ENG 3050: Technical Communication I
Wayne State University
Fall 2017

Instructor: Corey Hamilton
Email: fx1941@wayne.edu
Office: 9310, 5057 Woodward
Office Hours: T/R 10:30 a.m. – 12:00
Location/Time: Online
Course/Sec #: 14783/012 & 14189/013

Department of English Description
ENG 3050 prepares students for reading, researching, writing, and designing technical documents. While some technical writing addresses a general audience (e.g., instructions), technical documents are often written for multiple audiences with different specializations (e.g., technical reports for executives and implementers). Technical documents incorporate both textual (writing) and visual (graphics, illustrations, etc.) elements of design.

WSU Undergraduate Bulletin Description
Cr 3. Instruction in basic technical writing skills. Requirements include writing summaries, letters, memos, instructions, and technical reports. Topics include audience and purpose analysis, textual and visual aspects of technical document design, and formatting.

Course Prerequisite for ENG 3050
To enroll in ENG 3050, students must have completed their WSU Basic Composition (BC) requirement (ENG 1020 or equiv.) with a grade of C or better.

General Education Designation
With a grade of C or better, ENG 3050 fulfills the General Education IC (Intermediate Composition) graduation requirement. Successful completion of Intermediate Composition (IC) with a grade of C or better is a prerequisite to enrolling in courses in the major that fulfill the General Education WI (Writing Intensive) requirement for graduation. More information on the General Education requirements is available from the WSU Undergraduate Bulletin:
http://www.bulletins.wayne.edu/ubk-output/ubk%2009-11-wb-01-07.html

Last Day to Add/Drop/Withdraw
- Last day for Add/Drop: for Fall 2017, September 13; for Winter 2018, January 22.
- Last day to withdraw (no tuition refund): for Fall 2017, November 12; for Winter 2018, March 25. Consider including the attached “SMART” document with your syllabus.
- Completing a SMART Check at the Welcome Center is mandatory if you are intending to withdraw from a class. Withdrawals can seriously impact your financial aid and progress toward degree completion. Consider carefully before
making the decision to withdraw from this course. Use the following link for more information: https://wayne.edu/financial-aid/receiving/withdrawal/

**Learning Outcomes**

**Writing and Designing**
Write effectively as individuals and in teams in standard genres of technical writing (including summaries, professional correspondence, resumes, instructions, technical descriptions, reports, and performance assessments), including the appropriate use of grammar, mechanics, style, and document design for formal and informal documents and standard conventions of citation and documentation.

**Reading and Analyzing**
Read, analyze, and evaluate the design of, and the audience(s) and purpose(s) for, technical documents, including text, visuals, format, usability, citation, documentation, and mechanics.

**Researching and Documenting**
Design and conduct primary and secondary research; evaluate appropriate sources in support of composing technical documents.

**Using Technology and Media**
Make productive use of current technologies for reading, researching, writing, and designing technical documents.

**Required Text**

**Assignments**
Students are required to write a minimum of 32-37 pages (8,000-9,000 words) in ENG 3050 (including drafts and informal writing). This course will feature 4 major projects along with less formal writing for in-class activities and homework.

1. Job Application Materials (4-5 pages)
2. Instruction Set & Test Memo (5-6 pages)
3. Three Component Report (16-22 pages)
4. Performance Review (2-3 pages)
5. Short Writing Assignments (5-10 pages)

**Project Formats and Submission**
- Assignments must be typed, double-spaced, in 12-point Times New Roman typeface, with one-inch margins.
- Please use MLA format for citations.
- Assignments must be submitted electronically through Blackboard.
- Please insert page numbers in the top, right-hand corner of your assignments.
Grading
There are seven (7) project areas on which you will be graded. Grades on individual papers will be weighted as follows, totaling 1000 points:

1. Job Application Materials (150 points total)
   * 1A: Paper Resume and Cover Letter 100 points
   * 1B: Professional Website 50 points
2. Instruction Set & Test Memo (150 points total)
   * 2A: Instruction Set 100 points
   * 2B: User Test Memo 50 points
3. Three Component Report (400 points total)
   * 3A: Research Proposal 100 points
   * 3B: Progress Report 50 points
   * 3C: Research Report 250 points
4. Performance Review 50 points
5. Annotated Bibliography w/ Info Sheet 100 points
6. Weekly Discussion Posts 100 points
7. Peer Review (x2 @ 25 points ea.) 50 points

Total Points Available 1000 points

Attendance Policy
As this is an online class, attending class is in the form of logging onto the class website and checking your Wayne State University (WSU) email daily. You may see the online course schedule of assignment due dates, weekly reading assignments, and weekly video lectures. While this will be my primary line of communication to you, I will also utilize the “Announcements” feature on Blackboard to send updates, notices, and reminders that are then sent to your WSU email account, thus making it imperative that you check your WSU email account regularly.

In addition, weekly videos, announcements, and other reminders will also be posted on the class website, so this site should also be checked regularly for the most updated course information.

Plagiarism Policy
Plagiarism is the act of copying work from books, articles, and websites without citing and documenting the source. Plagiarism includes copying language, texts, and visuals without citation (e.g., cutting and pasting from websites). Plagiarism also includes submitting papers (or sections of papers) that were written by another person, including another student, or downloaded from the Internet. Plagiarism is a serious academic offense. It may result in a failing grade for the assignment or the assignment or failing grade for the course. Instructors are required to report all cases of plagiarism to the
English Department. Information on plagiarism procedures is available in the Department.

**A Note about Research Ethics**

Within the academic community, we divide the practice of research into two separate kinds of tasks. Research that involves looking at sources authored by other people, often found in a library or on the internet, is called secondary research. You may already be very familiar with this kind of work and you’ll be doing it for several projects in this class. The other kind of research we call original (or sometimes primary) research. Instead of reading someone’s else’s presentation of knowledge, original research creates or gathers knowledge together in a way that was not done before. For instance, a biologist might conduct an experiment to test the effects of a drug or a fertilizer and write an article to explain her research process and results—again, you’re probably familiar with this kind of research. But some academics, especially those in the social sciences, do original research by gathering stories and knowledge from human participants through interviews, focus groups, surveys, or other methods. You won’t be doing biological experiments in this class, but you may end up using some of these other methods of original research in your projects. As you involve other humans in your research processes, you must respect their rights to maintain their privacy and to choose how and when their information or stories get shared. As members of the academic community, we expect you to be responsible researchers as you gather and disseminate this data, as well as any data obtained through secondary research.

**Other Course Policies**

- Students must contact the instructor in advance if work cannot be submitted by the due date. No comments will be provided for late work. Late work will be accepted and graded only if a new deadline is arranged with the instructor in advance.
- Additional resources include the Academic Success Center (<http://www.success.wayne.edu>) and Counseling and Psychological Services (CAPS) (<http://www.caps.wayne.edu>)

**Warrior Writing, Research, and Technology (WRT) Zone**

The WRT Zone is a one stop resource center for writing, research, and technology. The WRT Zone provides individual tutoring consultations, research assistance from librarians, and technology consultations, all free of charge for graduate and undergraduate students at WSU. Tutoring sessions are run by undergraduate and graduate tutors and can last up to 50 minutes. Tutors can work with writing from all disciplines.

Tutoring sessions focus on a range of activities in the writing process – understanding the assignment, considering the audience, brainstorming, writing drafts, revising, editing, and preparing documentation. The WRT Zone is not an editing or proofreading service; rather, tutors work collaboratively with students to support them in developing relevant skills and knowledge, from developing an idea to editing for grammar and mechanics.
Librarian and technology support is a walk-in service. Consultants will work with students on a first come-first serve basis. Consultants provide support with the library database system, finding and evaluating sources, developing research strategies, organizing sources, and citations. Consultants will also provide technology support including, but not limited to: video editing, graphics creation, presentation building, audio recording, MS Office support, and dissertation formatting. The WRT Zone has several computers with the Adobe Creative Suite for students who want to work on multimedia projects. Our location is also equipped with two Whisper Rooms where students can work on multimedia projects in a more private and sound isolated environment.

To make a face-to-face or online appointment, consult the WRT Zone website: <http://wrtzone.wayne.edu/>.

For more information about the WRT Zone, please contact the Director, Jule Thomas (email: au1145@wayne.edu).

**Student Disability Services**

Students who may need an accommodation based on the impact of a disability should contact the instructor privately to discuss specific needs. Additionally, the Student Disabilities Services Office coordinates reasonable accommodations for students with documented disabilities. The office is located in 1600 David Adamany Undergraduate Library and can be reached by phone at 313-577-1851. Please consult the SDS website for further information: [http://studentdisability.wayne.edu](http://studentdisability.wayne.edu).