



COURSE SYLLABUS

ENG 2575-HD72 (#32967)

Dates: 6/2/2016 to 7/6/2017

FACULTY INFORMATION

Instructor: Dr. Patrick Corbett, Assistant Professor of English

Office: Namm #520

Telephone: (718) 260-5429 (office)

Email: pcorbett@citytech.cuny.edu
plcorb@gmail.com

Office Hours: Tuesdays 5:00 p.m. to 6:00 p.m.
Thursdays 11:15 a.m. to 12:15 p.m.

Other times on a case-by-case basis (contact me).

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.

COURSE INFORMATION

Course Name: Technical Writing

Credits: 3

Course Format: Hybrid design; Computer-aided classroom

Course Meeting Times: T 10:00 a.m. to 11:15 p.m. (G-603)
Th (online)

Pre-requisites: ENG 1121

Catalog Description: "Students communicate technical and scientific information to a variety of audiences through written and oral presentations, using electronic media such as the Internet, Power Point and graphics programs. Students also analyze readings in science and technology, study technical writing models and practice collaborative research and presentation. Prerequisite: ENG 1121 (Equivalent to old course ENG 3773)"

English 2575, **Technical Writing**, will provide you with the opportunity to improve your ability to compose documents based on technical information through applied study and critique. You will develop

the knowledge, skills, and processes necessary to compose these documents under constraints typically found in the workplace. You will be evaluated throughout the process of researching, organizing, writing, revising, and presenting your documents.

In this course, you will begin to develop the concepts and language necessary to approach complex document design problems from a technical writing perspective. The use of visual aids and graphic illustrations is stressed, along with audience analysis, problem-solving, and an awareness of ethical issues and the global impact of technical communications. Types of technical genres that you will analyze or compose may include, but will not be limited to: summarizations, definitions, processes, manuals, research reports, oral presentations, and informal documents.

This course stresses:

- Document content and format.
- Audience analysis.
- Problem-solving.
- Awareness of ethical issues in professional writing.
- Global impact of technical communications.

Special Note:

THIS ENG 2575 COURSE IS IN A HYBRID FORMAT. This means that a 16-week course is compressed into one meeting day per week with additional online work. To be successful in this course, you must be prepared for *significant* weekly work that involves both reading and writing.

Capabilities:

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

- Work independently and responsibly under continuous deadlines.
- Produce written Standard Business English with good design.
- Ability to use MS Word, OpenOffice, or Adobe InDesign.
- USB flash storage and back up of work (do not rely on the cloud).
- Access stable high-speed Internet to hear sound and view video.
- Use a computer keyboard and mouse effectively.
- Conduct online research using search engines and the digital library.
- Learn the CUNY OpenLab OLS (online learning system).
- Learn and use the Google Drive application.
- Print course materials and assignment drafts.

Textbooks:

Technical Communication, Author: Lannon and Gurak, Publisher: Pearson, Edition: 13, Year Published: 2013, Price: \$24.55 USD, Notes: 13th edition preferred; used okay

ISBN: 0321899970

COURSE STRUCTURE

ENG 2575-D72 is a hybrid course, which meets once per week on Tuesday for 75 minutes each meeting. The course also meets online asynchronously (i.e., not at the same time) each Thursday. The presentation of this course is a combination of short lectures and presentations, class discussions, small group work, and workshops.

Because this course runs on a hybrid schedule, you will be in class two days a week (one of which will be online). **You can expect to do 5 to 7 hours per week of outside reading and writing for this class.** You should break this work up over the entire week and the weekend. You will need to be

prepared for discussion activities each class. Your preparedness is **crucial** to the intellectual quality of our class, your learning, and your preparation as a professional in your field.

More than 90% of the students who fail or drop this course do so because they are unable to keep pace with the workload. Less than 10% fail or drop because of the difficulty of the material.

Course Competencies: The course competencies for ENG 2575 are determined by the College and can be found here: <http://www.citytech.cuny.edu/academics/deptsites/english/docs/courses/ENG2575.pdf>

Blackboard: This course does not use the Blackboard OLS.

CUNY OpenLab: Course materials will be available to you on OpenLab (as well as Google Drive). 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/>

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 College Catalog on the City Tech website, located here:

<http://www.citytech.cuny.edu/catalog/docs/catalog.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.

Most importantly, remember these conditions of success in any writing class:

- Focus the will.
- Do not panic.
- Ask questions.
- Never give up!

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 (when necessary). 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, are more prepared to excel in the professional workforce, and achieve more in their career.

As the professor of this course, I am responsible for creating and maintaining the conditions that facilitate your learning, but only you can actively engage those conditions. If you are not actively participating in this class then you

are wasting precious money and time, and you will not acquire the degree of skill necessary to ensure your future success in the professional workplace.

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 to prepare for working outside of class) missing even one class will impair your ability to complete future assignments. Make no mistake, virtually all students who earn an F, do so because they fall behind and cannot catch back up no matter how much effort they expend. 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. Plan in advance for adverse travel conditions like MTA delays.

My advice is to treat this class like a job--show up on time, leave on time.

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 College Catalog.

Submitting Work:

All work must be uploaded to the specified location (usually Google Drive) by noon on the day specified on the assignment sheet. Typically, you will submit assignments as a document file (.doc, .rtf, .docx, or .pdf--**not a google doc**).

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 Drive folder, so that I can easily find and evaluate the correct draft of your work. It is sad when a student loses a letter grade because I can't find their assignment buried in a pile of messy files, but it happens.

For the sake of sanity (primarily mine), I do not accept or even acknowledge coursework that is submitted by email unless I directly solicit it. Seriously, you will be sad if you try to email me your work and realize I really will .

City Tech Email:

You can email me at my gmail address, however, official course communications from the College will be delivered to your student email. When you contact me by email about something important, 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 5:00 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. Disable your blinking notifications. Do not interpret my occasional neglect towards enforcing this rule to be an invitation to break it.

- Recording:** You will be asked to sign a media release form so that photos and videos may be taken and shared in class. You must get my permission each time if you wish to record in class.
- 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 use a variety of evaluation methods for your work, including holistic rubrics, analytical rubrics, non-rubric responses, and credit for completion. 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 total points you earn in this course will be divided by the points possible 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 an intensive course and moves very quickly through material. Late work dramatically disrupts your ability to learn, and students who get behind almost always fail the course. **I can't emphasize this enough – consistently late work results in failure.**

All assignments are due by 11:59 p.m. the date specified on the assignment sheet. Late assignments (except the final project) will be accepted after the deadline at my discretion. Late assignments disrupt the flow of the course and receive significantly less feedback from your professor. Assignments more than 10 calendar days late are not accepted.

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 writing-intensive course. You can expect to work between 5 to 8 hours per week outside of class for this course. This is **not** the maximum amount of time investment necessary to prepare you for the professional challenges that lie ahead—it is the **minimum**.

This is what you will be doing for this course each week:

- Carefully read approximately 10 to 40 pages from textbooks and other sources.
- Contribute substantively to our class activities and discussions every class meeting.
- Contribute to our online coursework.
- Complete regular writing assignments and projects related to course topics.
- Design and write approximately 2,500 words of revised technical documents.

For each assignment, you will receive detailed assignment sheets, typically one week in advance, but not always. For projects, you will receive detailed assignment sheets for each step in the project. These assignment sheets will explain how each assignment should be completed and how it will be evaluated.

Assignment Table:

Course Work	Percentage of Grade (approximate)
Daily Assignments	15%
Productivity Report	10%
Initial Project	15%
Assignments	30%
Final Project	30%
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 on a first-come, first-served basis. Please let me know that you are coming so I can prepare for your visit.

I cannot stress enough the importance of using my office hours as part of a successful course 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 at the Information Booth 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.***

LinkedIn: I maintain a LinkedIn group, City Tech Emerging Professionals (CTEP), where I provide the most relevant and up-to-date career advice for City Tech students and alumni. You are encouraged to join and to connect with me.
<https://www.linkedin.com/grp/home?gid=8207518>

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 class develops, this calendar may change to meet the objectives and needs of the class.

Date	Class Topic(s)	Readings	To Do
8/29 W1	• Introduction		
8/31 W1	• The Role of Culture in Tech Writing: A Look Inward	L&G, Ch. 1 (2-15)	Information Sheet Self-Evaluation 15 Paragraph Assignment
9/5 W2	•	L&G, Ch. 2 (16-34)	
9/7 W2			
9/12 W3			
9/14 W3			
9/19 W4			Thursday schedule
9/21 W4			
9/26 W5	•		
9/28 W5	•		
10/3 W6	•		Productivity report due
10/5 W6	•		
10/10 W7	•		
10/12 W7	•		
10/17 W8			Initial project due
10/19 W8			
10/24 W9			
10/26 W9			
10/31 W10			Midterm grades
11/2 W10			
11/7 W11			
11/9 W11			
11/14 W12			

11/16 W12			
11/21 W13 11/23 W13			
12/5 W14			
12/7 W14			
12/12 W15			
12/14 W15			
12/19 W16			Celebration of knowledge Final project due
12/26	Final Grades Due		