

ENG-125 TECHNICAL WRITING COURSE SYLLABUS

3 Credit Hours

Course Meeting: Online

Instructor: Dustin Wenrich

Office Room: Piqua Campus 206

Office Hours: Mon/Weds in Greenville: 12:30pm-1:30pm, 2:45pm-3:15pm. Tues in Piqua: 11:00am to 2:00pm

Faculty Qualifications: Masters in English, Wright State University, 2011

Course location: Online

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COURSE MATERIALS

Professional and Technical Writing, Suzie Baker, <https://oercommons.org/authoring/54645-professional-and-technical-writing>

GRADING SCALE

A 90-100

B 80-89

C 70-79

D

60-69

F

0-59

ASSIGNMENTS

Final Drafts – 70% of the course grade

- Resume (100 pts), Cover Letter (100 pts), Instructions (100 pts), Proposal (100 pts), Progress Report/Team Participation (100 pts), Technical Report (100 pts), Oral Presentation (100 pts)

Drafts – 20% of the course grade

- Complete, on subject, drafts submitted by the deadline will earn 25 points completion credit
- Completion/participation of workshopping will be awarded 25 points per assignment.

Exercises – 10% of the course grade

- Exercises are small assignments that focus on important skills of each book chapter covered.
- All exercises are worth 10 points apiece. Credit is earned based on correctness/completion.

**There is always opportunity for feedback throughout the course by emailing the instructor, or scheduling a conference during office hours.

COURSE OVERVIEW

Technical Writing (Eng. - 125) is an applied communications course intended to provide a working knowledge of the typical writing tasks encountered in the workplace. This course builds upon the writing skills acquired in English Composition (Eng-121). Principles critical to the writing process—such as organization, drafting, editing, proofreading, and final revision—are reinforced. Core competencies addressed in this course include an overview of routine correspondence (i.e., letters, memoranda, and e-mails), report writing, instructions/procedures, technical definitions, collaborative writing, and oral presentation.

Critical thinking skills are enhanced by the situational analysis required to complete assignments to course specifications. Students gain experience in discriminating appropriate information levels and strategic information flow as dictated by audience and purpose. Students are not only expected to communicate clearly, thoroughly, and effectively, but also to master a high standard of document production values associated with the emergent electronic workplace. Finally, student-to-student and student-to-teacher collaborations facilitate the learning process and simulate the team concept prevalent in business and industry.

COURSE POLICIES, GUIDELINES, AND BENEFICIAL INFORMATION

01. **This course requires active learning.** You will have to establish your own studying schedule and actively seek out additional clarification or feedback when necessary.
02. **If, at any point in the course, you have questions, please send me an email.** If you would like a more in-depth discussion, email me to schedule an appointment during office hours. I will respond to emails within 24 hours Monday-Thursday. Emails sent Friday – Sunday may not be answered until Monday morning. If it's urgent, politely request a quick response. If you do not get a response within this timeframe, please resend your email.
03. Ensure you have all of the necessary resources: the course texts, a computer, internet access, and Microsoft Word (which is available from the college for free). If you choose to use alternative software, like Google Docs, to write your work, **formatting/conversion issues may cost you points.**
04. It is your responsibility to ensure that your work is submitted on time. All assignments must be submitted via Blackboard. Double check that your submission went through. Verify with me if necessary. If I do not have it, I cannot grade it. **Submitting late may cause your work to be docked up to 50% or, in some cases, not accepted at all.**
05. **Proofreading is important. All assignments should be polished and written to the best of your ability.** Excessive mechanics, usage, grammar, or spelling (MUGS) errors may result in automatic failure of the assignment at my discretion. Papers failed for MUGS may be resubmitted twice for re-grading.
06. **All work must be your own, produced by you and not by someone else.** Plagiarism or Academic Dishonesty may result in failure of the assignment or failure of the course.
****Using AI-generated writing assistance may constitute academic dishonesty****
07. **Once submitted, I may use your work for demonstration purposes in this and other courses.** If I do choose your work, it will be completely anonymous. If you're not OK with this, please send me an email immediately to document that you do not consent to having your work used for demonstration purposes.

AI-GENERATED TEXT

Exercises and First Drafts

All Exercises and First Drafts should be generated by the students themselves. The following constitute violations of this policy: a student has another person/entity do the work of any substantive portion of a completion point assignment for them, which includes purchasing work from a company, hiring a person or company to complete an assignment or exam, and/or using any third-party platform/generative AI tools.

Instead, students can use the materials of the course, the instructor, and the Edison State Tutoring Center when needing assistance. **Violations of this policy will result in a grade of “0” and the filing of an Academic Dishonesty Report with the registrar. Multiple violations of this policy will result in failure of the course.**

Final Drafts

Final Drafts are also expected to be generated by the student. However, third-party platforms/AI-generative tools can be used to assist in the editing and revision process, e.g., to help identify flaws in reasoning, spot grammatical errors, or to fix misspellings.

Use of AI platforms must be tracked and acknowledged. Any use of a third-party platform/AI-generative tool must be acknowledged with a version of the following statement at the bottom of the submission:

“The author used <insert name/URL of third-party platform> to help with the following aspects of the assignment: <insert list of ways the third party platform was used>. Upon generating draft language, the author reviewed, edited, and revised the language to their own liking and takes ultimate responsibility for the content of this submission.”

The first violation of this policy will result in a grade of “0” and the filing of an Academic Dishonesty Report with the registrar. Subsequent violations of this policy will result in failure of the course.

ACADEMIC HONESTY

All class members are assumed to be honest. Attempting to deceive, defraud, or use dishonesty for one’s own gain will not be tolerated in any form. Cheating during any class activity is unethical and compromises the integrity of the college and subverts the process of education. Cheating may result in a grade of “0” for the activity.

SUBMITTING SUBSTANTIALLY THE SAME WORK

Everything that you submit for this course should be developed specifically for this course. You should not reuse assignments originally designed for other courses or places of publication. This means that if you have previously taken this course or have, in the past, taken other courses similar to this course, you cannot submit the same assignments you developed for those courses. However, there may be occasions where you could use parts of an earlier work. This must be approved on a case-by-case basis BEFORE submitting the work.

PLAGIARISM

Plagiarism is the use of someone else's writing and/or work without giving proper credit--or perhaps without giving any credit at all to the writer of the original material. Whether plagiarism is intentional or unintentional, it represents a serious academic offense that can be easily avoided by adhering closely to the following advice. A student must document his/her source of information whenever he/she:

- uses direct quotations. copies a table, chart, or diagram. constructs a table from data provided by others. paraphrases a passage in his/her own words.

- presents specific examples, figures, or factual information taken from a specific source and uses to explain or support his/her judgments (James M. McCrimmon, Writing With a Purpose, p. 499).

In addition to this definition, I consider plagiarism to include: (1) submitting the work of another student, (2) copying from another student, or (3) using unauthorized notes or crib sheets to complete assigned work (adopted from a statement used by the Human Services program at James A. Rhodes State College).

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/services-support/registration-records>, located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <https://www.edisonohio.edu/services-support/student-resources>.

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.

↓ See **TENTATIVE** Course Schedule Below ↓

Week	Monday	Wednesday	Friday
1	Aug. 24	Aug. 26	Aug. 28 Syllabus Quiz (10 points)
2	Aug. 31	Sept. 2 Workplace Writing and Communication Memo (10 points)	Sept. 4 Writing for your Readers Quiz (10 points)
3	Sept. 7 LABOR DAY	Sept. 9 Job Application Analysis (10 points)	Sept. 11 You Viewpoint Concise Phrasing (10 points)
4	Sept. 14 Resume Draft (20 points)	Sept 16	Sept. 18 Resume Draft Workshop (20 points)
5	Sept 21 Cover Letter Draft (20points)	Sept. 23	Sept. 25 Cover Letter Workshop (20 points) Resume Revision (100 points)
6	Sept. 28 Summarizing and Accessible Writing (10 points)	Sept. 30	Oct. 2 Cover Letter Revision (100 points)
7	Oct. 5 Proposal Draft (20 points)	Oct. 7	Oct. 9 Proposal Workshop (20 points)
8	Oct. 12 Teamwork Quiz (10 points)	Oct. 14	Oct. 16 Proposal Revision (100 points)

Week	Monday	Wednesday	Friday
9	Oct. 19 Parallelism (10 points)	Oct. 21 Document Design Snip and Sketch (10 points)	Oct. 23
10	Oct. 26 Instructions Draft (20 points)	Oct. 28	Oct. 30 Instructions Workshop (20 points)
11	Nov. 2 Progress Report 1 (100 points)	Nov. 4	Nov. 6 Instructions (100 Points)
12	Nov. 9 Progress Report 2 (100 points)	Nov. 11 Veteran's Day	Nov. 13 Precision/Relevance Significance/Bias (10 points)
13	Nov. 16 Progress Report 3 (100 points)	Nov. 18	Nob. 20
14	Nov. 23 Progress Report 4 (100 points)	Nov. 25 Thanksgiving	Nov. 27 Thanksgiving
15	Nov. 30 Technical Report Draft (20 points)	Dec. 2	Dec. 4 Technical Report Workshop (20 points)
16	Dec. 7	Dec. 9	Dec. 11 Oral Presentation ‘ (100 points) Technical Report (100 points)