



North Central State College
MASTER SYLLABUS
2019-2020

- A. Academic Division: Liberal Arts
- B. Discipline: English
- C. Course Number and Title: ENGL2150 Technical Writing
- D. Course Coordinator: Pat Herb
Assistant Dean: Dr. Steve Haynes

Instructor Information:

- Name: [Click here to enter text.](#)
- Office Location: [Click here to enter text.](#)
- Office Hours: [Click here to enter text.](#)
- Phone Number: [Click here to enter text.](#)
- E-Mail Address: [Click here to enter text.](#)

- E. Credit Hours: 3
- F. Prerequisites: ENGL1010 (with a C- or above)
- G. Syllabus Effective Date: Fall, 2019
- H. Textbook(s) Title:

Practical Strategies with 2016 MLA Update

- Authors: Markel
- Copyright Year: 2017
- Edition: 2nd
- ISBN: 9781319147167

- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: Technical Writing is designed to develop design skills in the following written document types: brochures, proposals, research and analytical reports, and workplace correspondence. Skill development may also include summarizing and abstracting information, conducting primary research through interviews, surveys and questionnaires, as well as technical editing. Students will write a resume and cover letter, create a definition newsletter, write instructions, and create a technical marketing brochure. Students will participate in collaborative writing and produce a group oral presentation.

K. College-Wide Learning Objectives:

College-Wide Learning Outcomes	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Employ a clear, concise writing style that demonstrates unity, coherence, and proper emphasis.	Written assignments throughout the semester (memos and letters—week 4, cover letter and resume—week 6, newsletter—week 7, instructions—week 8, brochure—week 9, summary—week 10, proposal—week 11, and analytical report—week 14) evaluated by rubric.
2. Use an appropriate audience-centered approach in all writing.	Written assignments throughout the semester but particularly the business correspondence in week 4, resume and cover letter in week 6, and the technical marketing brochure in week 9. All evaluated by rubric.
3. Demonstrate effective layout and presentation techniques.	Written assignments throughout the semester (memos and letters—week 4, cover letter and resume—week 6, newsletter—week 7, instructions—week 8, brochure—week 9, summary—week 10, proposal—week 11, and analytical report—week 14) evaluated by rubric.
4. Develop and use visuals in appropriate document design and layout.	Written assignments throughout the semester but particularly the newsletter in week 7, instructions in week 8, and brochure in week 9, and analytical report in week 14. All evaluated by rubric.
5. Conduct research in both traditional and online methods.	Several assignments throughout the term require students to demonstrate competence in research methods the newsletter—week 7, instructions—week 8, brochure—week 9, summary—week 10, and especially analytical report—week 14; all are evaluated by rubric.
6. Deliver an oral presentation.	Presentation skills will be assessed by rubric in week 15.
7. Edit technical communications for greater clarity and audience awareness.	Editing skills will be assessed by written exercises in week 2 and throughout the semester in written assignments (all evaluated by rubric)

M. Topical Timeline (Subject to Change):

PLEASE NOTE: In order to reinforce skills, the teaching of writing uses a recursive process; therefore, tasks identified below are NOT intended to be viewed as sequential; rather, the assignment of these tasks must be handled with flexibility and must also be repeated (so that they can be reinforced) throughout the term.

- Technical editing of various documents (Weeks 2, 4, 6, 8, 9, 10, 11, and 14)
- Introduction to professional document design (Weeks 4, 6, 7, 8, 9, 10, 11, and 14)
- Business correspondence, specifically memos and letters (Weeks 4 and 6)
- Evaluating & editing resumes and application letter (Week 6)
- Definitions, including newsletter design (Week 7)
- Advanced instructions/document design (Week 8)
- Technical marketing and audience considerations, including document design (Week 9)
- Summarizing (Week 10)
- Proposals (Week 11)
- Analytical report (Week 14)
- Oral presentation (Weeks 15-16)

N. Course Assignments:

1. Memos and business letters: bad news, claim, adjustment letters
2. Summary and abstract of journal article (s)
3. Employment cover letter and resume
4. Definition newsletter
5. Instructions
6. Technical marketing brochure
7. Proposal
8. Analytical report
9. Oral presentation

O. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93-100	A	4.00	Superior
90-92	A-	3.67	Superior
87-89	B+	3.33	Above Average
83-86	B	3.00	Above Average
80-82	B-	2.67	Above Average
77-79	C+	2.33	Average
73-76	C	2.00	Average
70-72	C-	1.67	Below Average
67-69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

P. Grading and Testing Guidelines:

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Q. Examination Policy:

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R. Class Attendance and Homework Make-Up Policy:

Click here to enter text.

S. Classroom Expectations:

Click here to enter text.

T. College Procedures/Policies:

Important information regarding College Procedures and Policies can be found on the [syllabus supplement](#) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>

The information can also be found

North Central State College

English Department Plagiarism Statement

Definition

Plagiarism includes, but is not limited to, submitting, without appropriate acknowledgment, any written, visual or oral material that has been copied in whole or in part from the work of others (whether such source is published or not) even if the material is completely paraphrased in one's own words. This includes another individual's academic composition, compilation, or other product, or a commercially prepared paper. Plagiarism also includes submitting work in which portions were substantially produced by someone acting as a tutor or editor.

Such practices constitute plagiarism regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed.

When you turn in your paper to your instructor, you are promising that the whole paper is in your words, except for those places where you quote or paraphrase. That's what is implied by your name being on the paper, and that's what your instructor assumes. However, if your instructor discovers that you have used someone else's words or ideas, then you have broken your promise.

Procedure for Handling Plagiarism

1. Any plagiarized paper receives a 0%, and a report will be placed in the student's file in Student Records.
2. An instructor who charges a student with plagiarism must indicate why the instructor believes that it is not the student's work.
3. Students who wish to disprove a charge of plagiarism must provide the instructor with whatever proof is requested.
4. Students may appeal to the Dean of Liberal Arts if they are unsatisfied with the instructor's determination of plagiarism.
5. Under College policy, the student may present his or her case through the Appeals procedure to the Committee for Academic Misconduct.

Special rules may be enforced for particular courses. This is especially true in courses where research papers are a significant portion of the grade, such as ENGL1030, as well as additional 2000-level English courses.

Even if you do not copy words out of a book, but copy from another student, that is still plagiarism, and your essay will fail.

Remember—You have read this statement and are aware of the policy. A “first offense” plea is not a defense.