

ENC 2210: Technical Writing

CN: 29029

TUR: 2342

Instructor: Kimberly Williams

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Class Meeting Days/Times: M,W,F | Period 6(12:50 PM - 1:40 PM) at MAT 0118

She/her pronouns

Office Hours/Method: Wednesday 2:00-3:30pm at TUR 4413 (or zoom)

Course Description

ENC 2210 Technical Writing is an introduction to technical and professional writing. This course presents students with practical information about communicating in various workplace environments and professional/technical discourse communities. Throughout the semester students will produce and analyze common technical writing genres, including emails, letters, resumes, memos, reports, proposals, technical descriptions, technical definitions, technical manuals, and proposals. Students will work toward understanding how to analyze and react to rhetorical situations each genre and writing situation presents, including issues of audience, organization, visual design, style, and the material production of documents.

Objectives

This course confers General Education credit for either Composition (C) or Humanities (H). This course also fulfills 6,000 of the university's 24,000-word writing requirement (WR).

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Composition courses provide instruction in the methods and conventions of standard written English (grammar, punctuation, usage), as well as the techniques that produce effective texts. Composition courses are writing intensive. They require multiple drafts submitted to your instructor for feedback before final submission.

Course content should include multiple forms of effective writing, different writing styles, approaches and formats, and methods to adapt writing to different audiences, purposes and contexts. Students should learn to organize complex arguments in writing using thesis statements, claims and evidence, and to analyze writing for errors in logic.

The University Writing Requirement (WR) ensures students both maintain their fluency in writing and use writing as a tool to facilitate learning. To receive Writing Requirement credit, a student must receive a grade of C or higher and a satisfactory completion of the writing component of the course. This means that written assignments must meet minimum word requirements totaling 6000 words.

General Learning Outcomes

At the end of this course, students will be expected to have achieved the following learning outcomes in content, communication, and critical thinking:

- **Content:** Students demonstrate competence in the terminology, concepts, theories, and methodologies used within the academic discipline.
- **Communication:** Students communicate knowledge, ideas, and reasoning clearly and effectively in written and oral forms appropriate to the discipline. Students will participate in class discussions throughout the semester to reflect on assigned readings.
- **Critical Thinking:** Students analyze information carefully and logically from multiple perspectives, using discipline-specific methods, and develop reasoned solutions to problems.

Required Texts

All material is posted on the Canvas site

Grading & Course Credit Policies

The writing assignments for this course are designed to meet the minimum requirements of the University Writing Requirement credit. To satisfy this requirement, **every** assignment's word count must be fulfilled. **Submitted assignments short of the minimum word count will receive zero credit.** Keep in mind that I offer extensions, so stay in contact with any difficulties. Please visit office hours, email me, and keep in steady communication.

Grading Scale

A	4.0	93- 100	930- 1000	C	2.0	73- 76	730- 769
A	3.6	90- 92	900- 929	C	1.67	70- 72	700- 729
B	3.3	87- 89	870- 899	D	1.33	67- 69	670- 699
B	3.0	83- 86	830- 869	D	1.0	63- 66	630- 669
B	2.6	80- 82	800- 829	D	0.67	60- 62	600- 629
C	2.3	77- 79	770- 799	E	0.00	0-59	0-599

Assignment Descriptions (Total Points Possible: 1000)

- 1. 500 words/40 points Mixtape Memo:** You are a new employee at Gator Records Inc. and need to introduce yourself. Compose a professional memo that provides 3-5 songs that describes your life and identity (e.g. values, culture, language).
- 2. 600 words/300 points Multi-step Job Application:** This assignment includes various exercises that prepare you for job composition, interviews, and submission. You will research and find your dream job announcement and respond accordingly.
 - a. 300 words/50 career autobiography:** Using the [Marketable Skills](#) document, answer autobiographical essay questions about your career. This will include questions on your career journey, goals, and marketable, transferable skills.
 - b. 300-400 words/100 points Cover Letter:** Write a business template letter aligning your career aspirations, career qualifications, and “job fit” to a specific job description.
 - c. 1-2pages/50 points Resume:** Write a comprehensive resume detailing your professional skills, experiences, and accomplishments.
 - d. LinkedIn profile account/100 points:** Create a professional profile with materials from your career assignments.

3. **1000 words/150 points UX Design Streaming Website:** Critically analyze and rate a streaming website. Rate its usability, accessibility, color, design and more. This will include outside references and comparison to other streaming platforms.
4. **3000 words/350 points UF Gator Handbook:** This is a collaborative project where you will create a University of Florida student survival handbook. This a multi-step assignment and includes the following:
 - a. **750 words/50 points Proposal:** This document will foreground the professional presentation. The formal proposal includes the pitch, images, methods, and audience etc.
 - b. **Pitch and peer critique 50 points:** This includes a speed networking fair for revision and critique
 - c. **Presentation:** This includes the group presentation based on the handbook
 - d. **250:** This includes the actual handbook
5. **60 points Peer Review:** This includes virtual peer review with a handout and in-text citations.
6. **100 points in-class assignments, discussion board posts, and participation:** This ranges from in and out of class discussions and activities.

Class Policies

Course Policies:

1. You must complete all assignments to get credit for this course.
2. **Attendance:** After 4 unexcused absences, you run the risk of failing the course. For me to excuse your absence, you will need to email me beforehand. It is essential to keep in contact, so I can help. Above all, I want you to succeed in this course, so please communicate and coordinate for missed assignments with a peer. Excused absences are consistent with university policies in the undergraduate catalog and require appropriate documentation. Please note, it is your responsibility to gather missed work from a peer when you are absent. For further information, please consult this link:
<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>
3. **Concerning issues that might affect your progress:** If you experience any kind of hardship that affects your progress during the class, which include financial or health-related issues, email me as soon as possible.
4. **Email responses and civility:** Please email me about class matters through Canvas, and whenever you send me an email during the week wait at least 24 hours for a reply. Emails received during the weekend will be answered on Monday.

5. *Classroom behavior:*
 - a. Participation will be required and will affect your grade. This includes being an active, engaged learner and also a generous peer reviewer and group member.
 - b. Any prejudiced or generally disrespectful comments made during the class will not be tolerated. Respect will ensure our class runs smoothly and will keep the discussion focused.
 - c. *UF's policy on Harassment:* The University of Florida is committed to providing a safe educational, working, and residential environment that is free from sexual harassment or misconduct directed towards any and all members of the community: <https://titleix.ufl.edu/policy-statement/>
6. *Paper Format and Submission:* All assignments will be submitted on Canvas.
7. *Late Papers/Assignments:* Late work will not be graded unless you inform me by email at least 24 hours before the assignment is due. Reach out and stay with steady communication for extensions and help.
8. *Paper Maintenance Responsibilities.* Keep duplicate copies of all work submitted in this course. Save all returned, graded work until the semester is over.
9. *Academic Honesty and Definition of Plagiarism.* UF students follow The Honor Pledge: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: 'On my honor, I have neither given nor received unauthorized aid in doing this assignment.'" The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions.>

From the UF Student Honor Code:

A Student must not represent as the Student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:

- a. Stealing, misquoting, insufficiently paraphrasing, or patch-writing.
 - b. Self-plagiarism, which is the reuse of the Student's own submitted work, or the simultaneous submission of the Student's own work, without the full and clear acknowledgment and permission of the Faculty to whom it is submitted.
 - c. Submitting materials from any source without proper attribution.
 - d. Submitting a document, assignment, or material that, in whole or in part, is identical or substantially identical to a document or assignment the Student did not author.
10. Students with *disabilities* who are requesting accommodations should first register with the Disability Resource Center (352-392-8565,

www.dso.ufl.edu/drc/), which will provide appropriate documentation to give your instructor early in the semester.

11. *Students who are in distress* or who are in need of counseling or urgent help: please contact umatter@ufl.edu or 352-392-1575 so that a team member can reach out to you. UF's Counseling and Wellness Center offers additional support: 352-392-1575, or contact them online: <https://counseling.ufl.edu/>
12. For information on UF Grading policies, see: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>
13. *Grade Appeals*. In 1000- and 2000-level courses, students may appeal a final grade by addressing appeals to administrative assistant Carla Blount at cblount@ufl.edu. Grade appeals may result in a higher, unchanged, or lower final grade.
14. *Course Evaluations*. Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations. Toward the end of the semester, you will receive email messages requesting that you do this online: <https://gatorevals.aa.ufl.edu/>

COVID Statement: In response to COVID-19, the following recommendations are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones. If you are not vaccinated, get vaccinated. Vaccines are readily available and have been demonstrated to be safe and effective against the COVID-19 virus. Visit one.ufl.edu for screening / testing and vaccination opportunities. If you are sick, stay home. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 to be evaluated. Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.

A	<p>Follows ALL instructions specific to the assignment description</p> <ul style="list-style-type: none"> • Generates and elaborates on original ideas relevant to the course content • Assignment provides evidence to support claims • Assignment incorporates source material appropriately and effectively • Assignment displays clear organizational forethought • Assignment is free of rhetorically unaware grammatical, stylistic, and/or technical errors
B	<ul style="list-style-type: none"> • Follows most instructions specific to the assignment description • Incorporates and elaborates ideas relevant to the course content • Assignment provides evidence to support most of its claims • Assignment incorporates source material appropriately • Assignment has an identifiable organizational structure • Assignment contains rhetorically unaware grammatical, stylistic, and/or technical errors
C	<ul style="list-style-type: none"> • Follows some instructions specific to the assignment description • Incorporates ideas relevant to the course content • Assignment provides evidence to support some of its claims • Assignment incorporates source material • Assignment has an identifiable organizational structure • Assignment contains rhetorically unaware grammatical, stylistic, and/or technical errors
D	<ul style="list-style-type: none"> • Follows very few instructions specific to the assignment description • Incorporates ideas irrelevant to the course content • Assignment provides little to no evidence to support its claims • Assignment incorporates no (or very little) source material • Assignment has an unclear organizational structure • Assignment contains distracting and rhetorically unaware grammatical, stylistic, and/or technical errors
E	<ul style="list-style-type: none"> • Follows very few instructions specific to the assignment description • Incorporates ideas irrelevant to the course content • Assignment provides little to no evidence to support its claims • Assignment incorporates no (or very little) source material • Assignment has an unclear organizational structure • Assignment contains distracting and rhetorically unaware grammatical, stylistic, and/or technical errors

Schedule of Classes and Assignments

Date	Assigned Readings and Classwork	Homework Due
Unit 1: Career Development		
Week 1		
M 1/9	Syllabus and course introduction	
W 1/11	What is Technical Writing?	
F 1/13	*Career Packet discussion *Career pitch activity	Student worksheet DUE
Week 2		
M 1/16	HOLIDAY: Rev Dr. Martin Luther King, Jr. Holiday and day of service	
W 1/18	*Chapter 6:138-143	
F 1/20	* LinkedIn intro	Memo DUE
Week 3		
M 1/23	* Resume & Chapter 5: 99-114	
W 1/25	* Cover letters & Chapter 5: 114-120	
F 1/27	UF Career Development Visit	Career Autobiography Assignment DUE
Week 4		
1/30	*Creating a portfolio *Peer Revision 101	
W 2/1	*Peer Review for portfolio	Peer Review DUE
F 2/3	Pitch final presentation	Final Portfolio DUE
Unit 2: Technical Language and Writing for Different Audiences		
Week 5		
M 2/6	*Chapter 17 Designing Documents: 476-492 *Final assignment discussion	

W 2/8	*Chapter 17: remaining chapter and... <u>Why do Streaming Sites Suck so Badly?</u>	
F 2/10	*Chapter 21 Writing for the Internet: 594-610	Streaming Criteria and Platform DUE
Week 6		
M 2/13	* <u>Design Principles to Combat Extremism</u> * <u>Accessibility and Design</u>	
W 2/15	*UX activity	
F 2/17	*Draft workshop	
Week 7 Unit 3: Company Reports		
M 2/20	*Peer Review workshop	Peer Review DUE
W 2/22	*Presentations	Final Blog DUE
F 2/24	*Presentations	
Week 8		
M 2/27	*Presentations	
W 3/1	*Chapter 10 Brief Reports, 284-301	
F 3/3	*Chapter 18 Creating and Using Graphics: 508-526	
Week 9		
M 3/6	*Library research day	
W 3/8	Peer Review	Peer Review DUE
F 3/10	*Report debrief	Brief Report Saturday DUE

Week 10		
M 3/13	<i>Spring Break</i>	
W 3/15	<i>Spring Break</i>	
F 3/17	<i>Spring Break</i>	
Week 11		
M 3/20	*Chapter 8: Documentation: 204-225 *Final assignment discussion	
W 3/22	*Chapter 8: Documentation: 234-240 *Chapter 9 Proposals: 246-258 *Research and group duties	
F 3/24	*Remaining Chapter 9 *Group working day for proposal	
Week 12 Unit 4: Viral Terror		
M 3/27	*Proposal working day	Proposal DUE
W 3/29	*Proposal Presentations Speed feedback	
F 3/31	*Proposals Presentations Speed Feedback	
Week 13		
M 4/3	*Survey and assessment	
W 4/5	*Student Affairs interview day	
F 4/7	No class	
Week 14		
M 4/10	*In-class working day	
W 4/12	*Group evaluation check-up	
F 4/14		
Week 15		
M 4/17	*In-class office hours	
W 4/19	*Presentations	
F 4/21	*Presentations	

Week 16		
M 4/24	*Presentations	
W 4/26	Last Day	

Citations: Texas University and Cristovao Nwachukwu