TECHNICAL COMMUNICATION—ENGLISH 6943 (Summer 2001)
(The web version of this syllabus, which is the primary syllabus for this course, is available at http://cc.ysu.edu/~bkbowers/bowe6943.html.)

Instructor: Dr. Bege Bowers                     E-mail: bkbowers@cc.ysu.edu                    Course Code: 1305
Office: 224 DH                   Office Phone: 742-1655               Time/Place: 6:00–9:20 p.m. TTh, DH 207
Office Hours: 4:30-6:00 p.m. TTh; and by appointment

Prerequisite: ENGL (3)743. Technically, English (4)849 or 6949 is also a prerequisite for English 6943; however, you may take 6943 and 6949 concurrently if they are offered that way.

Computer Fee: There is a $45 computer fee for this course.

TEXTS AND MATERIALS

One or two IBM-formatted 3 1/2” disks + a zip disk and a 3-ring binder or folder with a secure place for your disks.

Optional:
Adobe. Adobe PageMaker Classroom in a Book (Version 6.5). (Comes with a CD.)

COURSE OBJECTIVES

In English 6943, you will be expected to acquire the cognitive and mechanical skills needed to

• define and state a specific purpose for writing;
• define and address both lay and professional audiences;
• use a problem-solving approach to investigate a problem, acquire and assess information, and organize it effectively;
• use a format (e.g., letter, memo, proposal, manual, newsletter, Web site, brochure, flyer) appropriate for the stated audience and purpose;
• write clearly and effectively in a style and tone appropriate for the audience and purpose;
• integrate graphics appropriate for the audience and purpose;
• design documents professionally, using available technology and appropriate elements of design (e.g., white space, typography, headers and footers, headings, lists, columns, tables);
• evaluate and revise professional documents; and
• improve your general writing, editing, and speaking skills.

In addition, you’ll learn about corporate culture and plan and carry out some of your projects collaboratively since working with others is common in many communication contexts.
REQUIREMENTS

(1) You will be expected to complete all **assigned reading** by the “due dates,” which will be announced in class and updated on the web site. Bring your Anderson text to class regularly.

(2) You will complete a series of communication assignments and in-class activities—including any quizzes—and submit them in a **portfolio** for a grade **twice during the term**. To approximate a work setting, some of these assignments and/or activities will be collaborative. In-class activities and quizzes cannot be made up.

- To receive a C on the portfolio, you must complete all of the communication assignments conscientiously.
- To receive a B on the portfolio, you must do the assignments well.
- To receive an A on the portfolio, you must do an excellent job on the assignments and complete at least some of the “excellence” portfolio assignments that will appear on the weekly schedule.

(3) You must complete a major “**project**” (e.g., an instruction manual, a manual with online help, a web site, a grant proposal, a newsletter). I must approve the project in advance and will base your grade on the process used to complete it, the quality of the finished work, and the complexity of the project. Choose a project that will let you learn something new; you may work individually or collaboratively on the project—each team member will receive a separate grade based upon his or her contribution.

(4) You are expected to exhibit **professional “behavior.”** Late assignments will not be accepted unless you have received prior approval. Late work may result in a “docked” grade (one letter grade per calendar day).

(5) To get the help you need and to take full advantage of the course, you need to be here! Regular attendance is expected. Considerable work on the assignments and projects will be done in class, where you can ask for help and consult your colleagues. **Class participation** may affect borderline grades.

GRADING

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<tbody>
<tr>
<td>Portfolio 1</td>
<td>30 points</td>
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<td>Portfolio 2</td>
<td>30 points</td>
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<tr>
<td>Major project*</td>
<td>40 points</td>
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*See number (3) under REQUIREMENTS.

Your final grade will be based on the percentage of total possible points you have earned: 90–100%, A; 80–89%, B; 70–79%, C; 60–69% D; and lower than 60%, F. The last day you may withdraw from the course with a W is Friday, June 15.

Plagiarism may result in an F on the assignment or in the course and a report to the university discipline officer. An incomplete (I) can be given only under extreme circumstances, if you request it, if you have completed almost all of the course requirements, and if you are passing at the time you request it.

The drop date is Friday, June 15. The term ends June 30.