

# ENC 3254: PROFESSIONAL WRITING IN THE DISCIPLINES || SUMMER A 2024

SECTION: 01HD (10855)

SECTION: 5050 (19316)

SECTION: 77E9 (10831)

INSTRUCTOR: JANE AMAN

INSTRUCTOR: JANE AMAN

INSTRUCTOR: ANDREA CALOJARO

## OFFICE HOURS: TBA

## COURSE DESCRIPTION

Professional communication is the practice of conveying technical information to various audiences with different goals and levels of expertise. This course is designed to help students master a variety of communication strategies and genres of writing relevant to specific professional disciplines, including everyday acts of communication, such as email, memos, letters, technical descriptions, and various reports. In doing so, the student builds professional literacy skills essential to modern workplaces.

The objective of this class is to learn to respond in writing to complex rhetorical situations, preparing students for the professional communities they will join. ***Therefore, this class requires as part of its writing goals that each student create material with regards to his/her/their major and/or career path.***

## GENERAL EDUCATION LEARNING OUTCOMES: (C) AND (WR)

### Content

- Identify audiences critical to discipline-specific situations
- Relate document design decisions to audience and text
- Analyze discipline-specific literature across genres

### Critical Thinking

- Select vocabulary appropriate to colleagues and clients
- Distinguish trade and academic literature
- Evaluate prose in terms of audience, genre, and purpose

### Communication

- Write research-based prose for an academic audience
- Write persuasive prose appropriate to a work environment

- Write prose that communicates effectively to colleagues and clients

**Composition Credit:** Students must pass this course with a “C” or better to satisfy the CLAS requirement for Composition (C).

**University Writing Requirement:** The University Writing Requirement (WR) ensures students both maintain their fluency in writing and use writing as a tool to facilitate learning. Course grades now have two components. To receive University Writing Requirement (WR) credit (E6), a student must earn a course grade of C or higher and assignments must meet minimum word requirements totaling at least 6000 words. Thus, to earn WR-E6 credit, students must complete all the Required Writing Assignments.

#### REQUIRED TEXT

Markel, M. & Selber S. (2021). *Technical Communication* (13th ed.). Boston, MA: Bedford/St. Martins. (e-book or hardcopy). ISBN:978-1-319-24500-9. (There are older versions available, but page numbers on Canvas will correspond with the 13<sup>th</sup> edition).

#### MAJOR ASSIGNMENTS

To achieve the goals of helping students to think and communicate like discipline practitioners, this class employs project-based learning. Each project culminates in at least one major writing assignment requiring discipline-specific original content. Within projects, we employ the “LEAP” model: Learn, Explore, Analyze/Activate, Perform/Publish.

- **Learn – readings, course lectures, and other learning materials that explain the genre and purpose of the project**
- **Explore – low stakes activities that help students identify and describe elements of the project**
- **Analyze/Activate – higher stakes activities in which students analyze, appraise, and critique authentic works**
- **Perform/Publish – content assignments for which students produce work relevant to their field**

#### ***Continuous Learning Project (4 weeks with once-weekly entries)***

For this semester-long project, students will practice a key professional skill set: continuous learning in your chosen work. Continuous learning is a profession-oriented subset of lifelong learning. In particular, ENC 3254 employs self-directed learning: obtaining a new skill or improving your knowledge and understanding of something does not have to be restricted to formal training or working with others. The CLP offers two strategies to choose from, the "Trade Lit Savvy" approach or the "Passion Project Professional" approach. Both begin with reading the trade literature in your field, where "reading" really means reading, listening, or

watching. Students write one short report each week, from week 2 to week 5. Then, you'll use this information to share knowledge with the public on behalf of your field.

***Job Application Packet (Cover Letter, Résumé – 1 week)***

In this multi-part assignment, students will first identify an internship or job they are interested in and could reasonably apply for. Students will write a letter of application and a résumé for this particular job. Instructors may also include practice for oral communication, such as an elevator pitch or interview questions.

***Industry Analysis Project (3 weeks)***

White papers can be used within an organization for the purpose of informing peers as well as externally to educate clients or the public. Our version of a white paper will be an objective explanation of some practice in your field—its history, its current state, and a current detailed example of it. Technical language is usually defined within the context of the paper, with key terms getting longer explanation. There are four project options to choose from: Innovation Paper, Sustainability Report, Work Culture Report, Foundational Concepts Paper. This project includes 2 additional parts: an annotated bibliography and a short proposal.

***Annotated Bibliography***

To write the Industry Analysis Report, students will need at minimum of 6 high-quality sources. The Annotated Bibliography is the preparation of at least 6 sources for the paper.

***Short Proposal***

Research often leads to innovation. Given the work you did on the IA paper, what could improve or change in your field to lead to better outcomes? This short proposal takes as its starting point the final section of the IA paper, in which you speculated on the future of the topic.

***Applying Knowledge Project (1 week)***

Using all the sources and knowledge gained across the semester, students will prepare a short piece of public-facing content on behalf of your organization or discipline. This project practices transforming discipline-specific knowledge to a wider audience and using multimedia formats.

<b>Continuous Learning Project (4 x 50 pts)</b>	<b>200 pts</b>	<b>1600 words</b>
<b>Job Application Documents</b>	<b>100 pts</b>	<b>500 words</b>
<b>Industry Analysis Paper</b>	<b>150 pts</b>	<b>1200 words</b>
<b>IA – Annotated Bibliography</b>	<b>60 pts</b>	<b>600 words</b>
<b>IA – Proposal</b>	<b>75 pts</b>	<b>1000 words</b>
<b>Knowledge Application Project</b>	<b>100 pts</b>	<b>500 words</b>
<b>Prep Memos (5 x 30 pts)</b>	<b>150 pts</b>	<b>600 words</b>
Peer Review (4 x 25 pts)	100 pts	N/A
Instructor's Choice Class Activities	65 pts	N/A
<b>TOTAL</b>	<b>1000 pts</b>	<b>6000 words</b>

⇒ **ALL assignments with a word requirement MUST be turned in on time and fully complete to be eligible to earn the 6000-word requirement AND to pass the class.**

## GRADING

Grading for this course will be rigorous. Do not rely on the instructor for copy-editing, even on drafts. To receive a passing grade, each paper must reach the minimum assigned word count. The University Writing Program uses the UF recommended grading scale.

A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
D+	< 70.0 %	to 67.0%
D	< 67.0 %	to 64.0%
D-	< 64.0 %	to 60.0%
F	< 60.0 %	to 0.0%

**It is UWP Policy NOT to round grades up or down. An 89.9 is a B+.**

At the discretion of the instructor, minor assignments (homework and class activities) may be dropped from or added to the schedule. If assignments are dropped, the final grade will be calculated as a percentage of the remaining points.

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**GENERAL EDUCATION LEARNING OUTCOMES: (C) AND (WR)**

Composition Credit: Students must pass this course with a “C” or better to satisfy the CLAS requirement for Composition (C). To earn general education Composition credit, students will University Writing Requirement: The University Writing Requirement (WR) ensures students both maintain their fluency in writing and use writing as a tool to facilitate learning. Course grades have two components. To receive University Writing Requirement (WR) credit (E6), a student must earn a course grade of C or higher **and** assignments must meet minimum word

requirements totaling at least 6000 words. Thus, to earn WR-E6 credit, **students must complete all the major writing assignments.**

The instructor will evaluate and provide feedback on the student's written assignments with respect to content, organization and coherence, argument and support, style, clarity, grammar, punctuation, and mechanics. Conferring credit for the University Writing Requirement, this course requires that papers conform to the following assessment rubric. More specific rubrics and guidelines applicable to individual assignments may be delivered during the course of the semester.

#### REVISION OF ASSIGNMENTS

During the course of the semester, you may rewrite any one major writing assignment of your choosing (your new grade will replace the previous one). In addition to the revised project, you must also write a one-page memo addressed to the instructor in which you detail what, how, and why you've revised. Revised work is due two weeks from the day the assignment is first returned to the class and students are responsible for knowing the deadline.

#### CONFERENCES AND WRITING STUDIO

Students are encouraged to use the instructor's office hours if there are questions about progress in the course, work underway, or any other course-related concerns. If there is a conflict with the posted office hours, please contact the instructor to schedule a better time. Having conferences on assignments is often the best way to improve the quality of final drafts. The [Writing Studio](#) also offers one-on-one assistance on writing projects and is available to students of all levels.

#### GENERAL ASSESSMENT RUBRIC

The instructor will evaluate and provide feedback on the student's written assignments with respect to content, organization and coherence, argument and support, style, clarity, grammar, punctuation, and mechanics. Conferring credit for the University Writing Requirement, this course requires that papers conform to the following assessment rubric. More specific rubrics and guidelines applicable to individual assignments may be delivered during the course of the semester.

	<b>SATISFACTORY (Y)</b>	<b>UNSATISFACTORY (N)</b>
<b>CONTENT</b>	Papers exhibit at least some evidence of ideas that respond to the topic with complexity, critically evaluating and synthesizing sources, and provide at least an adequate discussion with basic understanding of sources.	Papers either include a central idea(s) that is unclear or off-topic or provide only minimal or inadequate discussion of ideas. Papers may also lack sufficient or appropriate sources.

<b>ORGANIZATION AND COHERENCE</b>	Documents and paragraphs exhibit at least some identifiable structure for topics, including a clear thesis statement but may require readers to work to follow progression of ideas.	Documents and paragraphs lack clearly identifiable organization, may lack any coherent sense of logic in associating and organizing ideas, and may also lack transitions and coherence to guide the reader.
<b>ARGUMENT AND SUPPORT</b>	Documents use persuasive and confident presentation of ideas, strongly supported with evidence. At the weak end of the Satisfactory range, documents may provide only generalized discussion of ideas or may provide adequate discussion but rely on weak support for arguments.	Documents make only weak generalizations, providing little or no support, as in summaries or narratives that fail to provide critical analysis.
<b>STYLE</b>	Documents use a writing style with word choice appropriate to the context, genre, and discipline. Sentences should display complexity and logical sentence structure. At a minimum, documents will display a less precise use of vocabulary and an uneven use of sentence structure or a writing style that occasionally veers away from word choice or tone appropriate to the context, genre, and discipline.	Documents rely on word usage that is inappropriate for the context, genre, or discipline. Sentences may be overly long or short with awkward construction. Documents may also use words incorrectly.
<b>MECHANICS</b>	Papers will feature correct or error-free presentation of ideas. At the weak end of the Satisfactory range, papers may contain some spelling, punctuation, or grammatical errors that remain unobtrusive so they do not muddy the paper's argument or points.	Papers contain so many mechanical or grammatical errors that they impede the reader's understanding or severely undermine the writer's credibility.

## COURSE POLICIES AND PROCEDURES

### ATTENDANCE

Attendance is required. The policy of the University Writing Program is that if students miss more than **six periods** during the term, they will fail the entire course.

The UWP exempts from this policy **only** those absences due to university-sponsored events, such as athletics and Attendance is required. The policy of the University Writing Program is that if students miss more than **six periods** during the term, they will fail the entire course. Double periods count as two absences.

The UWP exempts from this policy **only** those absences due to university-sponsored events, such as athletics and band, religious holidays, quarantine, illness, or serious family emergencies.

Absences related to university-sponsored events must be discussed with the instructor **prior** to the date that will be missed. For absences due to quarantine or illness, your instructor may require a signed doctor's note.

Requirements for class attendance, make-up exams, assignments, and other work in this class are consistent with university policies that can be found at <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

Please note: If students are absent, it is their responsibility to make themselves aware of all due dates. If absent due to a scheduled event, students are still responsible for turning assignments in on time.

**Tardiness:** If students enter class after roll has been taken, they are late, which disrupts the entire class. Two instances of tardiness count as one absence. This applies to both in-person and synchronous Zoom classes. When attending a Zoom class, make sure you join the class early enough to correct any technological issues you encounter. Make sure to mute your microphone upon entry.

#### CLASS RECORDING POLICY

The State of Florida has passed a law regarding the recording of classes by students.

- A Student may record a **class lecture** for three specified purposes as outlined in House Bill 233/Section 1004.097, Florida Statutes:
  1. For the student's own personal educational use;
  2. In connection with a complaint to the University where the recording is made
  3. As evidence in, or in preparation for, a criminal or civil proceeding.
- Students may audio or video record a class lecture for a class in which the student is enrolled. Students do not need advance permission, or to provide notice, to record.
- A class lecture is defined as an educational presentation delivered by faculty (instructor of record) or guest lecturer, as part of a University of Florida course, intended to inform or teach enrolled students about a particular subject. Lecture is inclusive of faculty-led discussions that are integrated into the educational presentation.
- A class lecture **does not** include lab sessions, student presentations, clinical presentations such as patient history, **academic exercises involving student participation**, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.
- A recording of a class lecture may not be published without the consent of the lecturer.
  - **Publish** is defined as sharing, transmitting, circulating, distributing, or providing access to a Recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section.
  - A recording, or transcript of the recording, is considered to be published if it is posted on or uploaded to, in whole or part, any media platform, including but not limited to social media, book, magazine, newspaper or leaflet.

- A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

#### CLASSROOM DEMEANOR

Please keep in mind that students come from diverse cultural, economic, and ethnic backgrounds. Some of the texts we will discuss and write may engage controversial topics and opinions. Diversified student backgrounds combined with provocative texts require that you demonstrate respect for ideas that may differ from your own. Disrespectful behavior will result in dismissal, and accordingly absence, from the class.

**If attending class via Zoom**, there are a few guidelines we expect you to follow.

- Avoid distractions during class time. Close unnecessary apps and put your phone away. Attend from an area with no distractions. (If circumstances require you to work from an area with distractions, let your instructor know. For example, if you have to share a room with family, let your teacher know that your mom might be walking in the background or your brother is doing his class at the dining room table at the same time.)
- Make sure that whatever is visible (your attire, the background) is reasonable for class. Would you wear it to class? Would you show that poster in class? Would you bring that pile of dirty clothes to class?
- Zoom requirements: During class, you are expected to be visible to the instructor and be able to communicate with the instructor by audio or writing in the chat box.
  - **You will need a web cam and microphone for Zoom class. If you work in a noisy or distracting environment, we strongly recommend headphones with a microphone.**

#### IN-CLASS WORK

Active participation is a crucial part of success in this class. Students will be expected to work in small groups and participate in group discussions, writing workshops, peer reviews, and other in-class activities. Be prepared for unannounced quizzes or activities on the readings or classroom discussion. In general, students are expected to contribute constructively to each class session.

#### CLASSROOM CONDUCT

Much of this class is discussion-based, so it is vital that we show respect for each other's views. Students are required to turn cell phones and pagers off. Ringing phones and text messaging is an unprofessional disruption, which may result in your being asked to leave the classroom and being counted absent. If you have a personal emergency and must keep your phone on one day, please discuss it with the instructor before class.



## DUE DATES, MAKE-UP POLICY, AND IN-CLASS WORK

Papers and drafts are due at the beginning of class or online at the assigned deadline. Late papers will not be accepted. Failure of technology is not an excuse. If illness or injury prevents a student from turning in a paper on time, the student should consult with the instructor to turn in the work as soon as is feasible given the situation.

## READINGS

Reading assignments typically appear in the syllabus on the date on which they are due. Students should have completed these readings before coming to class that day.

## EVALUATIONS

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://evaluations.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://evaluations.ufl.edu>.

## PAPER MAINTENANCE RESPONSIBILITIES

Students are responsible for maintaining copies of all work submitted in this course and retaining all returned, graded work until the semester is over. Should the need arise for a resubmission of papers or a review of graded papers, it is the student's responsibility to have and to make available this material.

## SUBMISSION REQUIREMENTS

All papers will be submitted as **MS Word (.doc, .docx) documents** to Canvas. Sometimes, pdfs will be accepted, too. Final drafts should be polished and presented in a professional manner. Because professional communication varies in document design, all papers will have specific formatting guidelines to follow. Please read these carefully and ask questions early to avoid losing points.

Papers and drafts are due online at the assigned day and time. Late papers will not be accepted. Failure of technology is not an excuse. If illness or injury prevents a student from turning in a paper on time, the student should consult with the writing coach to turn in the work as soon as is feasible given the situation.

## ACADEMIC HONESTY

As a University of Florida student, your performance is governed by the UF Student Honor Code, (<https://catalog.ufl.edu/ugrad/current/advising/info/student-honor-code.aspx>). The Honor Code requires Florida students to neither give nor receive unauthorized aid in

completing all assignments. Violations include cheating, plagiarism, bribery, and misrepresentation, all defined in detail at the above site.

**Plagiarism** is a serious violation of the Student Honor Code. The Honor Code prohibits and defines plagiarism as follows:

**Plagiarism. A student shall not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:**

- 1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.**
- 2. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.**

(University of Florida, Student Honor Code, 8, October, 2013)

University of Florida students are responsible for reading, understanding, and abiding by the entire Student Honor Code. The University Writing Program takes plagiarism very seriously, and treats instances of plagiarism as dishonesty and as a failure to comply with the scholarly requirements of this course. You commit plagiarism when you present the ideas or words of someone else as your own. If you are unsure if what you are doing is considered academic dishonesty, ask your instructor before turning in an assignment.

The University Writing Program takes plagiarism very seriously, and treats instances of plagiarism as dishonesty and as a failure to comply with the scholarly requirements of this course. You commit plagiarism when you present the ideas or words of someone else as your own. Each student's work may be tested for its originality against a wide variety of databases by anti-plagiarism sites to which the University subscribes, and negative reports from such sites may constitute proof of plagiarism. Some (but not all!) examples of plagiarism are copying-and-pasting anything from the Internet without proper quotations and attributive tags, using work you have turned in to other classes without permission from the instructor, and insufficient paraphrasing.

**Important tip:** There should never be a time when you copy and paste something from the Internet and don't provide the exact location and citation information for the source.

If you commit academic dishonesty, you will receive a zero for the assignment, and the instructor will submit the incident to the Dean of Students Office as an Honor Code violation. Punishments can vary, but the instructor will recommend failing the course. (If you commit plagiarism in the workplace, at the very least you will be reprimanded. You could also be fired or even lose your career.)

All students are required to abide by the Academic Honesty Guidelines which have been accepted by the University. The academic community of students and faculty at the University of Florida strives to develop, sustain and protect an environment of honesty, trust and respect. Students are expected to pursue knowledge with integrity. UF students are bound by The Honor Pledge which states: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by

the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor in this class.

If a student plagiarizes all or any part of any assignment, I will award a failing grade on the assignment, and I will report you to the honor board at the Office of the Dean of Students. Once a student is reported to the honor board, he/she cannot drop the course. Your work will be tested for its "originality" against a wide variety of databases by anti-plagiarism guardian sites to which the university subscribes, and negative reports from such sites constitute PROOF of plagiarism. Other forms of academic dishonesty will also result in a failing grade on the assignment as a minimum penalty. Examples include cutting and pasting a BLOG entry or citing phony sources/quotations to include in your assignments. You are responsible for understanding the University's definitions of plagiarism and academic dishonesty, which include the following:

- Submitting all or part of someone else's work as if it is your own
- "Borrowing" all or portions of anything (books, song lyrics, poetry, movie scripts) without crediting the source
- "Borrowing" verbatim text without enclosing in quotation marks and citing source

AS A GENERAL RULE, ANY TIME YOU CUT AND PASTE YOU ARE CITING A SOURCE. IF YOU DO ANY CUTTING AND PASTING WITHOUT GIVING CREDIT TO THAT SOURCE, YOU ARE COMMITTING PLAGIARISM. For more information about academic honesty, including definitions and examples of plagiarism, see: Making "duplicate submissions" of assignments - that is, submitting work in one class that you also submit in another class (UNLESS you have permission of both instructors in advance and IN WRITING.) "Collaborating" or receiving substantive help in writing your assignment unless such collaboration is part of the given assignment also constitutes plagiarism. However, you may receive general advice from tutors or UF writing lab instructors and you may form study groups among your classmates to study for the exams.

For more information, see the Student Conduct and Conflict Resolution Web site: <https://www.dso.ufl.edu/sccr> or call 352-392-1261 x207.

#### NOTIFICATION LETTER FROM DEAN OF STUDENTS REQUIRED FOR PERSONAL EMERGENCY

Students who experience a family or personal emergency (death in the family, unplanned hospitalization, etc.) may contact the Dean of Students Office and request notification letters be sent to their professors. Students are required to provide faculty members with appropriate documentation to support their absence unless, due to the nature of the issue, the information is provided to and verified by the Dean of Students' Office.

The University of Florida complies with the Americans with Disabilities Act. 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.

#### STUDENTS WITH DISABILITIES

The University of Florida complies with the Americans with Disabilities Act. 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.

#### STUDENTS IN DISTRESS

For guidance during distressing situations, please contact U Matter We Care or the Dean of Students Office. They can help students navigate resources and academic procedures for personal, medical, and academic issues.

- U Matter We Care: <http://umatter.ufl.edu>, [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-294-2273 (CARE) Dean of Students: <https://dso.ufl.edu/>, 202 Peabody Hall, (352) 392-1261
- Counseling and Wellness Center: <https://counseling.ufl.edu/>, 3190 Radio Road, (352) 392-1575
- Field and Fork Pantry: <https://fieldandfork.ufl.edu/>, located near McCarty B, 352-294-2208
- Student Health Care Center: <http://shcc.ufl.edu/>, multiple locations, (352) 392-1161
- Aid-a-Gator: <https://www.sfa.ufl.edu/aidagator/>, S-107 Criser Hall, (352) 392-1275

#### UF ACADEMIC RESOURCES

- *E-learning technical support*: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).
- [Career Connections Center](#): Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- [Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources.
- [Teaching Center](#): Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.
- [Writing Studio](#): 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. Online only for Fall 2020.
- *Student Complaints On-Campus*: [Visit the Student Honor Code and Student Conduct Code webpage for more information.](#)
- *On-Line Students Complaints*: [View the Distance Learning Student Complaint Process.](#)

Notes and Questions:

## WEEK 1 -- COURSE INTRODUCTION + CLP

### Monday - Tuesday

- Introduction to class
- “Introducing my Profession” Memo
- Begin work on Canvas Bio

### Wednesday

- Professional Correspondence: Writing Memos
- Canvas Bio **DUE**
- Introduction to CLP Project

### Thursday

- “Introducing my Profession” Memo DUE
- Finding CLP Sources
- In class: CLP Prep Memo

### Friday

- CLP Prep Memo DUE

### Saturday – Sunday

- Read over Job Application Project Page, especially finding an internship or appropriate position

## WEEK 2 – JOB APPLICATION PROJECT

### Monday

- The Job App Project
- Finding Internships

### Tuesday

- Writing Resumes
- In class: work on Job App prep Memo

### Wednesday

- Prep Memo DUE
- Writing Cover Letters

### Thursday

- Writing CLP Entries

### Friday

- CLP Post 1 DUE
- Peer Review/Share CLP
- Peer Review Job App Materials

### Saturday – Sunday

- Work on resume and cover letter

## WEEK 3 – INDUSTRY ANALYSIS PROJECT

### Monday

- Job Application Portfolio DUE
- The Industry Analysis Project

### Tuesday

- Project Options
- Library Work: Academic sources and High Quality Trade sources

### Wednesday

- Synthesizing Sources
- The Annotated Bibliography Assignment

### Thursday

- In-class: IA Prep Memo

### Friday

- IA Prep memo DUE
- CLP Entry 2 DUE

### Saturday – Sunday

- Keep working on Annotated Bibliography and DB 4

## WEEK 4 – INDUSTRY ANALYSIS PROJECT

### Monday

- DB 4 DUE
- Synthesizing Sources DUE
- Organizing the IA Paper

### Tuesday

- IA Annotated Bibliography DUE
- In-class: mapping AB to IA

### Wednesday

- Images and Graphics for IA paper

### Thursday

- In-class writing: Work on CLP Entry 3 or IA Paper

### Friday

- CLP Entry 3 DUE
- Peer Review IA Paper (may be a combo of draft plus outline)

### Saturday – Sunday

- Work on IA Paper

## WEEK 5 – INDUSTRY ANALYSIS PROJECT

### Monday

- IA paper DUE
- The Short Proposal

### Tuesday

- In-class: Short Proposal Prep Memo

### Wednesday

- Short Proposal Prep Memo **DUE**
- Begin working on CLP Entry 4

### Thursday

- In-class: Work on Short Proposal and CLP Entry 4

### Friday

- CLP Entry 4 DUE
- Short Proposal DUE

### Saturday – Sunday

- Read over Sharing Knowledge Project Page

## WEEK 6 -- SHARING KNOWLEDGE PROJECT

### Monday

- The Sharing Knowledge Project
- Begin Prep Memo

### Tuesday

- In-class: outline/map Sharing Knowledge content
- Sharing Knowledge Prep memo DUE

### Wednesday

- In-class: Work on Sharing Knowledge content

### Thursday

- In-Class: The Big Share DUE

### Friday

- Revision **DUE**

## READINGS ENC 3254 ONLINE SUMMER, *TECHNICAL COMMUNICATION*, MARKEL

Week 1 – Ch. 6: "*Understanding Research Tools*" & "*Types of Secondary Sources*" & Ch. 14: "*Writing Memos*"

Week 2 – Ch. 14: "*Writing Correspondence*", "*Presenting Yourself Effectively in Correspondence*", "*Writing Letters*"  
Ch. 15: "*Applying for a Job*"

Week 3 – Ch 1, Ch. 2: "*Understanding Ethical and Legal Considerations*"

Week 4 – Ch. 11: "*Designing Print and Online Documents*", Ch 20 "*Writing Definitions*", "*Writing Descriptions*"

Week 5 – Ch. 8: "*Communicating Persuasively*"

Week 6 – no assigned reading this week