ROSE STATE COLLEGE

Division Course Syllabus

Division          Humanities
Course Title      Technical Report Writing
Course Prefix and Number  ENGL 2053
Semester and Year Submitted  Spring 2014
Credit Hours  3
Prepared by      Noelle Merchant
Hours Per Week:   Class 3  Lab 0
Course Description (as it appears in Catalog)
ENGL 2053 is designed to assist students in developing skills for writing as professionals in the workplace, as distinct from academic settings. Emphasis in this course is on improving the written and oral communication skills of students seeking careers in business, technical, or scientific fields. Writing instruction will also include principles of collaborative writing, rhetorical analysis, research, documentation, and writing for digital media.

Prerequisites  ENGL 1113
Text(s):  Title  Strategies for Technical Communication the Workplace, 2nd ed.
Author  Laura J. Gurak and John M. Lannon
Publisher  Pearson
Copyright Date  2013
ISBN #  978-0-205-24552-9
Reading Level
Supplemental Materials:  (Other books, audio visual aids, etc.)
Non-copyrighted print and online reading selections.
Outline for Remainder of Syllabus:

Rationale:
Rose State College is committed to supporting the varied needs of the growing business and technical community and those students pursuing careers in business and technology fields. As such, English 2053 is designed to improve the written and oral communication skills of students who fall, primarily, in one of three categories: (1) science and engineering majors preparing for technology-focused careers, (2) humanities majors interested in exploring career options in technical communication, and (3) students of any major who want to enhance their marketability by learning about workplace writing.

Expected Outcomes:
Upon successful completion of this course, the student will be able to
1. Identify differences in style and technique that distinguish technical writing from academic writing.
2. Design effective technical documents for both print and digital media.
3. Produce documents that reflect appropriate and effective style, graphics, and design for both print and digital media.
4. Prepare and deliver an effective oral presentation.
5. Demonstrate the ability to work as a part of a team in national and global contexts.
6. Identify and implement appropriate research methods for each writing task to develop ethically responsible professional documents that are documented accurately.
7. Write clear, concise, precise texts without grammar or mechanical errors.
8. Use a variety of technologies to support online communication and the drafting of technical documents.

Methods of Instruction:
Methods vary by professor, but may include lecture, class dialogue, small-group work, individualized skill units, audiovisual aids, and computer-enhanced learning. Individual conferences with students are strongly encouraged, so for up to two class sessions each semester, rather than meeting with the entire class, the professor may instead use that time to hold brief, scheduled individual meetings with the class's students (provided these meetings are structured and collectively replace the entire duration of the scheduled class period).

Assessment (Including Critical Thinking measurements):

20% Four Business and/or Technical Documents from the following list: memos, letters, definitions, descriptions, instructions, procedures, and summaries

20% Two Informal Reports, one informative and one analytical
30% One Professional Formal Report, which includes the following components:
  20% Formal Report
  5% Digital Media, which may include a blog, wiki, social network, web page, or online video
  5% Project Presentation

10% Proposal, to include source review

20% The remaining credit for the course will include other work relevant to the course expected outcomes as the individual professor determines to be most effective. This work may include homework, in-class activities, draft workshops, technology workshops, participation, and professionalism.

Learning Objectives:

Unit 1 (Expected Outcomes 1, 5, 7)
1. The student will complete an initial assessment for accuracy of student placement and semester planning. (The initial assessment will assess grammar, punctuation, spelling, and mechanics as well as the student's ability to write an analytical essay in order to refer students who need more intensive review in these areas to the Tutoring Center, Writing Center, Composition Workshops, and/or ESL Workshops to meet the needed skill level.)

2. Compare academic and technical documents to identify differences in content and style. Review features and purposes of technical documents.

3. Learn strategies for effective teamwork. Discuss strategies for maintaining positive international relations and collaborating on a global level.


Unit 2 (Expected Outcomes 2, 5, 6, 7, 8)
1. Recall research and documentation strategies and expand in response to the needs of technical writing.

2. Analyze and audience recognize important ethical issues in technical communication.

3. Identify and practice effective strategies for creating visibly and textually accessible print and digital documents.

4. Identify and practice writing different types of business/technical documents (resumes, cover letters, memos, letters, and definitions).

Unit 3 (Learning Outcomes 2, 3, 5, 6, 8)
1. Recognize when to use visuals, and practice incorporating appropriate visuals effectively in print and digital documents.
2. Identify and practice writing different types of business/technical documents (descriptions, instructions, procedures, and summaries).

Unit 4 (Expected Outcomes 2, 3, 5, 6, 7, 8)
1. Identify different types of and practice creating informal reports, both informational and analytical.

2. Practice creating professional email and text messages.

Unit 5 (Expected Outcomes 2, 3, 5, 6, 7, 8)
1. Identify and practice the steps to writing a formal report.

2. Explain how blogs, wikis, and social networks are used in corporate contexts.

3. Recognize elements of effective web pages and online videos

Unit 6 (Expected Outcomes 2, 3, 4, 5, 6, 7, 8)
1. Identify and practice techniques of effective oral presentation.

2. Identify different types of and practice writing proposals.