

ENC 2210 TECHNICAL WRITING

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General Information

Summer A/C 2012

Course: ENC 2210

Section: 025C

Class Location: Web

Meeting Times: There are no scheduled meeting times. However, you'll be expected to work approximately 20 hours per week on this course.

Instructor: Phil Bratta

Office: Turlington Hall 4216

Phone: 352 294-2884

e-mail: philbratta@ufl.edu

Office Hours: By appointment, please e-mail me to set up a time.

COURSE COMMUNICATIONS:

Please post general course questions on the **Course Questions Discussion Board**. Personal questions should be sent to me through e-Learning in Sakai. The Help page in the Course Handbook tells you how to do this.

COMMUNICATION COURTESY (NETIQUETTE): All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.

- Specify a subject for each message
- Be Brief
- Think before you send e-mail to more than one person
- Be careful with humor and sarcasm
- Be careful with personal information
- Use proper grammar and punctuation. Emails, threaded discussions and chats should NOT emulate text style writing (e.g. How r u? im fine ☺)

Required Texts

Dobrin, Sidney I., Christopher J. Keller, and Christian R. Weisser. *Technical Communication in the Twenty-first Century*. 2nd Edition. Upper Saddle River, NJ: Pearson, 2009. ISBN-13: 978-0-13-505619-6.

Williams, Joseph M. *Style: Lessons in Clarity and Grace*. 10th Edition. New York: Pearson Longman, 2011. ISBN-13: 978-0-205-71752-1.

Both textbooks are available as e-books through <http://www.coursesmart.com>. You may buy paperback copies instead, but they are usually more expensive.

For information on how to purchase and access the coursesmart e-book editions: <http://www.coursesmart.com/howitworks>

Also Required: Microsoft Office Word (see below in technical requirements)

Course Description

This is a three credit-hour course. It has a prerequisite of ENC 1101 or “test score equivalency.” The UF Catalog describes it as “a survey of the forms and methods of communication used in business, industry and government, including nonformal and formal reports, letters, resumes and proposals.” If you pass the course with a C or better, it provides 6000 words toward UF’s 24,000-word Writing Requirement.

ENC 2210 offers C Credit. As such, it instructs you in the methods and conventions of standard written English (i.e., grammar, punctuation, usage) and in techniques that produce effective texts. It is writing-intensive, requiring drafts submitted for instructor feedback before final submission.

COURSE GOALS:

Upon completion of this course, students will be able to write clear, concise and professionally-designed technical and workplace documents of various kinds.

OBJECTIVES:

When you complete this course, you will be able to apply genre-specific principles of content, organization, style, and design to each of the following documents:

- Definitions
- Descriptions
- E-mail Messages
- Instructions
- Letters
- Micro-communications
- Proposals
- Reports
- Résumés

General Education Learning Outcomes

This is a General Education course providing student learning outcomes as listed below:

CONTENT:

- Demonstrate forms of effective writing (proposals, resumes, cover letters, reports, case studies, analyses, arguments, research papers).
- Learn different writing styles, approaches and formats and successfully adapt your writing to different audiences, purposes and contexts.
- Revise and edit your own writing and the writing of others effectively.

CRITICAL THINKING:

- Organize complex arguments in writing, using thesis statements, claims and evidence.

COMMUNICATION:

- Write clearly, concisely and consistently with the conventions of standard written English. Use thesis sentences, claims, evidence and logic in arguments.

Instructional Methods

This course is completely online. The course material will be delivered to you through your textbooks, publisher web supplements and this e-Learning in Sakai course site. You will play an active role in learning the material through:

- Reaching the assigned textbook material
- Reviewing examples
- Viewing materials for a case study
- Case study discussion
- Assigned writing

Note: This course does not require a final exam.

Course Policies

ATTENDANCE POLICY:

Students are expected to participate in all course activities and assignments. Deadlines are outlined in the course **Due Dates** document which can be found in the Handbook section of the Course Materials page as well as on each module page and in the menu to the left.

QUIZ POLICY:

Quizzes are due at 11:55 p.m. EST on the date listed. Students are advised to take quizzes early and to use a wired connection. How to set up a wired connection:

<http://media.cop.ufl.edu/elm/hardwire.html>

Late quizzes will not be accepted.

MAKE-UP POLICY:

Late work will not be accepted in this course. In the event of illness or emergency, you must provide documentation and contact the Dean of Students office

<http://www.dso.ufl.edu/>.

NOTE: You do not receive points for submitting a draft; however, if you do not submit a draft by the due date, then the final paper will not be accepted. Be sure to submit full drafts by the due date so you do not receive a zero on the final submission.

COURSE TECHNOLOGY:

These technologies will be used for this course. Students are expected to have access to a reliable computer with a broadband Internet connection. **SPECIAL NOTE:** Some users with satellite Internet service may find their online courses do not load quickly or consistently due to satellite network design issues.

You will need to use the following tools in this course:

- **REQUIRED:** Microsoft Office Word, Version 2007 or later (available at a \$10.00 cost to students through the UF Bookstore and the HUB Help Desk <http://software.ufl.edu/ms/msstudent.html>)
- Updated Browser see: https://iss.at.ufl.edu/help/Student_Faq for recommended browsers
- Wired connection for taking quizzes and viewing videos
- Technical Communication companion website: www.prenhall.com/dobrin

UF Policies

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES: Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

UNIVERSITY POLICY ON ACADEMIC MISCONDUCT: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

Getting Help

For issues with technical difficulties for e-Learning in Sakai, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. **Late work will not be accepted in this course.**

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Grading Policies

Grading guidelines for individual assignments can be found in the course modules. The **Due Dates** document contains a listing of all assignments and their point values. Final grading is based upon the point breakdown as listed below.

ASSIGNMENT POINTS AND WORD COUNT

Assignments	Points	Word Count
Style Exercises (1 pt. each)	06	
Chapter Quizzes (1 pt. each)	07	
Disc. Questions (1 pt. each)	07	
Memo	05	0100
Letter	05	0300
Technical Instructions	10	1000
Proposal	10	1200

Report	20	1200
Manual	20	2000
Résumé/Job Letter	10 (5/5)	0200
Total	100	6000

EXTRA CREDIT

Assignment	Points
Syllabus/Handbook Quiz	0.5
Survey 1	0.5
Midterm Self Evaluation	0.5
Final Survey	0.5
Extra Credit Total	2.0

FINAL GRADE SCALE

93 – 100	A	4.0
90 – 92	A-	3.67
87 – 89	B+	3.33
83 – 86	B	3.0
80 – 82	B-	2.67
77 – 79	C+	2.33

73 – 76	C	2.0
70 – 72	C-	1.67
67 – 69	D+	1.33
63 – 66	D	1.0
60 – 62	D-	0.67
0 – 59	E	0.00

Individual Project Grading Scales

Memo, Letter, Résumé, Job Letter Scale

A	5.0	C+	3.9
A-	4.5	C	3.7
B+	4.4	C-	3.5
B	4.2	D+	3.4
B-	4.0	D	3.2
		E	0.0

Report and Manual Scale

A	19, 20
A-	18
B+	17.6
B	16.8
B-	16

Technical Instructions and Proposal Scale

A	10.0	C+	7.8
A-	9.0	C	7.4
B+	8.8	C-	7.0
B	8.4	D+	6.8
B-	8.0	D	6.4
		E	0.0

C+	15.6
C	14.8
C-	14
D+	13.4
D	12.8
E	0

This syllabus is subject to change. Any changes in deadlines or requirements will be announced prior to the affected course module.