

## ENC 2210 - TECHNICAL WRITING, Section 4902, Class# 15795, Summer B

**Instructor Name:** Anwesha Chattopadhyay

**Course meeting times & locations:** MWR 4 (12:30 p.m. ET to 1:45 p.m. ET) at MAT 0118. Tuesdays and Fridays are writing days. The classroom will be available for you to work in, and assignments may be due, but the instructor will not be present in the classroom.

**Office Location and Hours:** Wednesdays 2.15 p.m. to 4.15 p.m., in person at TUR 4363 and on Zoom (<https://ufl.zoom.us/j/94316077253>).

Please sign up for office hours on the google sheet

(<https://docs.google.com/document/d/1I0791cG8IK57JPXwKzFJZCF5KvpwWE73dn4whtqWtQU/edit?usp=sharing>) and specify whether you wish to meet in person or on Zoom.

**Course Website:** Canvas

**Instructor Email:** a.chattopadhyay@ufl.edu

### Course Description:

This course introduces students to technical and professional writing in the workplace. Students will produce writing in a variety of technical writing genres, including discussion boards, LinkedIn profiles, résumés and CVs, letters, memos, emails, formal reports, proposals, technical definitions, PowerPoint presentations, and instruction manuals. Writing in these different genres will help students adapt to the rhetorical situations that require them to address the issues of audience, style, organization, and the visual design of their documents. Students are not required to purchase the recommended books, but doing so will aid them in their assignments.

Assignments will be due on Tuesdays and Fridays at 11.59 p.m. Late assignments will earn a 5% penalty for every day that they are late. **All assignments must be submitted to pass the course.** The structure of the class may be altered due to student learning needs.

### Covid Statement:

In response to COVID-19, the following recommendations are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

- If you are not vaccinated, get vaccinated. Vaccines are readily available and have been demonstrated to be safe and effective against the COVID-19 virus. Visit [one.uf](http://one.uf) for screening / testing and vaccination opportunities.
- If you are sick, stay home. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 to be evaluated.
- Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.

### **General Education Objectives:**

- This course confers General Education credit for Composition (C), and also fulfills 6,000 of the university's 24,000-word writing requirement (WR).
- *Composition courses* provide instruction in the methods and conventions of standard written English (grammar, punctuation, usage), as well as the techniques that produce effective texts. Composition courses are writing intensive. They require multiple drafts submitted to your instructor for feedback before final submission.
- Course content should include multiple forms of effective writing, different writing styles, approaches and formats, and methods to adapt writing to different audiences, purposes and contexts. Students should learn to organize complex arguments in writing using thesis statements, claims and evidence, and to analyze writing for errors in logic.
- The University *Writing Requirement (WR)* ensures students both maintain their fluency in writing and use writing as a tool to facilitate learning. To receive Writing Requirement credit, a student must receive a grade of C or higher and a satisfactory completion of the writing component of the course. This means that written assignments must meet minimum word requirements totaling 6000 words.

### **General Education Learning Outcomes:**

At the end of this course, students will be expected to have achieved the following learning outcomes in content, communication and critical thinking:

- **Content:** Students demonstrate competence in the terminology, concepts, theories and methodologies used within the academic discipline.
- **Communication:** Students communicate knowledge, ideas and reasoning clearly and effectively in written and oral forms appropriate to the discipline. Students will participate in class discussions throughout the semester to reflect on assigned readings.
- **Critical Thinking:** Students analyze information carefully and logically from multiple perspectives, using discipline-specific methods, and develop reasoned solutions to problems.

**Recommended Texts:** *Technical Communication Today*, 7th edition by Richard Johnson-Sheehan, *The Insider's Guide to Technical Writing*, 2<sup>nd</sup> Edition by Krista Van Laan

### **Assignments**

#### **1. Introductory Post on discussion board (100 words) + response to 2 peers (50+50 words)** 50 points

Please make an introductory post on the Canvas discussion board and respond to the posts of at least 2 of your peers. Describe your educational and professional backgrounds, what you hope to gain from this course, and your professional interests. In the responses to your peers' post, either speak of something that piqued your interest in their introduction, or speak of some aspect of your own work which is related to their areas of interest.

#### **2. LinkedIn Profile (100 words)**

25 points

Create a LinkedIn profile complete with photograph, references, educational and professional background.

**4. Cover letter (350 words)**

50 points

Craft a cover letter in response to a job advertisement on LinkedIn, targeting the company specifically, giving context to your LinkedIn Profile and CV, and addressing any shortcomings in your resume/CV.

**5. Resume, Curriculum vitae (1 page, 2-3 pages)**

150 points

Craft a 1 page resume for the job ad you are responding to, as well as a longer CV for academic purposes (like applying to graduate school).

**6. Job description (300 words)**

50 points

Craft an advertisement for a job, and post it on the designated Canvas thread.

**7. Response to job description (200 words)**

25 points

Craft an email response to one of your peers' job postings.

**8. Instructional Manual (1000 words)**

100 points

Craft a beginner level instructional (how-to) manual, with graphics, for any professional/non-professional activity (E.g. game/recipe/craft) that you are well-acquainted with.

**9. Interview activity**

50 points

In groups of two, take turns interviewing and being interviewed for any of the jobs on the "Job Description" Canvas thread

**10. Thank you email (100 words)**

25 points

Craft an email thanking your interviewer for the opportunity to apply.

**11. Memo (300 words)**

50 points

Write an internal memo to the members of your team, with objectives, minutes, and takeaways from a group meeting.

**12. Proposal + Presentation (750 words+ 5 slides)**

100 points

In a group, identify one problem/issue facing Gainesville, and propose a solution.

### 13. Technical definition (100 words)

25 points

Define any one concept relevant to your major.

### 14. Annotated Bibliography (200 words)

50 points

Find one scholarly source related to your major and annotate it in MLA and APA styles.

### 15. Press Release (300 words)

100 points

Write a press release for a scholarly study related to your major.

### 16. Progress Report (400 words)

50 points

Write a brief report detailing your own progress in the course, what has improved, and what you must work on.

### 17. Final Formal Report (1000 words)

100 points

Write a group report about your project.

#### CLASSROOM POLICIES:

- **Makeup Policy:** Except in the case of certified illness or other UF accepted excuse (<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>) there will be no make-up option for missed exams or late assignments. Where possible, make-ups should be arranged by email or in person prior to the expected absence. In case of illness, student should contact instructor on his or her return to classes.
- **Late Policy:** Attendance will be taken at the beginning of class. If a student is late, he or she will have to meet me after class to change their record from “absent” to “late”. Such lateness distracts other students and the instructor and will affect the student’s final participation grade. Students will lose 0.5% from their final grade each time they arrive late.
- **Cell phone policy:** Students must turn cell phones to silent before coming to class. Each time a student’s cell phone rings or each time that a student texts during class, 1% will be deducted from that student’s final grade.

#### Grading Scale (& GPA equivalent):

<b>A</b> 100-93 % (4.0)	<b>A-</b> 92-90 % (3.67)	<b>B+</b> 89-87 % (3.33)	<b>B</b> 86-83 % (3.0)	<b>B-</b> 82-80 % (2.67)	<b>C+</b> 79- 77% (2.33)	<b>C</b> 76-73 % (2.0)	<b>C-</b> 72- 70% (1.67)	<b>D+</b> 69- 67% (1.33)	<b>D</b> 63-66 % (1.0)	<b>D-</b> 62-60 % (0.67)	<b>E</b> 59- 0% (0)
----------------------------------	-----------------------------------	-----------------------------------	---------------------------------	-----------------------------------	-----------------------------------	---------------------------------	-----------------------------------	-----------------------------------	---------------------------------	-----------------------------------	---------------------------

**Note:** A grade of C– is not a qualifying grade for major, minor, Gen Ed, or College Basic distribution credit. For further information on UF's Grading Policy, see:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

<https://student.ufl.edu/minusgrades.html>

## **Grading Rubric**

Each assignment has its own requirements, but for each paper I will evaluate:

1. Content, including argument, development, and support
2. Organization, including paragraph structure, overall flow of ideas, transitions
3. Mechanics, including grammar, spelling, and style.

### **A PAPER**

An A-paper has a strong thesis and makes a coherent and original argument. It follows the assignment, is well organized, communicates ideas clearly, and there are (almost) no mechanical mistakes. It meets and/or exceeds the assignment requirements.

### **B PAPER**

A B-paper does the same things as an A-paper but is somewhat lacking in one area: perhaps organization is lacking (either on the paragraph level or in the essay as a whole), the writer provided insufficient evidence or analysis of the evidence, or there are myriad mechanical mistakes.

### **C PAPER**

The C-paper follows the assignment but is lacking in two of the areas mentioned above (content, organization and mechanics). Usually, a C-paper also needs to try and move beyond a superficial engagement with the text.

### **D PAPER**

The D-paper either does not follow the assignment, is lacking in all three areas, or both.

**Academic Honesty:** Students are required to be honest in their coursework, may not use notes during quizzes or exams, and must properly cite all sources that they have consulted for their projects. Any act of academic dishonesty will be reported to the Dean of Students, and may result in failure of the assignment in question and/or the course. For University of Florida's honor code, see

<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

**Accommodations for Students with Disabilities** Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. Contact the Disability Resources Center (<https://disability.ufl.edu/>) for information about available resources for students with disabilities.

**Counseling and Mental Health Resources:** Students facing difficulties completing the course or who are in need of counseling or urgent help should call the on-campus Counseling and Wellness Center (352 392-1575; <https://counseling.ufl.edu/>)

**Online Course Evaluation:** Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at (<https://gatorevals.aa.ufl.edu/>) Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://gatorevals.aa.ufl.edu/>

## **SYLLABUS**

### **Class Schedule**

The schedule is a guide and could change. **Always check for Canvas Announcements or emails.**

<b>We ek</b>	<b>Day</b>	<b>Recommended Readings (From <i>Technical Communication Today</i>)</b>	<b>Assignment Due</b>
1	M 3 <sup>rd</sup> July	Introduction: Syllabus, Course Policies & Goals, Assignments  Reading:  Chapter 1: Technical Communication in the Entrepreneurial Workplace	
	T 4 <sup>th</sup> July	Holiday: Independence day	
	W 5 <sup>th</sup> July	Chapter 2. Profiling Your Readers  Chapter 3. Working in Teams	Introductory post on discussion board+ response to 2 peers
	R 6 <sup>th</sup> July	Chapter 4. Managing Ethical Challenges  Chapter 5. Starting Your Career	Linkedin Profile
	F 7 <sup>th</sup> July	Chapter 6. E-mails, Letters, and Memos  Writing Day	Cover Letter
2	M	Chapter 7. Technical Descriptions and Specifications	CV, Resume

	10 <sup>th</sup> July		
	T 11 <sup>th</sup> July	Writing Day	Job description
	W 12 <sup>th</sup> July	Chapter 8. Instructions and Documentation	Response to job description
	R 13 <sup>th</sup> July	Chapter 9. Proposals	Instructional Manual
	F 14 <sup>th</sup> July	Writing Day	
3	M 17 <sup>th</sup> July	Chapter 10. Brief Reports	Proposal
	T 18 <sup>th</sup> July	Writing Day	
	W 19 <sup>th</sup> July	Chapter 11. Formal Reports	Thank you email
	R 20 <sup>th</sup> July	Chapter 12. Business Models and Plans	
	F 21 <sup>st</sup> July	Writing Day	Progress Report
4	M 24 <sup>th</sup> July	Chapter 13. Thinking like an Entrepreneur Chapter 22. Writing for the Internet	Memo
	T 25 <sup>th</sup> July	Writing Day	
	W 26 <sup>th</sup> July	Chapter 14. How to be Persuasive	Presentation
	R	Chapter 15. Researching in Technical Workplaces	

	27 <sup>th</sup> July		
	F 28 <sup>th</sup> July	Writing Day	Annotated Bibliography
5	M 31 <sup>st</sup> July	Chapter 16. Organizing and Drafting	Technical definition
	T 1 <sup>st</sup> August	Writing Day	Press Release
	W 2 <sup>nd</sup> August	Chapter 17. Using Plain and Persuasive Style Chapter 21. Presenting and Pitching Your Ideas	
	R 3 <sup>rd</sup> August	Chapter 18. Designing Documents and Interfaces	
	F 4 <sup>th</sup> August	Writing Day	Final Report
6	M 7 <sup>th</sup> August	Chapter 19. Creating and Using Graphics	
	T 8 <sup>th</sup> August	Writing Day	Revision
	W 9 <sup>th</sup> August	Chapter 20. Revising and Editing for Usability	Revision
	R 10 <sup>th</sup> August	Final Questions, Evaluations	
	F 11 <sup>th</sup> August	Writing Day	All revisions due



