

3223G: Technical Writing
Winter 2019**Section: 001****Time/Room: Wed. 6:30-9:30 UC 1220****Instructor: Professor Freeborn****Email: Please Use OWL Message****Office: UC 1426****Office hours: Wed. 4:30-6:30 or by
appointment****Course Description and Objectives**

In this course, you will become acquainted with the forms, functions, and rhetorical lives of technical documents. You will examine and produce a variety of technical documents:

- job-package materials
- usability reports
- technical instructions
- technical descriptions
- technical reports
- technical manuals

In the course of preparing these documents, you will consider your audience and purpose, document- design principles, and the role of visuals or graphics in both written and oral texts. Students will combine analysis, organization, and visual elements to pursue high standards in document design, culminating in a major technical-writing project. This course will help you to refine your “ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing to a range of audiences” (source: Ontario Council of Academic Vice Presidents’ statement on ‘Undergraduate Degree Level Expectations’ 24 October 2005).

Required Text

Mike Markel. *Technical Communication*. Twelfth Edition. Bedford, 2017.

Course Requirements

Technical Instructions	10%
Job Package	15%
Proposal	25%
Oral Presentation	10%
Technical Manual + Usability Report	30% + 10%

Assignments/Assignment Format

In addition to submitting final drafts on the due date for each assignment, you are required to bring a draft of each assignment to class for each of the scheduled peer-review sessions. Failure to attend a scheduled peer-review session with a draft sufficiently complete (in your instructor's opinion) to permit meaningful review or to participate actively in the peer-review session will result in a 10% penalty being applied to the earned grade for that assignment. In other words, an assignment that would have earned 78, for example, will receive instead a recorded grade of 70. This penalty will be applied in addition to any other penalties incurred (e.g., for late submission).

All assignments are to be typed, double-spaced, and stapled.

All assignments must have your name, course name, section number, and instructor's name on the first page.

When using sources in a paper, you will be expected to follow appropriate standards for documentation, detailed in *Technical Communication*, Appendix B.

Submitting Assignments/Due Dates/Late Submission Penalties

Assignments are due in-class on the date specified on the schedule. Late assignments will receive a grade no higher than 65% and will not receive comments unless you negotiate a new deadline with me prior to the original due date: you must request a new deadline in either a memo that clearly states your reason(s) for needing the extension (see also Medical Accommodation Policy below).

If necessary, please submit essays to the English and Writing Studies Drop Box outside University College 2401A, making sure that you include your instructor's name and your section number. However, do not fax or email assignments.

You must submit both paper and electronic copies of your work, keeping copies of all assignments submitted. Assignments are incomplete until you submit both copies.

Attendance Policies

Attendance at class is required to improve as a writer. Here is the Writing Studies attendance policy in this class:

- You may miss up to three hours (the equivalent of one week of class) of class meetings during the term without explanation. That means that the first three class hours you miss will be recorded as absences but *excused provided you don't miss any more*.
- However, if you miss a total of four to nine class hours (the equivalent of up to three full weeks of class), your final grade will be reduced by 10% (e.g. an earned final grade of 80% will be reported as a final grade of 72).
- If you miss a total of more than nine hours of class meetings (the equivalent of more than three weeks of class meetings) your final grade will be reduced by 15% (e.g. an earned final grade of 80% will be reported as a final grade of 68).

This policy will be waived only for medical or compassionate reasons. If you have good reasons for waiving an absence of one class meeting (e.g. if you've missed three hours, and need or want to miss another class meeting) discuss these reasons with your instructor within one week of that absence. If your absence is extended and prolonged (over one week of continuous non-

attendance), then you should discuss it with your academic advisor in your home faculty, who may require documentation. That advisor may then contact all of your instructors. See also: '**Medical Accommodation Policy**' below.

Attendance also extends to tardiness. If you are more than 20 minutes late, you will be penalized an hour of attendance. Please make every effort to be on time as late entry can disrupt the flow of discussion in our class. Early departures from class, which have not been previously arranged with the instructor, will also be counted as an absence. If you leave during the break, you will be docked an hour of attendance.

Note: a class meeting missed in order to write a test, exam, or other form of 'make-up class' in another course **will** count as non-attendance, and **will** attract penalties as defined above if applicable. Instructors at the University of Western Ontario **shall not require** a student to write a make-up test or similar at times which conflict with that student's other scheduled class times. If you are asked or 'required' to do this, you should immediately contact an academic counsellor in your Dean's office. If you elect to miss a class in order to write such a test, that is **your** choice; your absence will not be excused.

Email Policy

When you contact me using OWL Message, you can expect a response within twenty-four hours. If you e-mail me using Outlook/Western email, you can expect a response within one week. If you email me using a non-UWO account, you will not receive a response. If I foresee that I cannot respond to emails within times listed above, I will post an announcement on OWL.

Scholastic Offences, including Plagiarism

The University Senate requires the following statements, and Web site references, to appear on course outlines:

"Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: <http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>.

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy as above).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>)."

Prerequisites

The University Senate requires the following statement to appear on course outlines:

"Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites."

The prerequisite for registration in this course is a) a final grade of 65 or more in one of Writing 2101F/G, 2125F/G (or the former 2121F/G), 2111F/G, 2130F/G, or 2131F/G; or b) a final grade of 70 or more in one of Writing 1000F/G, 1030F/G, 1031F/G, or c) Special Permission of the department.

Medical Accommodation Policy

For UWO Policy on Accommodation For Medical Illness, see:

<http://www.uwo.ca/univsec/handbook/appeals/medical.pdf>

(downloadable Student Medical Certificate (SMC): <https://studentservices.uwo.ca> under the Medical Documentation heading)

Students seeking academic accommodation **on medical or other grounds** for any missed tests, exams, participation components and/or assignments **worth 10% or more of their final grade** must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation on medical grounds cannot be granted by the instructor or Writing Studies, and Writing Studies requires students in these circumstances to follow the same procedure when seeking academic accommodation on non-medical (i.e. non-medical compassionate or other) grounds.

Students seeking academic accommodation **on medical grounds** for any missed tests, exams, participation components and/or assignments **worth less than 10% of their final grade** must also apply to the Academic Counselling office of their home Faculty and provide documentation. Where in these circumstances the accommodation is being sought on **non-medical grounds**, students should consult in the first instance with their instructor, who may elect to make a decision on the request directly, or refer the student to the Academic Counselling office of their home Faculty.

Students should also note that individual instructors are not permitted to receive medical documentation directly from a student, whether in support of an application for accommodation on medical grounds, or for other reasons (e.g. to explain an absence from class which may result in a grade penalty under an 'Attendance' policy in the course). **All** medical documentation **must** be submitted to the Academic Counselling office of a student's home Faculty.

"Students who are in emotional/mental distress should refer to MentalHealth@Western: <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help."

Special Requests: Special Examinations, Incomplete Standing, Aegrotat Standing

Please refer to the "Information for All Students in a Writing Course" for more detailed information. Briefly, remember that your instructor does not have the discretion to initiate, consider, or grant (or not) such requests; you must go directly to the Dean's office of your home faculty.

Class Meeting Schedule

Date	Meeting focus	Readings
Week 1 January 9	Introduction to Technical Writing	
Week 2 January 16	Writing Definitions, Descriptions, and Instructions Assignment 1: Technical Instructions (10%, due January 30; peer review January 23)	Chapter 20
Week 3 January 23	Analyzing Audience and Purpose Peer Review of Assignment 1	Chapter 5
Week 4 January 30	Writing Job-Application Materials Assignment 2: Job Package (15%, due February 13, peer review February 6)	Chapter 15 Assignment 1 Due
Week 5 February 6	Designing Documents Writing Effective Sentences Peer review of Assignment 2	Chapter 11 Chapter 10
Week 6 February 13	Writing Proposals Assignment 3 Assigned: Manual Proposal (25%, due March 20, peer review March 13)	Chapter 16 Assignment 2 Due
Week 7 February 27	Organizing Your Information Emphasizing Important Information	Chapter 7 Chapter 9
Week 8 March 6	Researching Technical Subjects Citing and Integrating Sources	Chapter 6 Appendices A and B
Week 9 March 13	Reviewing, Evaluating, and Testing Documents Peer review of Assignment 3	Chapter 13

Week 10 March 20	Creating Graphics Assignment 4 Assigned: Instruction Manual (30%, due April 3, peer review March 27)	Chapter 12 Assignment 3 Due
Week 11 March 27	Making Oral Presentations Peer review of Assignment 4	Chapter 21
Week 12 April 3	Oral Presentations	Assignment 4 Due: Manual (30%), usability report (10%), oral presentation (10%)