English 2100
Technical Communication

Fall 2023
Section X02
3.0 credits

Modality: Asynchronous Online

Instructor: Shelton Weech
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Office Hours: MWF 9:30a – 10:30a
or by appointment

Catalog Course Description

English 2100 teaches basic technical writing skills used in a variety of professional settings. Emphasizes audience analysis, document design, and using precise language for a particular audience.

Course Outcomes

By the end of this course, students will be able to:

1. Use technical writing theories and approaches to analyze and solve problems individually and in teams.
2. Communicate complex technical information, processes, and procedures via a variety of media, genres, and technologies to a range of audiences and stakeholders.
3. Adapt written genre conventions and expectations to both technical and non-technical audiences with changing organizational needs.
4. Apply primary and secondary research methods and strategies to produce technical documents.
5. Demonstrate awareness of both the technical and human needs of users, paying special attention to cultural diversity and global sensitivity.
6. Interpret, contextualize, explain, and visualize data sets in the context of specific rhetorical contexts or problems.

Required Materials

1. Johnson-Sheehan, R. (2017). *Technical communication strategies for today* (3rd ed.)*.* New York, NY: Pearson. **Please purchase the e-book rental version of this text, and make sure to get the 3rd edition.**
2. Other articles and materials that will be provided via Canvas.

Coursework

Project 1 - Redesign Portfolio (200 points): Students will take previously designed documents and rewrite and redesign them with respect to visual appeal, accessibility, audience, and clarity. The portfolio will be introduced by a memo detailing and explaining revision choices.

Project 2 - Technical Documents Project (200 points): Students will work in small teams to develop a short series of related technical documents, which may include technical descriptions, specifications, instruction manuals, troubleshooting guides, procedures, protocols, and fact sheets.

Project 3 - Formal Report (300 points): Students will work in teams to execute a collaborative project: a factual, data-centered response to a research question. The formal written report will be accompanied by a recorded presentation.

Peer Workshops (100 points): Students will participate in regular peer workshops in which they review, critique, and offer constructive criticism of peer work in both oral and written forms.

Additional Assignments (200 points): Students will complete other minor assignments throughout the semester, including participation in the discussion board, reading quizzes, and exercises.

Grading

The course grade will be determined as follows. All grades are final. I do not round up (or down). Note: Regardless of points, students may receive a failing grade if they fail to complete the main deliverables of Projects 2 or 3, or if they show persistent lack of engagement in completing the Additional Assignments.

Assignment	Points
Redesign Portfolio	200
Technical Documents Project	200
Formal Report	300
Peer Workshops	100
Additional Assignments	200
TOTAL	1000

Letter Grades/Points
A+ = 970 – 1000
A = 940 – 969
A- = 900 – 939
B+ = 870 – 899
B = 840 – 869
B- = 800 – 839
C+ = 770 – 799
C = 740 – 769
C- = 700 – 739
D = 600 – 699
F = Below 600

General Course Policies

Participation: Your success in this class is largely dependent on your engagement and daily efforts. Because this is an online course, there are 200 points that are contingent on your engagement with the class, including quizzes, discussion board writings, and other activities. Consider these activities like attendance, your way of showing me that you are "present" in the class. **These points cannot be made up after they are due**. Additionally, failure to participate in the equivalent of **more than two weeks'** worth of these "Additional Assignments" will result in an automatic failing grade.

Teamwork: Being a "team player" is often listed as a priority in hiring in technical work environments. One of the goals of this course is to develop teamwork skills by working with peers in collaborative, team-based writing projects. You will have the opportunity to participate on a team in a variety of roles; offer and receive feedback from peers; develop proposals, conflict resolution plans, and team calendars; and establish effective modes of communication within a team setting. Your own contributions and involvement will be assessed by both you, your team, and your instructor.

Technology Expectations: Because this is an online course, important course content will be found on Canvas. Online access to Canvas is required, and you should be checking Canvas regularly for announcements, due dates, and other communications. I recommend forwarding your Canvas communications to your email account so that you don't miss anything.

Students are also expected to have access to an internet connection and to a laptop, tablet, or desktop computer. Students are welcome to complete course work in computer labs on campus.

Late work: As with the real-world work environment, you are expected to organize your time and meet deadlines. **I do not accept late work**. Any exercise, project, or discussion post that is turned in after the deadline will receive a zero (0). I know that we're all busy, but by signing up for this course, you are committing to make time for it. Jobs, vacations, family commitments, etc. are not reasonable excuses to turn in work late. That said, if you have extenuating circumstances, reach out to me as soon as possible and we can discuss the possibility of exceptions.

Contacting the Instructor: For fastest response, please contact me via email at sweech@uvu.edu. I will respond within 1 business day. Don't expect a reply after 6:00pm MST/MDT. If you reach out to me through Canvas, there may be a delay in my getting back to you.

My office hours are Monday, Wednesday, and Friday from 9:30 – 10:30am or by appointment. I am also happy to meet via Teams. If you can't stop by my office in person, please send me an email so we can make arrangements.

Artificial Intelligence: This course is about writing, and as such, I expect you to do the writing for this course yourself. AI-powered writing tools like Chat-GPT can be useful invention resources, but they should not be doing your writing for you. The UVU English department acknowledges the potential usefulness of AI for writers, but copy/pasting the exact wording from an AI is considered plagiarism and will be treated as such.

UVU Policies

Student Rights and Accountabilities: On its Student Rights and Accountabilities page (https://www.uvu.edu/studentconduct/students.html) UVU specifies that all UVU students are expected to conduct themselves in an appropriate manner acceptable at an institution of higher learning. All students are expected to obey the law, to perform contracted obligations, to maintain absolute integrity and high standards of individual honesty in academic work, and to observe a high standard of conduct for the academic environment.

The Student Rights and Responsibilities Code outlines for students what they can expect from the University and what the University expects of them. Students should review their Rights and Responsibilities. The Student Code of Conduct (https://policy.uvu.edu/getDisplayFile/5bedd0ef7b23736d542192e3) also outlines the process for academic appeals, and appeals related to misconduct and sanctions.

Plagiarism: The Student Rights and Accountabilities (https://www.uvu.edu/studentconduct/students.html) also discusss UVU's policy and procedure regarding plagiarism, which includes different types or academic misconduct, such as cheating, plagiarism, or fabrication. Sanctions, conduct resolution, and due process are also covered on this page. Students need to familiarize themselves with UVU's procedures in an effort to avoid any form or academic misconduct.

In addition, The Department of English's Policies and Procedures (https://www.uvu.edu/english/resources/policies-procedures.html) page provides detailed information about plagiarism, as well as the sanctions it will implement in cases of academic dishonesty. In cases of intentional plagiarism, students will receive a failing grade on the assignment and may also fail the course depending on the severity of the incident.

Nondiscrimination Policy: UVU is committed to preparing all students for success in an increasingly complex, diverse, and globalized society. We value and promote collegial relationships and mutual respect among students, faculty, staff, and the community. We acknowledge and seek to address the needs of populations who are underserved as well as students with varying levels of academic preparation. Since your experience in this class is important to me, it is my intent to promote civility and respect the voice, dignity, and potential of each individual. I aim for an inclusive learning environment that provides equitable opportunities and fosters the understanding, appreciation, and recognition that diversity and individual differences are a source of strength. I aim for a course that is respectful of diversity including age, culture, disability, ethnicity, gender, nationality, race, religion, sexuality, and socioeconomic status.

Please contact me if you need to talk about any issues you are facing. I value any suggestions on how to improve the effectiveness of this course. If that feels uncomfortable to you, you can contact the Inclusion and Diversity Committee to ask for help and support.

Equity and Title IX: Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Students who believe they have been excluded from participation in, denied the benefits of, or discriminated against because of their sex may contact the EO/AA office to make a report, ask questions, or share concerns by email at: titleix@uvu.edu, in-person at

BA-203, or by phone at: (801) 863-7999. To learn more about the Equity and Title IX office please visit us online at: https://www.uvu.edu/equityandtitleix/.

Religious Accommodation: UVU values and acknowledges a wide range of faiths and religions as part of our student body, and as such provides accommodations for students. Religious belief includes the student's faith or conscience as well as the student's participation in an organized activity conducted under the auspices of the student's religious tradition or religious organization. The accommodations include reasonable student absences from scheduled examinations or academic requirements if they create an undue hardship for sincerely held religious beliefs. For this to occur, the student must provide a written notice to the instructor of the course for which the student seeks said accommodation prior to the event. The UVU campus has a place for meditation, prayer, reflection, or other forms of individual religious expression as is described on their website.

Accessibility and Accommodations: The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended, prohibit Utah Valley University from engaging in discrimination on the basis of disability in any program or activity. Discrimination is also prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job. Students who believe they have been denied program access or otherwise discriminated against because of a disability are encouraged to initiate a grievance by contacting the Accessibility Services Director, Sherry Page at 801-863-8747. Employees can contact the ADA Coordinator, Irene Whittier at 801-863-8389.

Upon request, this information is available in alternative formats, such as mp3, Braille, or large print. To request this format, email asd@uvu.edu.

Students needing accommodation due to a disability including temporary and pregnancy accommodations may contact the UVU Accessibility Services at accessibilityservices@uvu.edu or 801-863-8747. Accessibility Services is located on the Orem Campus in LC 312.

English 2100 Course Calendar

This calendar will be periodically adjusted to meet the needs of the class. Readings may change or additional readings may be added.

	Weekly Readings	Due Sunday by 11:59pm
UNIT 1: Resdesign Portfolio		
Week 1 August 23 - 27 *Document design principles*	Read: • Syllabus • Week 1 Assignments • Chapter 1 • Chapter 13 Project 1 Introduced	Discussion Post 1 Exercise 1 Quiz 1
Week 2 August 28 – September 3 *Genre and audience*	Read • Week 2 Assignments • Chapter 2	Discussion Post 2 Exercise 2 Quiz 2
Week 3 September 4 – 10 *Revising with intent*	Read • Week 3 Assignments Peer Workshop Revisions	**Project 1: Redesign Portfolio Due Sept 10**
UNIT 2: Original Technical Documents		
Week 4 September 11 – 17 *Teamwork*	Read • Week 4 Assignments • Chapter 3 • Chapter 12 Project 2 Introduced Form teams	Exercise 3
Week 5 September 18 – 24 *How to give instructions*	Read • Week 5 Assignments • Chapter 8	Discussion Post 3 Quiz 3 (Instruction or Troubleshooting Guide)
Week 6 September 25 – Oct 1 *How to write descriptions*	Read • Week 6 Assignments • Chapter 7	Discussion Post 4 Exercise 4 Quiz 4 (Technical Description or Specification)
Week 7 October 2 – 8 *Writing for professionals and data visualization*	Read • Week 7 Assignments • Chapter 14	Discussion Post 5 Exercise 5 Quiz 5 (Fact Sheet, Procedure, or Protocol)
Week 8 October 9 – 15 *Revising with Intent*	Read • Week 8 Assignments Peer Workshop	Peer Workshop
Week 9 October 16 – 22 *Polish and complete*	**Fall Break** Read • Week 9 Assignments • Revision Practices	**Project 2: Technical Documents Final Portfolio due Oct 22** Team Evaluation Form

UNIT 3: Formal Report		
Week 10 October 23 – 29 *Ethical challenges* *Pitching an idea*	Read • Week 10 Assignments • Chapter 4 Project 3 Introduced Form teams	Discussion Post 6 (Pitches) Exercise 6 Quiz 6
Week 11 October 30 – November 5 *Research methodology*	Read • Week 11 Assignments • Chapter 11	Discussion Post 7 Exercise 7 Quiz 7
Week 12 November 6 – 12 *Primary research and documenting sources*	Read • Week 12 Assignments • Review Chapter 12	Discussion Post 8 Exercise 8 Quiz 8
Week 13 November 13 – 19 *Presenting research visually*	Read • Week 13 Assignments • Chapter 15	Discussion Post 9 Exercise 9 Quiz 9
Week 14 November 20 – 26	**Thanksgiving**	Enjoy your break!
Week 15 November 27 – December 3 *Report design*	Read • Week 14 Assignments	Work on report
Week 16 December 4 – 10 *Revising with intent*	Read • Week 15 Assignments Peer Workshop	Discussion Post 10 Exercise 10 Quiz 10
Finals Week: Dec. 11-15		
Project 3 and Team Evaluation Form Due Dec 11 11:59pm		