

ENC 2210 – Technical Writing – 5147 – Summer B 2023

Instructor Name: Payal Nagpal

Course meeting times & locations: M,T,W,R,F | Period 3 (11:00 a.m. – 12:15 p.m.), MAT 0118

Office hours: M, Th: 12:30 p.m. – 1:30 p.m in TUR4315, and by appointment

Course website: Canvas

Instructor Email: payalnagpal@ufl.edu

Course Description:

This class is meant to introduce students to technical writing in professional spaces. Students will learn to write professional letters and memos, compose resumes and cover letters, write a technical manual, design a poster for a poster presentation, and “translate” an academic paper for an audience of their choosing through either a blog post or podcast episode. Through this class, students will hone crucial skills for technical writing; mastering style, brevity, visual design, organization, formatting, and audience consideration. Given the contemporary debates surrounding the use of AI writing tools, this class will challenge students to meaningfully engage with platforms such as ChatGPT; to use them as aides while also being critically aware of their biases and limitations. By the end of the semester, students will have engaged in a variety of in-class activities and completed assignments that provide them with the essential skills required to engage in technical communication in the professional sphere.

General Education Objectives:

- This course confers General Education credit for Composition (C), and also fulfills 6,000 of the university's 24,000-word writing requirement (WR).
- *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 satisfactory completion of the writing component of the course. This means that written assignments must meet minimum word requirements totaling 6000 words.

General Education 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 required readings will be posted on Canvas. Students must have access to the following sitcom episodes:

Brooklyn 99, “Pilot”

Parks and Recreation, Season 3, Episodes 5-7

Assignments

Assignment	Words	Points	Due Date
Introductory email	300	25	July 5
Workplace memo	500	50	July 7
Proposal	800	50	July 13
Progress report	800	50	July 17
Poster presentation	700	150	July 24
Manual	750	100	July 28
Professional bio	250	25	July 31
Resume	300	50	Aug 1
Cover letter	400	50	Aug 4

Technical concept blog post or podcast	1200	250	Aug 11
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Grade Breakdown

Class Participation: 200 pts

Students are expected to prepare for and actively participate in class. This course will be most effective if everyone contributes. Class participation involves asking relevant questions and making relevant comments during discussions; participating in group activities; completing assigned readings before class; and other actions demonstrating engagement. Be prepared for unannounced quizzes on the assigned readings, which will contribute to your participation grade.

Introductory Email: 300 words, 25 pts

You will write an email introducing yourself to me (the instructor) and your peers. The email should be formatted appropriately and adequately formal. It should include a formal greeting, your name, biographical information, your academic interests, career goals, and a statement about what you intend to learn from this class. You should end your email with a professional email signature.

Workplace Memo: 500 words, 50 pts

This assignment is based on the Pilot episode of *Brooklyn 99*. It will be from the perspective of Captain Holt, addressed to all the members of the precinct, about the importance of a precinct-wide dress code. Your memo should be appropriately formal, with all the required document features.

Proposal: 800 words, 50 pts

This assignment is based on Season 3, Episodes 5-7 of *Parks and Recreation*. You will write a properly formatted proposal for the Pawnee Harvest Festival for this assignment, addressed to Ben Wyatt and Chris Traeger from Leslie Knope. In your proposal, make what you are proposing, the reason you're proposing it, and how you will implement it as clear as possible.

Progress Report: 800 words, 50 pts

For this assignment, you will write a progress report to City Manager Chris Traeger and the Pawnee City Council from Leslie Knope. You will outline the progress of the Harvest Festival. In it, you will detail the operations of the Harvest Festival, including a working budget, vendor list, and venue information. Your progress report should reflect back on your work so far and make a plan to execute the remaining work; it should consider the challenges faced in implementing the project thus far and consider how similar issues can be tackled going forward.

Poster Presentation: 700 words, 150 pts (100 for poster, 50 for presentation)

For your poster presentation, you will pick a research paper from your field that is in the IMRaD format and has been published in the past five years. You will "translate" it into a poster, which you will then present to your peers in class. Your posters should feature graphics and make use of text features to enhance readability while remaining formal. Your poster presentations will be 4-5 minutes long, and you are expected to use voice modulation, body language, and appropriate diction to make your presentations as engaging and professional as possible.

Manual: 750 words, 100 pts

For this assignment, you will design a manual for a game of your choosing. This can be an existing video game, board game, or sport; or a game you decide to make up on your own if you're feeling especially creative. While you have the liberty to choose your game, please keep in mind it should be complex enough to warrant a 750-word manual. In your manual, you will use graphics, text features, and other design components to succinctly explain to users how to play the game you've chosen. This manual can be as formal or casual as you like, keeping in mind the target audience—the players of your game.

Professional Bio: 250 words, 25 pts

Your professional biography should be short, dynamic, and communicate your personality. It should include key information like your major, your intended career path, and your accomplishments, as well as relevant background information, like where you're from, your academic interests, and hobbies.

Resume: 300 words, 50 pts

For this assignment, you will pick a job in your field that you plan on applying to in the near future. You will create a 1-page resume tailored to that job.

Cover Letter: 400 words, 50 pts

You will write a cover letter to accompany your resume for this assignment. Your cover letter should be formal, concise, and engaging. It should be persuasive in making the argument that

you are the best candidate for the position you are applying for. It should also demonstrate eagerness and communicate why you are interested in the position.

Technical Concept Blogpost or Podcast: 1200 words, 250 pts

For your final assignment, you will pick a new development in your academic field and write either a blog post or the script of a podcast about it. In it, you will provide your audience with the context they need to understand this new development, explain what the development is and how it works, and then provide your opinion on it. The goal of this assignment is for you to synthesize technical information and convey it simply and succinctly to a layperson.

Course Policies

1. You must complete all assignments to receive credit for this course.
2. *Attendance:* This class requires students to participate—and only through active participation will you really get the most out of this class. Each student can miss up to three class sessions without penalty. Each unexcused absence beyond the first three will lower your overall grade by 10 points per absence. If you miss seven or more class sessions, you will automatically fail the course. The university exempts absences involving university-sponsored events (for example, athletics and band) and religious holidays. Please inform me as early as possible if you need to miss class for these reasons. More information about UF attendance policies [here](#).
3. *Tardiness:* You must be in class by the start of class. Joining late disrupts the class and can cause you to miss crucial information. Consistent tardiness (5 or more instances) will

result in a 10-point penalty. If you arrive more than 20 minutes after class starts, you will be considered absent (rather than tardy).

4. *Classroom Behavior and Expectations:* Students are expected to participate in all sessions; complete assignments and readings; and treat each member of the class with respect. This class involves collaborative work, meaning students will complete some assignments in groups. Students are expected to respond promptly to their groupmates, be considerate of one another, and contribute equally to the final product. Please keep in mind that students come from diverse cultural, economic, and ethnic backgrounds. This course requires that you demonstrate respect for ideas that may differ from your own and courtesy for your classmates. Disrespectful behavior, including language, will result in dismissal from the class. Conduct that disrupts the learning process or creates a hostile environment may lead to disciplinary action.
5. *UF's Policy on Sexual 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. The Title IX Rights page offers more information.
6. *Technology and Devices:* students can use technology during class, but please keep in mind how technology can distract not only yourself but also others. Silence or turn off unnecessary devices and stay focused in class. Web browsing, e-mailing, chatting, texting etc. unrelated to the course are inappropriate and not allowed during class time.
7. *Names and Pronouns:* the class will address everyone by their self-identified name and pronouns. Students can now change their display names on Canvas. To change your Canvas display name, log onto ONE.UF and select the directory profile option from the

upper right icon. Under the name section, select the display name to edit it. Students can change or remove a GatorLink username through the UF HelpDesk.

8. *Paper Format & Submission:* All written assignments must be typed and submitted as Word (.doc) or PDF. Format, citations, and documentation must follow the assignment's required citation style. Group work must be submitted according to assignment instructions. Assignments must be submitted on Canvas by the posted deadline. E-mailed assignments will not be accepted.
9. *Late Papers/Assignments:* late assignments will not be accepted unless you have made specific arrangements with the instructor before the deadline. Failure of technology is not an excuse for missing deadlines.
10. *Make-up work:* Students are responsible for reaching out to the instructor about make-up work. For both excused and unexcused absences, you are still responsible for submitting assignments on time and must submit missed in-class work within 48 hours. If absent due to unexpected circumstances, contact me asap to arrange extensions, as needed.
11. *Extensions:* Students are strongly encouraged to ask for extensions if they cannot make a deadline. Extensions will be considered on a case-by-case basis. To request an extension, contact me at least 24 hours before the assignment is due. Barring emergencies, new deadlines must be agreed upon before the original deadline. To best keep up with the fast summer pace, extensions will be set within a week of the original deadline.
12. *Paper Maintenance Responsibilities:* Keep duplicate copies of all work submitted in this course. Save all returned, graded work until the semester is over.
13. *Academic Honesty and Definition of Plagiarism:* UF students are bound by 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 specifies a number of behaviors that are in violation of this code and the possible sanctions.

14. Students with disabilities who are requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://disability.ufl.edu/>), which will provide appropriate documentation to give your instructor early in the semester.
15. 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 via website.
16. [UF Grading Policies](#) offers more information about university grades and grading policies. You can find details about this course’s rubrics at the end of the syllabus.
17. *Grade Appeals*: In 1000- and 2000-level courses, students may appeal a final grade by filling out a form available from Carla Blount, Program Assistant, in the Department office (4008 TUR). Please contact Ms. Blount at cblount@ufl.edu Grade appeals may result in a higher, unchanged, or lower final grade
18. *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 e-mails requesting that you do this online.

Class Schedule

The course schedule is subject to change, but all changes will be discussed in advance. All readings must be done before class, and all assignments are due at 11.59pm unless otherwise specified.

Date	Class Content	Reading	Assignment
July 3	Introduction to technical writing		
Holiday			
July 5	The technical writing process	“Letters, Memos, and Emails”, Johnson-Sheehan	Introductory email
July 6	Letter writing activity		
July 7	Editing memos	<i>Brooklyn 99</i> , Pilot	Workplace memo
Weekend			
July 10	Proposals	<i>Parks and Recreation</i> , Season 3 Episodes 5 and 7 “Proposals”, Johnson-Sheehan	
July 11	Elevator pitches		
July 12	Writing day	“Activity Reports”, Johnson-Sheehan	
July 13	Progress reports		Proposal
July 14	Editing activity		

Weekend			
July 17	Peer review		Progress report
July 18	Research papers	“Analytical Reports”, Sheehan-Johnson	
July 19	Using AI in technical writing	“AI Reveals the Most Human Parts of Writing”, Gerd	
July 20	AI activity		
July 21	Peer review		
Weekend			
July 24	Poster presentations		Posters
July 25	Figures and Illustrations	“Technical Descriptions and Specifications”, Johnson-Sheehan	
July 26	Writing manuals	“Designing Documents and Interfaces”, Johnson- Sheehan	
July 27	Writing day	“Analysing your Audience and Purpose”, Merkel	
July 28	Editing activity		Manual
Weekend			
July 31	Resumes and bios	“Writing Job Application Materials” pt 1, Markel	Professional bio
Aug 1	Resume review activity		Resume

Aug 2	Cover letters	“Writing Job Application Materials pt 2”, Markel	
Aug 3	Mock interviews		
Aug 4	Peer review		Cover letter
Weekend			
Aug 7	Public-facing writing	“Understanding Ethical and Legal Considerations”, Markel	
Aug 8	Elevator pitches		
Aug 9	Editing activity	Excerpt from <i>Stylish Academic Writing</i> , Sword	
Aug 10	Peer review		
Aug 11	Reflection		Technical concept blog post or podcast

Grading

Your writing in this class will be graded on the following parameters: content, organization, style, and mechanics. Below are the criteria an assignment must meet in order to achieve each letter grade.

A: The assignment meets and/or exceeds all requirements, meaning all content is relevant and contributes to the assignment’s purpose. It presents an original, relevant position or argument, supports it with effective evidence, and organizes the information logically. All A-range papers

demonstrate thorough engagement with the concepts, techniques, and contexts discussed in class. They also contain strong prose and few to no errors.

B: The assignment meets the requirements but falls noticeably short in one to two of the criteria listed above. B-range papers present effective, engaging content and writing that could be strengthened with minor revision.

C: The assignment is complete but falls short in two or more criteria listed above. C-range papers require revision in terms of content, organization, and/or style, but still express original ideas and an engagement with the course.

D: The assignment does not meet most of the requirements and/or falls short in most of the criteria listed above. D-range papers are generally disorganized, underdeveloped, and/or incomplete, thus requiring significant revision.

E: The assignment does not fulfill all or almost all requirements. Work in this range demonstrates a disregard for the goals of the assignment and/or the course.

Grading Scale:

GPA	Letter Grade	Points (out of 1000)
4.0	A	930-1000
3.67	A-	900-929
3.33	B+	870-899

3.0	B	830-869
2.67	B-	800-829
2.33	C+	770-799
2.0	C	730-769
1.67	C-	700-729
1.33	D+	670-699
1.00	D	630-669
0.67	D-	600-629
0.00	E	0-599

Note: A grade of C- is not a qualifying grade for major, minor, Gen Ed, or College Basic

distribution credit. For further information on UF's Grading Policy, see:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

<http://www.isis.ufl.edu/minusgrades.html>