

DELAWARE TECHNICAL & COMMUNITY COLLEGE

COURSE SYLLABUS

Campus:	Terry
Department:	English/Reading/ESL/SPA
Course Number and Title:	ENG 122: Technical Writing and Communication
Pre-requisites:	ENG 121: Composition OR ENG 125: Honors Composition and RDG 120: Critical Reading & Thinking
Co-requisites:	None
Course Hours and Credits:	3:0:3
Course Description:	An advanced college-level course designed to enhance skills in the creation of professional communications and reports through interpretation and analysis of empirical and print data.
Text and Resources	Lannon, J. M. (2008). <i>Technical communication</i> (11 th ed). New York: Longman. Any college-level handbook for writers OR American Psychological Association. (2001). <i>Publication manual of the American psychological association</i> (5 th ed). Washington, DC: Author. Access to the DTCC Electronic Course Management System (Blackboard, Banner) and word processing.
Method of Instruction:	Classroom lecture, in-class discussion, collaborative group work; Online; Telecourse
Manuals:	None

Disclaimer: Students must be able to access and use the DTCC Electronic Course Management System (Blackboard and Banner) to review course information, retrieve bibliographic information from the Internet and library databases, and to send and receive e-mail. Students must be able to word-process and compose simple graphics. (Classroom)

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Core Course Performance Objectives

The student will be able to:

1. Compose professional correspondence for a diverse audience. (CCC 1,2, 3, 4, 5, 6)
2. Research, organize, write, and document proposals and reports for a diverse audience. (CCC 1, 2, 3, 4, 5, 6)
3. Conduct empirical research. (CCC 2, 4, 5)
4. Design and integrate graphics/visuals into reports. (CCC 1, 2, 5)
5. Revise documents for correctness, clarity, completeness, and conciseness (CCC 1, 2, 6)
6. Use the language and conventions of technical communities for oral presentations. (CCC 3, 4)

Measurable Performance Objectives

1. Compose professional correspondence for a diverse audience. (CCC 1, 2, 3, 4, 5, 6)
 - 1.1 Plan, prepare, and organize a variety of technical documents including long reports, letters, memorandums, and resumes.
 - 1.2 Organize the elements of a technical document in a format consistent with the document's purpose and audience.
 - 1.3 Explain the elements and format of a long report.
 - 1.4 Explain the different types, contents, and formats of business letters.
 - 1.5 Explain the different types, contents, and formats of memorandums.
 - 1.6 Present saleable experience in a personal resume.
2. Research, organize, write, and document proposals and reports for a diverse audience.

(CCC 1,2, 3, 4, 5, 6)

- 2.1 Access and evaluate print sources (manually and electronically).
- 2.2 Organize, evaluate, analyze, and interpret print data.
- 2.3 Explain the American Psychological Association (APA) documentation style.
- 2.4 Choose a style, voice, tone, and diction to help readers understand a document.
- 2.5 Choose appropriate topics for the type of document assigned.
- 2.6 Use paraphrase, summary, and direct quotation in a written document.
- 2.7 Organize the elements of technical documents according to specific types.

3. Conduct empirical research. (CCC 2, 4, 5)

- 3.1 Organize, analyze, and interpret empirical data.
- 3.2 Plan and conduct information seeking interviews.
- 3.3 Develop and administer a survey/questionnaire.
- 3.4 Collaborate with classmates to solve a problem.

4. Design and integrate graphics/visuals into reports. (CC 1, 2, 5)

- 4.1 Explain the different types of graphics/visuals and their purpose.
- 4.2 Choose and/or develop graphics/visuals appropriate for technical documents.
- 4.3 Incorporate graphics/visuals into technical documents.

5. Revise documents for correctness, clarity, completeness, and conciseness
(CCC 1,2, 6)

- 5.1 Apply the rules and principles of standard English to written documents.
- 5.2 Apply the rules of mechanics, usage, and punctuation to written documents.
- 5.3 Choose a style, voice, tone, and diction to help readers understand a written message.
- 5.4 Explain the rhetorical strategies of development for written documents.

6. Use the language and conventions of technical communities for oral presentations.
(CCC 3, 4)

- 6.1 Participate effectively in a collaborative research/writing effort.
- 6.2 Participate effectively in an extemporaneous group presentation.

Evaluation Criteria:

ENG 122 – Technical Writing and Communication is divided into 5 writing genres (MPOs) to assist you in becoming proficient with various types of written technical communications.

MPO1 – Letter	100 pts
MPO 2 – Memorandum Reports	300 pts
MPO 3 – Analytical Report	200 pts
MPO 4 – Problem-solving Proposal	200 pts
MPO 5 – Employment Correspondence	<u>100</u> pts
	900 pts

1. All assignments are evaluated according to appropriate standard evaluation forms. A 75% average is considered passing on each of the assignments.
2. APA format is used for all assignments requiring documentation.
3. All assignments will be penalized 5 points for each class hour of lateness up to 10 points. A “0” grade will be recorded if an assignment is not submitted within 2 class periods of the stated deadline. MPO 2C, MPO 3, and MPO 4 must be submitted by the stated due date. Late papers **will not** be accepted on these assignments.
4. Assignments 1A and B, 2A and B, and 5A and B may be rewritten once if the first effort does not result in a 75%. All rewrites must be completed before the next assignment can be submitted. A grade of 75% is the highest grade that will be recorded for a rewritten assignment. If the grade on a rewrite is less than 75%, the higher of the grades will be recorded.
5. MPOs 2C, 3 and 4 **cannot** be rewritten. The original grade will be recorded.
6. Your letter grade for the course will be determined by the range in which your total number of points falls:

A	=	828-900
B	=	747-827
C	=	675-746
R	=	0 - 674

Students are responsible for reading the Student Handbook for further information regarding grading policies, student policies, academic dishonesty policy, and student services available.