

## FACULTY INFORMATION

<b>Instructor:</b>	Dr. Patrick Corbett, Assistant Professor of English
<b>Office:</b>	Namm #520
<b>Telephone:</b>	(718) 260-5429 (office)
<b>Email:</b>	<a href="mailto:plcorb@gmail.com">plcorb@gmail.com</a> (primary—use for quick questions) <a href="mailto:pcorbett@citytech.cuny.edu">pcorbett@citytech.cuny.edu</a> (official—use for “business”)
<b>Office Hours:</b>	You can reach me immediately for individual questions and guidance via email, Zoom (video or audio only), or WhatsApp during the times below:  Tuesdays 11:00 a.m. to 12:30 p.m. Thursdays 11:00 a.m. to 12:30 p.m.  <a href="https://us04web.zoom.us/j/3484669663">https://us04web.zoom.us/j/3484669663</a> (Zoom InstaMeeting) (608) 213-4384 (WhatsApp)  I am flexible and able to connect with you at other times on a case-by-case basis. Please send me an email or WhatsApp message to schedule.

## COURSE INFORMATION

<b>Credits:</b>	3
<b>Course Location:</b>	Online
<b>Course Meeting Times:</b>	Selected Tuesdays/Thursdays 6:30 p.m. to 8:30 p.m. (Zoom Invites Emailed)
<b>Pre-requisites:</b>	ENG 1101 & ENG 1121
<b>Catalog Description:</b>	An advanced course in effective technical writing techniques, including traditional technical writing forms and world wide web communication. This course will have students use electronic media such as internet, presentation, and graphics programs to communicate technical and scientific information to a variety of audiences via written and oral presentations. Students will also analyze readings in science and technology, study technical writing models, and practice collaborative research and presentation. Building on previous writing courses, this course will reinforce clarity of thinking and expression in effective and correct English.

#### Instructor's Synopsis:

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.

You will begin to approach document design problems from a technical writing perspective. The use of visual aids and graphic illustrations will be introduced, along with audience analysis, problem-solving, and an awareness of the role that technical writing plays in project development. Types of technical genres that you will analyze or compose may include, but will not be limited to summarizations, definitions, processes, visualizations, researched texts, oral presentations, and informal documents.

This course stresses:

- Document content and format
- Audience analysis
- Problem-solving
- Awareness of ethical issues
- Project-based writing

#### Textbooks:

**ALL COURSE READINGS WILL BE PROVIDED TO YOU THROUGH OUR SHARED GOOGLE DRIVE.**

#### Course Withdrawal:

**TO AVOID SERIOUS FINANCIAL AND ACADEMIC CONSEQUENCES, DO NOT STOP ATTENDING THIS CLASS UNTIL YOU OFFICIALLY WITHDRAW FROM THE COURSE.**

## COURSE STRUCTURE

ENG 2575 (OL 34 & OL36) is a five-week summer course, which meets asynchronously. This means you can maintain attendance simply through completing the work and discussion questions. We will also meet synchronously, but no more than twice a week (Tues. and/or Thurs.) or for more than two hours at a time.

This course is a combination of independent readings, short lectures and presentations, online class discussions, small group work, and workshops. Some course activities may be conducted synchronously, but you will have the opportunity to do this work asynchronously as well.

You will need to be prepared each week for discussion activities and deliverables. Your preparedness is crucial to the intellectual quality of our class, your learning, and your preparation as a professional in your field. Also, your grade. More than 95% of the students who fail or drop this course do so because they are unable to keep pace with the workload. Less than 5% 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/english/docs/courses/ENG2575.pdf>

**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 or OpenOffice, and Google Suite.
- Use of USB flash storage to back up work (do not rely on the cloud).
- Access to stable high-speed Internet to hear sound and view video.
- Effective use of a computer keyboard and mouse.
- Online research conducted using search engines and the digital library.
- The Google Drive application downloaded to your computer.

**Blackboard:** This course does not use the Blackboard OLS.

**CUNY OpenLab:** This course uses the CUNY OpenLab. Our OpenLab site can be found here: <https://openlab.citytech.cuny.edu/corbetteng2575summer2020/>

## COURSE POLICIES

**Student Responsibilities:** You need to be familiar with CUNY and City Tech policies and Procedures to be an effective advocate for yourself. Many of the important policies and procedures are in the Student Handbook on the City Tech website, located here: <http://www.citytech.cuny.edu/current-student/docs/StudentHandbook.pdf>.

Additionally, we are all responsible for our words, actions, and our work. I see my job as creating an intellectual community conducive to learning and supporting you in that community as best I can. To be successful, you have to put the work in.

**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, or voicemail 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.

**Course materials:** Course materials will be available to you on Google Drive. To access our materials on Drive, you must provide me with your gmail address.

**Class participation:** Obviously, you need to participate to learn. Students who participate in the intellectual life of a course get more out of it, earn higher grades, and are better prepared to enter the professional workforce.

If you are not actively participating in this class, then you are missing an opportunity to improve the range and depth of skills necessary to ensure your further employment when you earn your degree.

**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 work in class to prepare for working outside of class) missing class activities will impair your ability to complete future assignments.

**Late arrival:** Zoom meetings are optional and recorded for later viewing. You may attend them as you are able, though obviously you will be oriented to the work we are doing better if you arrive on time.

**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).

Please name your file with the assignment name, and your last name. For example, *Proposal\_Draft1\_Choudhury*. Be sure to exercise effective document control in your Drive folder, so that I can find and evaluate the correct draft of your work. If I cannot find your work, I cannot grade it.

For the sake of my sanity, 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.

**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. Student e-mail can be accessed at:  
[http://cis.citytech.cuny.edu/Student/it\\_student\\_email.aspx](http://cis.citytech.cuny.edu/Student/it_student_email.aspx).

**Recording:** You will be asked to sign a media release form so that photos and videos may be taken and shared in class. I will record all synchronous class activities and share them to our Google Drive document archive.

## GRADING

### Philosophy:

I have designed this course to be rigorous, but with a variety of opportunities for you to succeed. The assignments ensure that you understand the course material, but also that you can apply it in valuable ways. To earn the best grade possible, be sure that you understand what the assignment is asking you to do, how to break down the work, and give yourself enough time to complete each part of the assignment and revise when you are finished.

### Methods:

I evaluate your work in different ways, including holistic rubrics, analytical rubrics, non-rubric responses, credit for completion, and oral feedback. Graded evaluations in this course are on a points system. You will receive points for each assignment based on how well it meets the criteria articulated on the assignment sheet. Your final grade is the percentage value of the number of points you earn divided by the number of points possible. That percentage is converted into a letter grade using the College's standard grading scale.

### Late Work:

All assignments are due by midnight on the date specified on the assignment sheet. Late assignments (except the final course deadline) are generally accepted for credit for up to one week past the deadline. Very late assignments (more than a week) are accepted at my discretion and with a credit reduction up to and including a failing grade.

### Grading Scale:

Generally speaking, the equivalent of the grade of C will be awarded to work that is "average." You can earn a C by showing up, putting in the work, and fulfilling most 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."

Here is the College's 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

This is a writing-intensive course. You can expect to work more an average of 10 hours (or more) per week for this course to earn an honor grade. This is **not** the maximum amount of time investment necessary to prepare you for the professional challenges that lie ahead—it is the **average**.

This is what you will be doing for this course:

- Carefully read approximately 75 to 100 pages from textbooks and other sources per week.
- Contribute substantively to our class activities and discussions.
- Complete regular writing assignments and projects related to course topics.
- Design and write approximately 2,000 to 2,500 words of revised technical documents.

For each assignment, you will receive detailed assignment sheets. For the project, you will receive an overview as well as detailed assignment sheets for each step in the project. These assignment sheets will explain how each assignment (or step) should be completed and how it will be evaluated.

### Assignment Table:

Course Work	Percentage of Grade (approximate)
Discussions	15%
Assignments	55%
Project #1 – Proposal	30%
Total	100%

**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.

## STUDENT ASSISTANCE

**Office Hours:** I am available to you by Zoom and WhatsApp. You can also 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. Consultants are available by phone at (718) 260-4900. You can receive help online here: [http://cis.citytech.cuny.edu/Student/it\\_student.aspx](http://cis.citytech.cuny.edu/Student/it_student.aspx). These services are available Mon, Tues, Wed, Thurs: 8:30 a.m. - 6:00 p.m. If you encounter a problem, seek help immediately. Do not wait.

**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 Library Building at L-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 in the Library Building, Room L-237.

If you have a documented disability that requires academic accommodations, please contact me 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 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	To Do
6/1 (M) W1	<ul style="list-style-type: none"> <li>Course Introduction</li> </ul>	Syllabus Lannon and Gurak, Ch. 1 Lannon and Gurak, Ch. 6	<ul style="list-style-type: none"> <li>Email gmail address to Prof.</li> <li>Connect to Drive Immediately!</li> <li>OpenLab Discussion</li> </ul>
6/2 (T) W1	<ul style="list-style-type: none"> <li>Self-Evaluation</li> <li>Technical Writing: The Short, Short Version</li> </ul>		<ul style="list-style-type: none"> <li>Contact Sheet Due Media Release Due</li> </ul>
6/4 (Th) W1	<ul style="list-style-type: none"> <li>Tech Writing Processes and Values</li> </ul>		<ul style="list-style-type: none"> <li>Self-Evaluation Due</li> <li>15 Paragraphs Due</li> </ul>
6/8 (M) W2	<ul style="list-style-type: none"> <li>Week 2 Preparation</li> </ul>	Project Assignment Locker and Kaczmarek, Ch. 2	<ul style="list-style-type: none"> <li>15 Paragraphs Due</li> </ul>
6/9 (T) W2	<ul style="list-style-type: none"> <li>The Tools of Tech Writing</li> <li>The Role of Culture in Tech Writing</li> <li>Project Discussion</li> </ul>		<ul style="list-style-type: none"> <li>OpenLab Discussion</li> </ul>
6/11 (Th) W2	<ul style="list-style-type: none"> <li>Ideation, Oblique Creativity, and Productive Failure</li> </ul>		<ul style="list-style-type: none"> <li>OpenLab Discussion</li> </ul>
6/15 (M) W3	<ul style="list-style-type: none"> <li>Week 3 Preparation</li> </ul>	Lannon and Gurak, Ch. 2 Lannon and Gurak, Ch. 10	<ul style="list-style-type: none"> <li>Self-Inventory Due</li> </ul>
6/16 (T) W3	<ul style="list-style-type: none"> <li>Audience Analysis</li> <li>Project Management and Strategy</li> </ul>		<ul style="list-style-type: none"> <li>Strategy Assessment Due</li> </ul>
6/18 (Th) W3	<ul style="list-style-type: none"> <li>Structuring Documents</li> </ul>		<ul style="list-style-type: none"> <li>Initial Proposal Due</li> </ul>
6/22 (M) W4	<ul style="list-style-type: none"> <li>Week 4 Preparation</li> </ul>	Lannon and Gurak, Ch. 13 Williams - Intro, Proximity, Alignment, Repetition, Contrast, Review	<ul style="list-style-type: none"> <li>OpenLab Discussion</li> </ul>
6/23 (T) W4	<ul style="list-style-type: none"> <li>Designing Pages #1</li> </ul>		<ul style="list-style-type: none"> <li>Project Guide Due</li> </ul>
6/25 (Th) W4	<ul style="list-style-type: none"> <li>Designing Pages #2</li> </ul>		<ul style="list-style-type: none"> <li>OpenLab Discussion</li> </ul>
6/29 (M) W5	<ul style="list-style-type: none"> <li>Week 5 Preparation</li> </ul>	Lannon and Gurak, Ch. 18 Lannon and Gurak, Ch. 19 Lannon and Gurak, Ch. 20	<ul style="list-style-type: none"> <li>Project Template Due</li> </ul>
6/30 (T) W5	<ul style="list-style-type: none"> <li>Open Topic</li> </ul>		<ul style="list-style-type: none"> <li>Project Drafts Due</li> </ul>
7/4 (Sa)	<ul style="list-style-type: none"> <li>Deadline for Submitting Work</li> </ul>		<ul style="list-style-type: none"> <li>Project Finals Due</li> </ul>
7/6 (M)	<ul style="list-style-type: none"> <li>Grades Submitted</li> </ul>		