

**ENC 3241H, Sec. (80490)- Honors Writing for the Technical Professional (3 credits)
Fall 2016 Syllabus**

Instructor: Dr. Sonia Stephens

E-mail: sonia.stephens@ucf.edu (preferred method)

Phone number: (407) 823-5596 (department office)

Meeting date/time: M/W 1:30-2:45 pm in CNH 203

Office hours: M 3:30-5:30, Tu 1:30-4:00
or by appointment

Office location: CNH 408A

Course Description: This course helps prepare you, a student in a technical profession or professional field, for the types of research, writing, and information presentation that you will be doing in your career after graduation. Writing has many purposes and uses beyond just relaying information, and even in the most concrete of professions the facts do not “speak for themselves.” Your task as a writer is to articulate, explain, and interpret the information you are dealing with. Throughout your career, you will need to understand the social context of your writing and its audiences, and you will need to master the techniques of crafting your writing to suit your purposes and the interests of your audience.

In this Honors course, we will focus on learning about the types of research, writing, and information presentation that professionals need to master when dealing with “wicked” problems. A wicked problem is an issue with scientific and social aspects, that can be defined in different ways by different interest groups, and that may be urgent or unprecedented for a community to deal with. Many of society’s developing social and scientific issues have wicked elements that present specific challenges for technical writing. This course will help you learn how to navigate communicating about wicked issues by defining problems in a deliberative way, developing expertise in professional writing formats, and making sensitive and sensible judgments about how best to achieve your communication goals. The ability to manage collaborative writing projects in the workplace is a useful professional skill, and this course incorporates group work that makes up a significant portion of your grade.

This course is a Gordon Rule course. The required four assignments that fulfill the Gordon Rule are indicated with an asterisk. Each has the following characteristics: 1) the writing will have a clearly defined central idea or thesis; 2) it will provide adequate support for that idea; 3) it will be organized clearly and logically; 4) it will show awareness of the conventions of standard written English; and 5) it will be formatted or presented in an appropriate way. In addition, this course requires 6000 words of evaluated writing per English Department requirements.

Course Objectives:

- To identify the features of several major professional document genres.
- To produce prose and graphics that give clear, concise, coherent, and correct final products.
- To practice participating as an active member in a writing community.
- To develop a set of strategies for effectively responding to documents produced by peers.
- To learn how to define a problem, develop a research project, define your expertise and abilities in an interdisciplinary writing team, and propose a solution or course of action for the problem.
- To learn about ethical issues in technical writing.

Prerequisites: C or better in ENC 1102H (or equivalent) and consent of Honors.

Required Texts & Materials:

- Elizabeth Tebeaux & Sam Dragga. *The Essentials of Technical Communication*, 3rd ed. 2014.
- Other readings will be available via our Webcourses site. It is your responsibility to download these readings and read them before we discuss them in class.
- You will need to regularly use e-mail (KnightsMail) and access readings and other handouts on our Webcourses site.

Attendance and Participation: You are expected to attend every class. Each absence after three may negatively affect your grade. Avoid being late, and don't plan to leave early. You will be graded on class participation, which includes attendance and participation in class and group discussions. Students who will need accommodation for a religious holiday occurring at any time during the semester should notify me during the first week of class. Be advised that we will cover materials in class that are not included on the syllabus; you are responsible for all material covered during your absence.

Cell phones, etc., should be turned off before class begins. If needed for a critical situation, inform me before class. Laptops and tablets are fine, if they are being used for legitimate class purposes.

You must have a KnightsMail account and check it regularly. Please use common-sense e-mail etiquette: e.g., use full sentences and capitalization, a salutation, and be sure to sign your name. Consider communicating with your instructors or fellow students in an academic setting to be professional communication. Use one e-mail account consistently: if I receive an unsigned e-mail from you and do not recognize the e-mail address, I may not respond to your message.

Financial Aid Activity: In order to document that you began this course, please complete the "Introductory Discussion Post" activity on our Webcourses site by *5:00 pm on Friday of Week 1*. Failure to do so will delay your financial aid.

Plagiarism: All work must be original by the student. Undocumented use of another's words, ideas, images, or other media is plagiarism, as is allowing someone else to write or edit your work for you. If you are caught plagiarizing, depending on the severity, you will fail the assignment. You also risk automatically failing the course, disciplinary referral to the appropriate dean, and possible expulsion from UCF. See the UCF Golden Rule for further information. Papers written for this course may be submitted to Turnitin.com at my discretion.

Copyright: This course may contain copyright-protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, or distribute these items outside of the classroom environment. All copyright materials are credited to the copyright holder.

Disability Statement: UCF is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate format upon request. Students with disabilities who need accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. None will be provided until the student has met with the professor to request them. Students who need accommodations must be registered with Student Disability Services, Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116.

Late Work: Assignments are due at the beginning of the class on their due date. All work is due on the announced date except in the event of a documented medical excuse. For all major assignments, one letter grade will be deducted for each day late until a grade of F is reached. No work may be turned in for credit past two weeks after it is due, except in the case of emergency (see below).

Special Considerations: If you have a family emergency or other unforeseen happening during the semester, notify me immediately. Notifying me of a situation or problem after the fact prevents me from making alternative arrangements.

University Writing Center: The UWC is available for all students to assist with writing. See <http://uwc.ucf.edu/> for details.

<p>Grading: Your grade will be determined by the following:</p> <p>In-class work 100</p> <p>In-class & group participation & professionalism . . . 100</p> <p>Letter of inquiry and resume* 100</p> <p>Abstract* 100</p> <p>Interpreting graphics 75 (group)</p> <p>Problem memo* 75</p> <p>Project proposal 100 (group)</p> <p>Progress report 75</p> <p>Final group project* 125 (group)</p> <p>Project presentation 100 (in groups)</p> <p style="text-align: right;">Total possible: 950 points</p>	<p>Grade Scale:</p> <p>94% & up: A 90-93%: A-</p> <p>87-89%: B+ 84-86%: B</p> <p>80-83%: B- 77-79%: C+</p> <p>74-76%: C 70-73%: C-</p> <p>67-69%: D+ 64-66%: D</p> <p>60-63%: D- < 60%: F</p>
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* "Gordon Rule" assignment.

Grading Standards:

- An A text is exceptional. This is the kind of document that might lead to a promotion in the workplace. It is professional and reflects the writer's /s' careful consideration of audience and purpose. It contains all necessary information, is written in an appropriate and engaging style, is arranged in a logical manner, is memorable, and its delivery is visually appealing. It is free of mechanical errors.
- A B text is strong. It would be considered acceptable in the workplace. It too is professional and reflects consideration of the rhetorical situation. It is generally above average in terms of the criteria mentioned above, but falls short of excellence in one or more category. It is free of mechanical errors.
- A C text is competent. It would probably be returned for revision in the workplace. It is generally average in terms of the major criteria listed above. It has few mechanical errors.
- Low C or D work is weak. It would probably get the writer into a bad situation in the workplace. It falls below average in terms of one or more of the major criteria.
- F work fails in terms of one or more of these criteria. A consistent pattern of these texts would probably get a writer fired in the workplace.

Keys to success: You are here to learn, as are the rest of the students in this class. Think about your actions and make sure that they will help both you and the other students learn. Respect the opinions of others, avoid creating distractions and come prepared to participate.

Schedule: A detailed schedule of activities/assignments follows. *Note: we will be meeting on the final exam date. Changes to the syllabus or schedule will be made at my discretion and announced in class.*

Week	Class dates	Class Topic	Reading (before class)	Important events
Week 1	Mon 8/22	Introduction to course	--	Bring a professional document from an organization in your field. Intro discussion post (due Friday). Drop date 8/26.
	Wed 8/24	What is technical writing?	Chapter 1	
Week 2	Mon 8/29	Resumes & job applications	Chapter 12	--
	Wed 8/31	Audience awareness	Chapter 2	--
Week 3	Mon 9/5	No class: Labor Day	--	Letter of inquiry & resume due; Bring a definition of a technical term from your field
	Wed 9/7	Audience awareness	--	
Week 4	Mon 9/12	Abstracts	Chapter 8 (pp. 211-214)	--
	Wed 9/14	Style	Chapter 4	Bring in a journal article

Week	Class dates	Class Topic	Reading (before class)	Important events
Week 5	Mon 9/19	Style	--	Abstract due
	Wed 9/21	Graphics	Chapter 6	
Week 6	Mon 9/26	Graphics	--	--
	Wed 9/28	Wicked problems	--	--
Week 7	Mon 10/3	Correspondence	Chapter 7	Interpreting graphics assignment due
	Wed 10/5	Document design	Chapter 5	
Week 8	Mon 10/10	SE FL responds to SLR	SE FL RCAP (skim)	Bring memo on interesting events, features, or points
	Wed 10/12	Defining a wicked problem	--	Bring 2 articles that follow up on a SLR issue
Week 9	Mon 10/17	Learning to target solutions	--	Bring 2 articles that follow up on a SLR issue
	Wed 10/19	Group collaboration	Wolfe: "Getting started"	Individual project memo due ; Bring copy of Wolfe
Week 10	Mon 10/24	Proposals	Chapter 9 (pp. 233-254)	--
	Wed 10/26	Informal reports	Chapter 8 (pp. 181-208)	--
Week 11	Mon 10/31	Formal reports	Chapter 8 (pp. 209-231)	-- Withdrawal date 10/31
	Wed 11/2	Progress reports	Chapter 9 (pp. 255-271)	Group project proposal due
Week 12	Mon 11/7	Communication styles	Wolfe: "Communication styles"	Bring copy of Wolfe
	Wed 11/9	Troubleshooting	Wolfe: "Troubleshooting"	Bring copy of Wolfe
Week 13	Mon 11/14	Ethical issues	Chapter 3	--
	Wed 11/16	Project progress	--	Individual progress report due
Week 14	Mon 11/21	International issues	TBD	Bring in a packaged international food item
	Wed 11/23	Project progress	--	--
Week 15	Mon 11/28	Presentations	Chapter 11	--
	Wed 11/30	Presentations	Tufte: "PowerPoint is evil," Dumont: "Slides are not all evil"	Bring copies of readings; Group project report due
Week 16 / exam week	Mon 12/5	No meeting: study day	--	--
	Wed 12/7	No meeting: exam week	--	--
Exam week	Mon 12/12 1:00-3:50 pm	Project presentations	--	Group presentation