

## **Selected Studies in Technical Writing Syllabus**

**ENC 2931, Summer 2021, May17 - June 18**

### **Course & Instructor Information**

**Instructor:** TBA

**Email:** TBA

**Office Hours:** By Appointment

**Contact Hours:**15

**Credits:** 1

### **Course Description**

This course is scheduled for students who wish to further investigate curriculum presented in Technical Writing(ENC 1210).

### **Prerequisites**

To be taken in conjunction with Introduction to Technical Writing(ENC 1210).

### **Textbook Information**

*Practical Strategies For Technical Comm*, Mike Markel, 2rd Edition,  
ISBN: 9781319147167

### **Measurable Course Objectives**

Measurable Course Objectives are outcomes students are expected to achieve by the end of the course.

- Define technical writing.
- Distinguish technical writing from other forms of prose communication.
- Prepare letters concerning employment and resumes.
- Write other forms of technical correspondence (such as the progress report).
- Prepare a complete formal report.

Provide an oral report on the process of writing and creating the formal report.

## **Collegewide Student Learning Outcomes**

The Collegewide Student Learning Outcomes assessed and reinforced in this course include the following:

- Communication
- Critical Thinking
- Scientific and Quantitative Reasoning
- Information Literacy
- Global Sociocultural Responsibility

## **Course Requirements**

### **Independent Study Part**

#### **Part 1**

- Read Chapter 14
- Write a 500- to 1,000-word extended definition of one of the following terms or of a term used in your field of study. In a brief note at the start, indicate the audience and purpose for your definition. If you do secondary research, cite your sources clearly and accurately (see Appendix, Part A, for documentation systems). Check that any graphics you use are appropriate for your audience and purpose.
  - a. flextime
  - b. binding arbitration
  - c. robotics
  - d. an academic major (don't focus on any particular major; instead, define what a major is)
  - e. bioengineering

#### **Part 2**

- Write a 500- to 1,000-word description of one of the following items or of a piece of equipment used in your field. In a note preceding the description, specify your audience and indicate the type of description (general or particular) you are writing. Include appropriate graphics, and be sure to cite their sources correctly if you did not create them

(see Appendix, Part A, for documentation systems).

- a. GPS device
- b. smartphone
- c. waste electrical and electronic equipment
- d. automobile jack
- e. Bluetooth technology

### **Part 3**

- Write a 500- to 1,000-word description of one of the following processes or a similar process with which you are familiar. In a note preceding the description, specify your audience and indicate the type of description (general or particular) you are writing. Include appropriate graphics. If you use secondary sources, cite them properly (see Appendix, Part A, for documentation systems).
  - a. how a wind turbine works
  - b. how a food co-op works
  - c. how a suspension bridge is constructed
  - d. how people see
  - e. how a baseball player becomes a free agent

## **Attendance/Makeup Policy**

The College recognizes the correlation between attendance and both student retention and achievement. Per College Policy 3.060 **Students are expected to attend all class meetings of all courses for which they are registered.**

You will be allowed to make up work for full credit only under extreme circumstances (such as a documented, serious health-related emergency).

Cheating will not be tolerated. This includes giving or receiving aid on a quiz or exam and plagiarizing the work of others (including your classmates). There will likely be homework or in-class work that will allow for collaboration, but all work you turn in must be in your own words.

## **Grading Scale**

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = Below 60%

“A” grades are given for outstanding work. You are doing extremely well. The student has exceeded expectation.

“B” grades are given for above average work. You are doing very well. Improvements will be toward higher refinements of concept.

“C” grades are given for average work. You are meeting an acceptable level or expectation. Improvements will be towards acceptable levels of project requirements.

“D” grades are given for below average work. You are under-achieving in quality and/or motivation. Improvements will be towards acceptable level of project requirements.

“F” grades are given for failure. You are not reaching the expected level for college work. Improvements are to review goals, seek assistance and increase efforts.

## **Academic Integrity**

As members of the Seminole State College of Florida community, students are expected to be honest in all of their academic coursework and activities.

Academic dishonesty, such as cheating of any kind on examinations, course assignments or projects, plagiarism, misrepresentation and the unauthorized possession of examinations or other course-related materials, is prohibited.

Plagiarism is unacceptable to the college community. Academic work that is submitted by students is assumed to be the result of their own thought, research or self-expression. When students borrow ideas, wording or organization from another source, they are expected to acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass-off such work as the student's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized.

Students who share their work for the purpose of cheating on class assignments or tests are subject to the same penalties as the student who commits the act of cheating.

When cheating or plagiarism has occurred, instructors may take academic action that

ranges from denial of credit for the assignment or a grade of "F" on a specific assignment, examination or project, to the assignment of a grade of "F" for the course. Students may also be subject to further sanctions imposed by the judicial officer, such as disciplinary probation, suspension or dismissal from the College.