

DATE	TOPIC	ASSIGNMENTS	NOTES
Jan. 6	- Course Intro. and Expectations - Audience Analysis - Overview of MS Word	Reading: Chap. 1, 2 Writing: Audience Analysis (5%)	Due: Jan. 20
Jan. 13	- Audience Analysis (cont'd.) - Thesis Statements - Overview of PowerPoint	Reading: Chap. 3, 4 Writing: Thesis Statement (5%)	Due: Jan. 27
Jan. 20	- Research & Interviews - Overview: MLA Style - Incorporating Research into Business Documents	Reading: Chap. 7, 8, 9, 10, Appendix A Writing: Works Cited (Working Bibliography) (5%)	Library Tour (possible) Due: Feb. 3
Jan. 27	- Definitions - Page Design & Graphics - Organizing	Reading: Chap. 12, 14, 15, 21 Writing: In-Class #1 (5%)	No make-ups Due: Jan. 27
Feb. 3	- Correspondence - Progress Reports	Reading: Chap. 18, 19 Writing: Progress Report – Memo or Letter Format (10%)	Due: Feb. 17
Feb. 10	- Instructions - Descriptions	Reading: Chap. 22, 23 Writing: In-Class #2 (5%)	No make-ups Due: Feb. 10
Feb. 17	- Summaries - Abstracts	Reading: Chap. 11 Writing: Cover Memo (10%)	Due: Mar. 9
Feb. 24	- Proposals	Reading: Chap. 24 Mid-term grades available Writing: In-Class #3 (5%)	No make-ups Due: Feb. 24
Mar. 2	NO CLASS – Spring Break		
Mar. 9	- Reports & Studies - Supplements - Persuasion	Reading: Chap. 16, 25	
Mar. 16	- Online Media - Rough Drafts	Reading: Chap. 20, Appendix B Rough Draft of Final Project (10%)	Due: Mar. 30
Mar. 23	- Presentations	Reading: Chap. 26 Writing: Final Project (25%)	5% - Oral 20% - Written Due: Apr. 20
Mar. 30	- Collaborating on Team Projects - Editing	Reading: Chap. 6, 13, Appendix C Writing: Work on Final Projects	
Apr. 6	- Ethics - Liability Considerations	Reading: Chap. 5 Course Evaluation Writing: In-Class #4 (5%)	No make-ups Due: Apr. 6
Apr. 13	- Team/Individual Presentations	Reading: Catch-up Writing: Final Projects	
Apr. 20	- Team/Individual Presentations	Reading: Review Writing: Final Projects	All Final Proj. Due: Apr. 20

Technical Writing – English 303-02
University of Detroit Mercy – 3 credits

Course Description
McCall – Winter 2004

Logistics

Class Meeting: Tuesday, 2:00 – 4:30 p.m., Jan. 6 – Apr. 20, 2004

Location: B247

Instructor: Mary Reilly McCall, ABC

Office Hours: TBD based on class preferences

Contact Info: 313.838.0245 (no calls after 9 p.m.). E-mail: ReilMcCall@aol.com

Emergencies: U of D Mercy – Liberal Arts Secretaries: 313.993.1287

Text:

Lannon, John M. *Technical Communication*, 9th ed. New York: Longman, 2003.

Recommended:

Blake, Gary, and Robert W. Bly. *The Elements of Technical Writing*. New York: Longman, 1993.

Course Description & Requirements

English 303 centers around the writing of the formal technical project for a specific audience, a document which can be produced only after you have learned the basics of technical communication, including:

- Analyzing your audience
- Learning to organize your material
- Focusing your message to suit your audience, purpose and subject
- Writing clearly, concisely and simply
- Editing your work for style, accuracy and completeness, as well as mechanics
- Becoming familiar with the requirements of different types of technical documents

Your grade in this class will be based on your writing and class performance:

4 in-class assignments (5% each)	20%	} 100%
7 out-of-class assignments (5-10% each)	45%	
1 final project (20% written, 5% oral)	25%	
Class attendance and participation	10%	

Participation: Attendance is taken at the beginning of each class. If you arrive late, it is your responsibility to notify the instructor—during the break or after class—of your arrival. It is your responsibility to see the instructor about material you have missed: assignments, handouts, etc.

Papers

All of your papers will be evaluated on your ability to follow instructions and on the paper's attention to audience, accuracy, organization and readability. Plagiarized papers* will receive a zero grade. Make sure you document any material you borrow.

***Definition of Plagiarism**

“Plagiarism, the use of someone else's words or ideas as your own without crediting the other person, can result in serious consequences.... You are probably already aware of

cases of deliberate plagiarism—handing in a paper that a friend wrote for a similar course or that was purchased online, copying passages directly from source materials. In addition, however, you should be aware of unintended plagiarism—quoting accidentally without quotation marks, a paraphrase that too closely resembles the original, background details used without acknowledgement in the mistaken belief that none was necessary. By understanding what material you must document, taking systematic, accurate notes, and giving full credit to sources in both parenthetical citations and in your list of sources cited, you can avoid unintended plagiarism.” (Lunsford & Connors. *The New St. Martin’s Handbook*. Boston: Bedford, 1999. p. 495)

Topic: The 7 out-of-class assignments and your final project will address different aspects of a single topic. Thus, you should immediately begin to think of a topic. If you need help in narrowing the range of topics, see or contact the instructor. Be prepared to talk about your final topic in the second class meeting.

Format: Papers must be typed and include your name, date and a clear, limiting title. Titles are typically two part: Type of Assignment and Topic. (Example: Audience Analysis: Project on High-Definition Television)

Late Papers: In the workplace, your assignments must be done on time. The same is true of this class. Late papers will be penalized ½ grade each day they are late. Late papers lose the privilege of being rewritten. If you will be out of town, plan ahead. In this case, you may submit papers as an e-mail attachment.

If you have a problem with a deadline, contact the instructor before the due date.

Rewrites: You are encouraged to complete the writing process at home and should turn in your best work on assignment due dates. However, if your paper receives a C grade or lower, you may submit a rewrite. Rewrites are due the following week. The grade on your original draft will be averaged with the grade on your rewrite for a final grade for that assignment. (Example: Original paper = C, Rewrite = A, Final paper grade = B). Include the word “Rewrite” in the title and submit the original and the rewrite. No rewrites may be done for the in-class assignments or the final project.

Resources Available through U of D Mercy

Libraries: Livernois and Outer Drive campuses. Also <http://research.udmercy.edu>. Your student I.D. card will allow you to access the library from your home or work computer. You will need to enter the 14-digit number that appears on your card.

Tutoring: University Academic Services, Briggs lower level. Appts: 313.993.1143.

Writing Center: Briggs 225, 12-5 p.m., Monday – Friday. Appts: 313.993.1022.