COURSE SYLLABUS

Specialized Communications for Technology Students
ENG 1133-D502 (#68761)
Dates: 1/29/2016 to 5/28/2016

FACULTY INFORMATION

Instructor: Dr. Patrick Corbett, Assistant Professor of English

Office: Namm #520
Telephone: (718) 260-5429 (office phone)

Email: plcorb@gmail.com (primary)
                         pcorbett@citytech.cuny.edu (official)

                         You can also send me your questions (but not assignments) via email. If an
                         email response is necessary, you can expect it within 24 hours.

Office Hours: Tuesdays 12:00 p.m. to 1:00 p.m.
                         Thursdays 9:00 a.m. to 10:00 a.m.
                         Other times on a case-by-case basis (email me first).

                         Please make an appointment. I welcome drop-ins, but students with
                         appointments always receive priority.

COURSE INFORMATION

Credits: 4
Course Format: Computer-aided classroom
Course Meeting Times: Tuesdays/Thursdays 4:00 p.m. to 5:15 p.m. (N601-B)
Pre-requisites: ENG 1101

Catalog Description: "502

ENG 1133 is designed to push you far beyond your existing capabilities and limitations in workplace writing. In this course, you will practice professional communications

As part of your work in ENG 1133, you will be responsible for the thorough study and review of course readings, and the development of a portfolio of writing samples that demonstrate effective professional practice. **This will require extensive time and dedication on your part**, but the reward will be your greatly enhanced ability to communicate things that are important to you to others in a strategic and professional way. This, in turn, will open up yet unseen opportunities for innovation and leadership as

your career develops.

Competencies: This course stresses competencies in the following areas:

        Standard Business English (SBE) ● Genre awareness ● Rhetorical structure ● Audience ● Tone ● Document formatting ● Template design ● Rethinking writing ● Using data wisely.

Capabilities: This course requires the skills and access to the technology listed below:

- Work independently and responsibly on challenging material under continuous deadlines.
- Produce projects in written Standard Business English with good design.
- Use MS Word and OpenLab with confidence.
- Maintain cloud or USB flash storage for backing up your work.
- Access to stable high-speed Internet.
- Ability to visit a research location within NYC.
- Use a computer keyboard and mouse confidently.
- Conduct online research using search engines and the digital library.

Textbooks: **Engineering Communication**
        Author(s): Knisley & Knisley, Publisher: CL Engineering, Edition: 1st, Year Published: 2014, Price: 70.00 (used) USD, Notes: 1st edition only. Rental okay.

        ISBN: 978-1-133-3114703

COURSE STRUCTURE

ENG 1133 is a three-credit course that meets twice per week for 75 minutes each meeting. The presentation of this course is a combination of short lectures and demonstrations, class discussions, small group work, workshops, and presentations.

This is a **hands-on** course, which means your active participation and preparation are **crucial** to:

1. Your success as a student,
2. Your preparation as a professional,
3. The intellectual dynamic of this class.

To get what you need out of this course and to earn an honor grade, you should expect to spend an average of 6 to 10 hours per week on class preparation and projects.

Blackboard: This course does not use the Blackboard OLS.

OpenLab: Course materials will be available to you on OpenLab. You will need your OpenLab user name and password to access these materials. You can find our OpenLab course home here: http://openlab.citytech.cuny.edu/courses/.

Learning Outcomes: The following outcomes are determined by the college. Students in ENG 1133 will be able to:

- Design written communications for specialized settings and audiences.
- Use professional tools for written communication, inquiry, and collaboration.
- Gather, interpret, evaluate, and apply technical information for professional purposes.
- Describe technical information in readable prose for specialists and non-specialists (ICIS).
- Evaluate, analyze, summarize, and vet information (ICIS).
- Match deliverables to an audience and purpose (ICIS).
- Create and defend a proposal both orally and in writing (ICIS).
- Communicate in diverse settings and groups, using written, oral, and visual means (Gen Ed - Skills).
- Gather, interpret, evaluate, and apply information discerningly from a variety of sources (Gen Ed – Integration).

Learning Activities: The following activities are determined by the College. Students in ENG 1133 will complete assignments and activities that will measure their ability to:

- Demonstrate effective rhetorical choices in their writing.
- Learn and adapt genre conventions of writing for specialized purposes.
- Produce documents with appropriate format and page design.
- Create elements for particular genres of documentation and writing situations, such as table of contents, tables and figures, summary, abstract, and images.
- Develop an effective hierarchy of information in documents.
- Engage in an editorial process of peer review and revision.
- Manage appropriate choices in style and mechanics.
- Identify, analyze, and summarize technical and professional documents.

Learning Outcomes: The following outcomes are determined by the College. Students in ENG 1133 will have the opportunity to achieve the outcomes the this course by:
- Composing job search materials (e.g., resume, cover letter, LinkedIn profile) that demonstrate industry-specific rhetorical structure, content, and design.
- Composing business letters, memos, and informal workplace documents specific to rhetorical purpose, audience, and writing situation.
- Composing a research-based technical document using best practices in workplace writing.
- Designing basic visual information (e.g., tables, graphs, and flowcharts).
- Developing presentation skills on a technical topic.

CLASS POLICIES

Student Responsibilities: Students are expected to be familiar with CUNY and City Tech policies and procedures. Many of the important policies and procedures are in the Student Handbook on the City Tech website, located here:

http://www.citytech.cuny.edu/files/students/handbook.pdf
Additionally, you must accept full responsibility for the consequences of your words, your actions, as well as any classes and/or work that you miss. You must come physically, emotionally, and intellectually prepared to perform

under the pressures associated with a structured learning environment.

Instructor Duties: As your professor, I commit to communicating openly and frequently with you about this course. I will maintain a professional and safe learning environment that adheres to the policies of the College. You can expect a reply to communication, be it via e-mail, through online discussions, voicemail, or in person, within 24 hours. If you have a problem with this class, my evaluation of your performance, or any other aspect of our professional relationship, please reach out to me to discuss your concerns.

Class participation: Obviously, you are expected to participate. Students who participate in the intellectual life of a course learn more, earn better grades, and are uniquely prepared to enter the professional workforce.

As the professor of this course, I am responsible for creating and maintaining the conditions that facilitate your learning, but you must actively engage the intellectual challenges presented to you.

If you are not actively participating in this class then you are wasting precious money and time, and you will not graduate with the range or depth of skills necessary to ensure your employment as a degreed professional.

Attendance: Your attendance is recorded and reported to the college according to CUNY policy. Because this course is designed as a hands-on experience (meaning that you actually *work* in class) missing even one class will impair your ability to complete future assignments.

If you are absent for more than four of our classes, you may earn a WU (unintentional withdraw) for the course, which is counted as an F in the calculation of your GPA. If you know that you will be missing classes, or are prone to illness, be sure to avoid unnecessary absences.

Late arrival: Arrive for class and be prepared to begin on time. Late arrivals are disruptive and disrespectful to your peers. Likewise, do not prepare to leave until you are dismissed at 5:15. Plan in advance for adverse travel conditions like MTA delays and weather.

After the first two late arrivals, each time you arrive more than ten minutes late, or leave early, you will lose 1% of your final grade.

New York City College of Technology Policy on Academic Integrity: Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion. The complete text of the College policy on Academic Integrity may be found in the catalog.

Submitting Work: All work must be uploaded to the specified location (Dropbox or OpenLab) by 11:59 p.m. on the day specified on the assignment sheet. Typically, you will submit assignments as a document file (.doc, .rtf, .docx, or .pdf).

Please name your file with the assignment name, and your last name. For example, *Research Paper 1_Smith*. Be sure to exercise effective document control in your Dropbox folder, so that I can easily find and evaluate the correct draft of your work.

For the sake of sanity (primarily mine), I do not accept <u>or even acknowledge</u> coursework that is submitted by email unless I directly solicit it.

City Tech Email: Official course communications from the College will be delivered to your student email. When you contact me by email, please do so from your City Tech email account. Student e-mail can be accessed at: http://cis.citytech.cuny.edu/Student/it_student_email.aspx.

Electronic Devices: College-wide policy prohibits you from using personal communications devices for non-instructional purposes in class, which is from 4:00 p.m. until 5:15 p.m. Your use of these devices disrupts class business. If you must use your phone, please excuse yourself from the classroom. Do not engage in texting conversations or video watching while in class. Please remove your listening accessories before you enter the classroom.

Recording: No audio-visual recording of any kind or for any purpose is allowed in the classroom without an ADA accommodation, or written permission from me for each occurrence.

Use of Social Media: Please do not use class time to explore or update these sites.

Class Cancellation: Official closures will be announced on local public radio stations and the City Tech website. If you are unable to safely come to campus, please stay home and notify your professors via your City Tech email. Coursework is due whether we have class or not.

GRADING METHODS

As your professor, I will use a variety of methods to evaluate your work, including: holistic rubrics, analytical rubrics, non-rubric responses, credit for completion, oral feedback, and occasionally…a distant exasperated stare. Graded evaluations in this course are on a points system. You will receive points for each assignment that is graded based on how well it meets the criteria articulated on the assignment sheet. The value of the points you earn in this course will be divided by total number of points available to determine your final letter grade for the course.

Generally speaking, points equivalent to the grade of C will be awarded to work that is "average." You can earn a C by showing up to our class meetings, doing the course work, and fulfilling all of the course objectives. The grade of B is awarded for work demonstrating qualities that appreciably exceed what might be expected of "average." An A is an honor grade, signifying consistent quality and effort that is often "outstanding."

Late Work: This course is a major course and moves very quickly through material. Late work dramatically disrupts your ability to learn. Students who get behind typically withdraw or fail the course. The ones who don't endure a lot of needless suffering to get caught back up. Finally, significantly late assignments often receive less timely and less responsive feedback**.**

All assignments are due by 11:59 p.m. on the date specified on the assignment sheet. Late assignments (except the final project) are generally accepted for regular credit for up to two weeks past the deadline. Very late assignments (more than two weeks) are accepted for half-credit. Assignments more than a month late will not be accepted except under extraordinary conditions (e.g., you were in a coma).

Grading Scale:

Grade	% Attained
A	93-100
A-	90-92.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	70-76.9
D	60-69.9
F	59.9-0

ASSIGNMENTS

The workload of this course is appropriate for a 1000-level technical course. You can expect to devote between six and 10 hours per week outside of class to your work for this course. While this is enough commitment to be successful in this course for most students, it is only the average amount of investment necessary to prepare you to communicate effectively in a professional environment.

This is what you will be doing for this course:

- Carefully reading approximately 25 to 40 pages from textbooks and other sources per week.
- Contributing daily and substantively to our class activities and discussions.
- Complete weekly assignments and projects related to course topics.
- Write a researched technical report.
- Create a mock job search campaign.
- Develop a portfolio of writing to host on OpenLab.
- Present your work, both formally and informally.

For each assignment, you will receive a detailed specification sheet, typically one or more weeks in advance. For projects, you will receive an overview and then a detailed specification sheets for each step in the project. The specifications will explain the parameters of each assignment and how it will be evaluated.

Assignment Table:

Course Work	Approximate Percentage of Grade
Assignments	15%
Mock Job Search	25%
Workplace Documents	35%
Researched Report	25%
Total	100%

Extra Credit: Opportunities for extra credit in this class occasionally appear. Unless you are actively engaged in the work of the course, you will not be in a position to earn them.

STUDENT ASSISTANCE

Office Hours: I am available to you in Namm #520. You can email me to make an appointment (first-come, first-served).

I cannot stress enough the importance of using my office hours as part of a successful learning strategy. They are the place where we can work one-on-one when you need it the most.

Technical Assistance: If your technology problem is not directly related to the content of the course, I will not be able to help you. Help is available at the Student Computer Help Desk on the first floor of the Namm Building. Consultants are available by phone at (718) 260-4900. You can receive help online (if you are connected) here:
http://cis.citytech.cuny.edu/Student/it_student.aspx.

These services are available during the following times:
- Monday, Tuesday, Wednesday: 8:30 a.m. - 6:00 p.m.
- Thursday, Friday: 8:30 a.m. - 5:00 p.m.

If you encounter a problem, seek help immediately. Do not wait until the last minute.

Learning Center: Please consult with me when you have questions about how to do a particular assignment, or how to develop your ideas. Many students find the workshops and tutoring assistance of The College Learning Center to also be helpful. The College Learning Center can be found in the Atrium of the Namm Building at AG-18.

Disability Statement: City Tech complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations to students with documented disabilities. Please contact Disability Resources Services at (718) 260-5143 for more information. The resource office is located in the Artrium Building, Room A-237.

If you have a documented disability that requires academic accommodations, please see me in private so that we can discuss the accommodations that you need in this class. ***It is best to do this at the beginning of the course***.

COURSE CALENDAR

This course calendar will help you to create your schedule and properly budget your time. Prior to each class you will receive a more detailed synopsis of what you need to prepare for our next meeting. As the semester develops, this calendar may change to meet the objectives and needs of the class.

Date	Class Topic(s)	Readings	Notes
2/2 W1	• Introductions		
2/4 W1	• The value of communication skills in technical professions	K&K, pp. 1-17	
2/9 W2	Friday Schedule		
2/11 W2	• Information search and retrieval	K&K, pp. 21-62	
2/16 W3	• Dealing with highly technical sources of information	K&K, pp. 64-85	
2/18 W3	• Close reading skills	TBD	
2/23 W4	• Preparing reports	K&K, pp. 87-120	
2/25 W4	• Technical writing process	TBD	
3/1 W5	• Revision & editing	K&K, pp. 122-167	Final report projects assigned
3/3 W5	• Toolbox for design and visualization	K&K, pp. 168-214	
3/8 W6	• Design studio	TBD	
3/10 W6	• Design studio	TBD	Mock job search assigned
3/15 W7	• Professional correspondence	K&K, pp. 217-243	
3/17 W7	• Proposals & progress reports	K&K, pp. 244-273	
3/22 W8	• Writing studio	TBD	
3/24 W8	• Writing studio	TBD	
3/29 W9	• Specifications, contracts, and intellectual property	K&K, pp. 274-330	

3/31 W9	• Writing studio	TBD	Midterm grades
4/5 W10	• Overviews	K&K, pp. 331-364	Final report proposals due
4/7 W10	• Writing studio	TBD	
4/12 W11	• Visual & oral presentations	K&K, pp. 370-406	Mock job search due (presentation)
4/14 W11	• Writing studio	TBD	
4/19 W12	• Writing studio	TBD	
4/21 W12	• Writing studio	TBD	Final project progress report due (presentation)
4/25 4/28	Spring Recess		
5/3 W13	• TBD	TBD	
5/5 W13	• Conferences	TBD	
5/10 W14	• Conferences	TBD	Final project progress report due
5/12 W14	• Writing studio	TBD	
5/17 W15	• Writing studio	TBD	
5/19 W15	• Writing studio	TBD	Final project due (presentation)
5/24 W16	• Writing studio	TBD	
5/26 W16	• Final Conference		
5/31	• Final Grades Due		