TECHNICAL WRITING SYLLABUS

ENGL 235/ Sec: A & B/ Winter 2015
Computer Lab Times:
T in N252
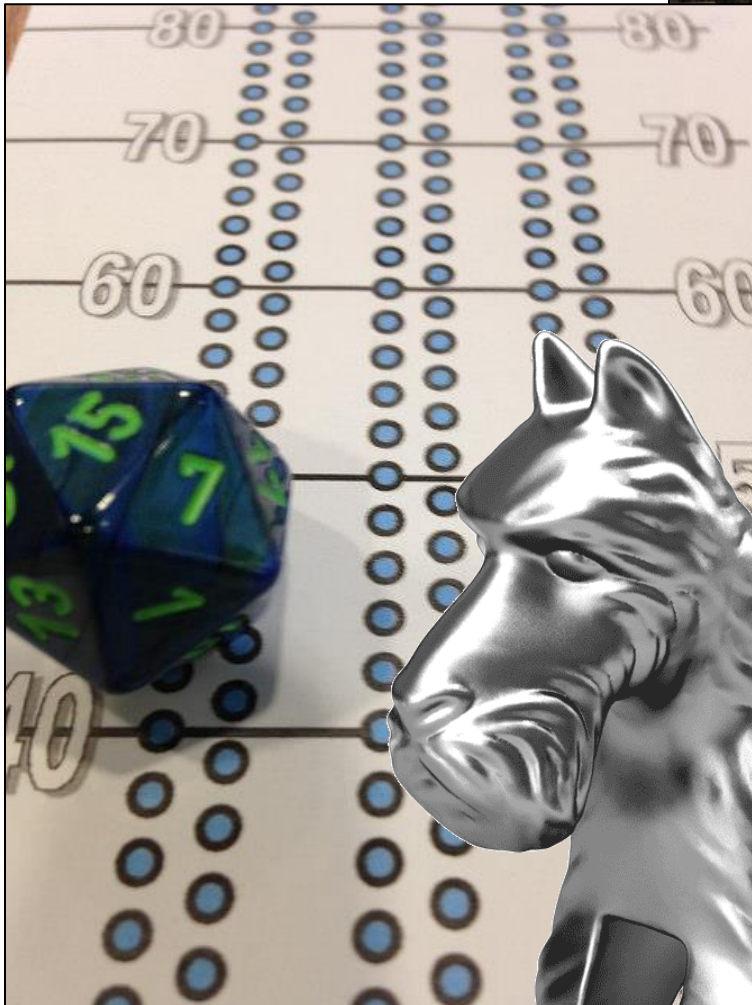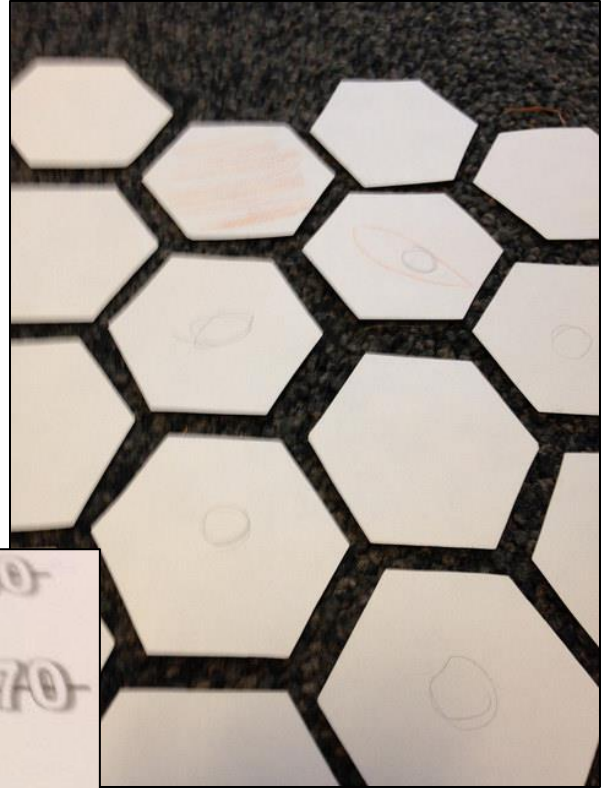F in A133

Instructor: Craig Hurd-McKenney, PhD
Phone: 425-564-5213
Office: R230G
Office Hours: TBD

Course Description and Prerequisites:
Prerequisites: ENGL 101 or equivalent course from another college with a C- or better.
Course Description: Focuses on the development of professional skills in research, design, and communication of technical information. Emphasis on audience analysis, clear and effective writing style, and use of visual elements, by creating documents in a variety of professional report formats, such as memos, proposals, progress reports, completion reports, and instruction manuals. Computer use is required. Fulfills a written communication course requirement at Bellevue College.

Learning Outcomes and Course Objectives
After completing this course, student should be able to:
☐ Write documents such as summaries, instruction manuals, analyses, proposals, and research reports using accepted professional formats
☐ Design a research strategy to solve a specific problem for a specific client
☐ Conduct secondary and primary research
☐ Propose a clearly reasoned, convincingly supported solution to a client's problem
☐ Paraphrase, summarize, and quote information with integrity and document sources accurately, following the accepted form for the field of inquiry
☐ Design visually effective documents and presentations
☐ Revise and edit to improve clarity, economy, and rhetorical effectiveness
Concepts taught in this course:
☐ Analyzing rhetorical situations to make decisions about effective communication within and across cultures.
☐ Recognizing and applying how technical writing genres function and adapt based on the needs
of the communication context
☐ Recognizing how power and privilege can impact technical communication practices and strategies
☐ Designing and interpreting simple primary research
☐ Evaluating and interpreting secondary resources for credibility and context-appropriate use
☐ Understanding and applying the elements of successful visual rhetorics for the purposes of page layout, design, and graphic creation.
☐ Practicing various editing techniques for clarity, conciseness, and precision

Textbooks & Resources
☐ **REQUIRED:** Markel, *Technical Communication 10ᵗʰ Ed.*
☐ Other readings as assigned.

Grading Policies and Assignments
Assignments:

Resume	100 pts
Contract	100 pts
Memo 1: Summary of Research	100 pts
Memo 2: Game Idea	100 pts
Oral Presentation	25 pts
Game Instructions/ Manual	100 pts
Design & Prototype	100 pts
Testing + Testing Report	100 pts
Memo 3: Explanation of Changes	100 pts
Final Presentation	100 pts

A: 100 – 93%
A-: 92 – 90%
B+: 89 – 87%
B: 86 – 83%
B-: 82 – 80%
C+: 79 – 77%
C: 76 – 73%
C-: 72 – 70%
D+: 69 – 67%
D: 66 – 63%
D-: 62 – 60%
F: 59 – 0%

To compute your grade, use the following formula:

Points Earned/ 900 * 100

Class Schedule and Major Deadlines
All classwork – including projects AND readings -- is due on the date listed. Even if the project is not finished, it is imperative that you turn in what you do have. For major projects, you will receive an assignment sheet at the beginning of the project with smaller deadlines broken down. Keep track of these assignment sheets – you will be asked to refer to them to guide you through these projects. Reading assignments can be found in the calendar at the end of the syllabus.

Homework
A lot of time in class will be spent on planning/ researching your work, but there is the likelihood that some work will need to be completed at home, dependent on how your team breaks down tasks.

Course/ Reading Schedule
A note on readings: I encourage you to plan ahead and divide up each week's readings into manageable chunks. Attempting to read all of the selections the day before your journaling entries are due is difficult, but separating them into smaller daily readings should make for a far more pleasant experience. It will also allow you to more fully digest what you've read and apply it to other readings.

Week 1: Chapter 1, 2, 15

Week 2: Chapter 4

Week 3: Chapter 5, 6 and 7

      Field Trips: Uncles Games (15600 NE 8th St)

                       Mox Boarding House (13310 Bel-Red Rd)

Week 4: Chapter 17 and 21

Week 5: Chapter 16

Week 6: Chapter 11 & 12

Week 7

Week 8 Chapter 20

Week 9 Chapter 13

Week 10: Chapter 17 & 18

Week 11:

Week 12: Chapter 22

Course Policies
Attendance
Attendance at all class meetings is critical.

Excused absences are things that can be documented like a doctor visit, court date, or a family tragedy. Unexcused absences are things that cannot be documented or that are unexplained to me or your team. Things I've heard in the past: "I had to go out of town on vacation," "I had to take my parents to the airport," and "I was hung over." These are clearly not the same as absences that would be excused.

Late Assignments
Weekly deadlines are firm. If you have an excused absence, you are expected to make sure your team has what it needs from you BEFORE the class is missed.

Assignments should never be late. Please turn in what you have, even if it is not complete. NOTE: If you are struggling with an assignment or anticipate a reason you may miss a deadline, please see me about a) success strategies or b) a reasonable extension. I'm not a monster, but you do need to communicate with me.

Diversity & Safety
Please review the Bellevue College "Affirmation of Inclusion" statement:
"Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. http://bellevuecollege.edu/about/goals/inclusion.asp"

By the nature of registering for courses here, you indicate your understanding of this statement. Very often, school is the only place of safety for individuals. One of the reasons I have chosen to be at Bellevue College is the very clear Inclusion, Equity and Pluralism policies in place here. I actually find that difference of ideology, religion, cultural practice, etc, enriches me as a human because it forces me to understand my own ideology, religion, cultural practice, etc, even better. Plus, I get to learn about you all as individuals and how these personal things have shaped you as learners and as human beings.

In this classroom, there will be no disrespect around issues including, but not limited to gender (including transgender or gender non-conforming students, as protected under Title IX laws), sexual identity (LGBPTQIA), religion, culture, disability, race and immigrant/ refugee/ undocumented citizenship status.

It is MY job to manage this and ensure that EVERY member of the class is safe, protected and respected, so if an incident occurs, please let me know immediately. You might think I know something has happened, and assume I know when, in fact, I do not. *Remember that offensive talk or actions is not limited to what happens verbally during class but also includes what is written in your assignments, online or via text. These are things I might not always be privy to, so I need you to make me aware of them when they happen.*

Plagiarism
The writing you complete in this class will be very hard to steal from someone else, or from an online source. But let me be clear: if you are caught riffing someone else's ideas, I will report you to the Dean of Student Affairs as per the reporting guidelines on issues of cheating. Simply

don't do it, and if you are concerned that an idea might be too similar, talk with me BEFORE you turn in that assignment.

Please refer to the BC Student Code:
"Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services." The Student Code, Policy 2050, in its entirety is located at:
http://bellevuecollege.edu/policies/2/2050_Student_Code.asp

A good resource on plagiarism is the BC Writing Lab:
http://bellevuecollege.edu/writinglab/Plagiarism.html

Useful Resources
Bellevue College E-mail and Access to MyBC
All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to *My*BC. To create your account, go to: https://bellevuecollege.edu/sam.

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the Computing Services website.

Disability
The Disability Resource Center serves students with a wide array of learning challenges and disabilities. Please visit the DRC if you have any questions about classroom accommodations whether you are a student or a faculty member.

If you are a student who has a disability or a learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact the DRC staff as soon as possible.

The DRC office is located in B132 or you can call our reception desk at 425-564-2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc

Remember if you are someone who has either an apparent or non apparent disability and requires assistance in case of an emergency situation, such as a fire, earthquake, etc., please meet with your individual instructors to develop a safety plan within the first week of the quarter.

Public Safety
The Bellevue College (BC) Public Safety Department's well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400.

The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency.

Public Safety is located in K100 and on the web at: http://bellevuecollege.edu/publicsafety/

Academic Calendar
The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

☐ Enrollment Calendar - http://bellevuecollege.edu/enrollment/calendar/deadlines/.
☐ College Calendar - http://bellevuecollege.edu/enrollment/calendar/holidays/0910.asp.