism also includes submitting, without the consent of the professor, an assignment already tendered for academic credit in another course.”

Plagiarism is ridiculously easy to spot; also, we use plagiarism-detecting software. Potential consequences may include failure of the paper, failure of the course, and notification of the English Department Chair to determine further steps.

ENG3000-80 Technical Writing Calendar		
	Topic	Readings and Assignments
Week One 1/3/22	Introduction to Technical Communication Writing Technical Definitions Writing Instructions and Documentation Creating and Using Graphics	Reading: Chapters 1, 7, 8, 18 Discussions 1 & 2 Quizzes 1 & 2 Technical Definition Technical Documentation
Week Two 1/10/22	Designing Documents and Interfaces Writing Formal Reports Researching in Technical Workplaces Writing a Proposal Building a Brand	Reading: Chapter 17, 11, 14 Discussions 3 & 4 Quizzes 3 & 4 Proposal
Week Three 1/17/22	Writing for the Internet <ul style="list-style-type: none"> • Writing for Websites • Building a Brand 	Reading: Chapter 21 Discussion 5 Quiz 5 Digital Essay Final Exam