

English 3400: Professional Writing

Syllabus

Class English 3400 Section 002
Tuesday, Thursday: 3-4:15
Ray B. West 101

Instructor Jordy Jensky
Office Hours: Tuesday, Thursday 1:30-3:00pm
Office Location: Ray B. West 416
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Texts & Supplies

- Textbooks:**
- Required: *Technical Communication: A Reader-Centered Approach*, Paul V. Anderson
 - Optional: *The Business Writer's Handbook*, Gerald J. Alred, et al.

Course Objectives

This course is designed to introduce students majoring in technical communication to the profession. Class readings, discussions, and projects will provide you with opportunities to explore both the conventions that have helped define this profession as well as those issues that are reshaping it for the next century. The class emphasizes the fundamental competencies of professional communication, focusing particularly on varied forms of written communication.

During this course you will have an opportunity to:

- investigate the ways in which audience, purpose, and context shape effective communication
- develop the skills you will use to compose work-related writing, including teamwork, document design, and persuasion
- analyze professional documents and draw conclusions about what constitutes effective and ineffective communication

Attendance

Because success in this class, as in the business world, depends on class collaboration, your attendance in class is mandatory. Should you find you will not be able to attend for a legitimate reason, I expect you to contact me by phone prior to your absence (email excuses will not be accepted). After two unexcused absences, your participation grade will drop by a grade for every additional unexcused absence.

If you find you will be tardy by less than ten minutes, please quietly come in and find your seat. Numerous tardies (more than 3) will count against your participation points. If you find you will be more than ten minutes late, please do not come to class.

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Syllabus (Continued)

Late Assignments	<p>If you do not have your assignment ready to hand in when I collect your peers' work, it is late. <u>I do not accept late work for credit.</u></p> <p>With every rule there are exceptions, though not a lot on this one; if there is a death in the immediate family that's understandable, but I need a copy of the obituary. If you have reason to believe an assignment may not be done on time contact me ASAP. Do not wait until the day it is due to bring it to my attention or I will have no sympathy.</p>
Plagiarism	<p>Plagiarism is a serious offense. If I discover plagiarized work you will receive an immediate zero for the assignment and I will contact University authorities to take the appropriate measures.</p>
Participation	<p>This class is an opportunity for your to practice your verbal as well as written communication skills.</p>
In the Classroom	<p>On several occasions you will be asked to discuss topics with the class. You will also be participating in workshop groups, during which you should make a contribution to your peers' efforts. Active participation in classroom discussions will help you develop knowledge and technical communication skills.</p>
Outside the Classroom	<p>During the semester you may be responsible for reading and composing email.</p>
Written Assignments	<p>As a technical writing student, you should produce polished documents that reflect the standards of professional writing.</p>
Printing	<p>The documents you produce for this class should be printed on a high-quality printer (a quality inkjet or laser)</p>
Appearance	<p>Your documents should adhere to the format and design conventions of professional writing. If you are unsure about these conventions, please consult a writing handbook or discuss your concerns with me.</p>
Grammar/mechanics/spelling	<p>You should produce documents with few errors. The standard for this class is no more than one error per 100 words in the final version of an assignment. Work that fails to meet this standard will receive a grade reduction.</p>
Reading	<p>You are responsible for reading all of the material identified on the course calendar plus information distributed during class. Record questions you have about the material and come prepared to discuss the current topic.</p>

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Syllabus (continued)

Collaboration

In this class you will complete some assignments collaboratively. Everyone in a collaborative group will share the same grade for their work unless documented circumstances suggest that a different arrangement is necessary. We will frequently share draft and completed versions of class assignments during our discussions about instructional materials and manuals.

Conferences

During the semester, you should plan to meet with me to discuss questions about the class and your on-going projects. If my office hours conflict with your schedule, please talk with me after class so that we can schedule an alternative time to meet.

Personal conferences will be the primary forum for you to receive feedback on the lab exercises that will be included in your portfolio at the end of the semester.

Students with Disabilities

If you have a disability that may require modification of course requirements, contact me as soon as possible so that we can make the necessary arrangements.

Lab Privileges

As a student enrolled in English 3400, you are eligible to use the computer labs in the Ray B. West building during class and other open lab times. The lab fee for this course (\$22.50) supports the purchase of all the hardware/software that is needed for this course, as well as the computer lab consultants and technicians who support your academic work in the English department. Grades

Grading

I will be using the University's grading scale for this class.

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	69-60%
F	Below 60%