

SYLLABUS

COURSE OVERVIEW This technical writing course will explore the rhetorical practices of technical and workplace communication as we critically read and create professional documents to specific audiences in a variety of disciplines. We will reinforce the habit of following the iterative writing process, which emphasizes revision and a user-centered design cycle. While we discover professional writing conventions and experiment with the affordances of writing, design, and communication technologies, we will critically reflect on the ethical, social and cognitive implications of the available choices.

OBJECTIVES This technical writing course follows the general learning objectives of Clemson University's Advanced Writing Program:

- Master critical reading skills and basic rhetorical concepts as they apply to professional environments and the ethical considerations within them
- Apply effective communication strategies to targeted readers
- Compose effectively in a variety of forms and media appropriate to the discipline

Specific leaning outcomes will be outlined in the Canvas modules and assignment descriptions.

REQUIRED MATERIALS *Technical Communication Today*, 6th edition by Richard Johnson-Sheehan, 2018 - print or electronic version.
Laptop - fully charged, with current version of MS Office suite and other necessary software.

ATTENDANCE POLICY Attendance is expected at all classes and exams. According to the Undergraduate Announcements, 2019-2020 "The academic resources of Clemson University are provided for the intellectual growth and development of students. Class attendance is critical to the educational process; therefore, students should attend scheduled courses regularly if they are to attain their academic goals".

In this course, you are only allowed three (3) absences (excused or unexcused). Each additional absence will result in a 5% (half letter grade) reduction per absence from the final grade.

A student with an excessive number of absences may be withdrawn at the discretion of the course instructor. If you are absent, you are responsible for making up for lost work. For instructional materials, check your Canvas course site. For collaborative projects, follow up with your group.

In case of inclement weather, power outages, etc., we will follow the suggestion of the Scholastic Policies Committee: “Any exam that was scheduled at the time of a class cancellation due to inclement weather will be given at the next class meeting unless contacted by the instructor. Any assignments due at the time of a class cancellation due to inclement weather will be due at the next class. Any extension or postponement of assignments or exams must be granted by the instructor via email or Canvas within 24 hours of the weather-related cancellation.”

Special Accommodations:

If you are a student athlete, let me know at the beginning of the semester, and I will accept the notifications of the Athletic Academic Services about your absences exceeding the allotted limit.

If you have a medical condition that requires you to be absent more often than the allotted limit, let me know at the beginning of the semester and provide a medical excuse.

Instructor Late Policy: Wait 15 minutes before you assume that class is cancelled.

**CLASSROOM
TECHNOLOGY
POLICY**

You will be required to come to class with a charged and functional laptop. However, the use of electronic devices is allowed only for class-related activities in the classroom. All devices should be silenced, and cell phones should be put away. If there is a serious need to leave your cell phone on, such as a family emergency, you can make arrangements with me to keep it out on vibrate or to leave the classroom to take a call. In any other circumstances, I will reduce the participation and professionalism grade for cell phone use and for any other violations of the classroom technology policy.

EVALUATION

Letter grades will comply with the University’s grading system as stated in the *Undergraduate Announcements, 2018-2019*.

The grading scale: A=100-90%, B=89-80%, C=79-70%, D=69-60%, F=59-0%

Participation and Professionalism.....	10%
Quizzes.....	10%
Application Discussions.....	10%
Career Package.....	15%
Client Project.....	25%
Midterm Exam.....	10%
Final Exam.....	10%

**STUDENT-
INSTRUCTOR
COMMUNICATION**

I will be available during my office hours and by appointment, and I will reply to emails within 48 hours during weekdays. I expect professionalism in both personal and email communication. Part of professionalism is that you check the course site first to find answers to your questions. If you have any questions concerning a grade, I will be happy to talk to you about it, but only until one week from receiving the grade. I will

periodically update Canvas with your grades; if you see a discrepancy, it is your responsibility to let me know within a week from the update.

**COURSE
MANAGEMENT**

We will be using Canvas our course management tool. Assignment will be submitted through the course site unless otherwise noted in the assignment prompt. You will need to follow closely the instructions and submission specifications posted for each assignment (including file naming conventions, feedback mode, etc.). Assignments will have strictly enforced due dates. “*Discussion*” submissions will not be accepted after the deadline. With other assignments, late work will be accepted, but the grade will be subject to point deductions.

If Canvas has technical difficulties, we will resort to email and alternative file sharing tools.

**ACADEMIC
INTEGRITY**

As members of the Clemson University community, we have inherited Thomas Green Clemson’s vision of this institution as a “high seminary of learning.” Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.

**COPYRIGHT
STATEMENT**

The materials used in this course are intended for use only by students registered and enrolled in this course and only for instructional activities associated with the course. These materials are provided in compliance with the provisions of the Teach Act, and they may not be retained in any other medium or disseminated further. Refer to the “Use of Copyrighted Materials” and “Fair Use Guidelines” policy on the Clemson website for additional information:

<http://libguides.clemson.edu/copyright>.

**ACCESSIBILITY
STATEMENT**

Clemson University values the diversity of our student body as a strength and a critical component of our dynamic community. Students with disabilities or temporary injuries/conditions may require accommodations due to barriers in the structure of facilities, course design, technology used for curricular purposes, or other campus resources. Students who experience a barrier to full access to this class should let the professor know and make an appointment to meet with a staff member in Student Accessibility Services as soon as possible. You can make an appointment by calling 864-656-6848, by emailing studentaccess@lists.clemson.edu, or by visiting Suite 239 in the Academic Success Center building. Students who receive Academic Access Letters are strongly encouraged to request, obtain and present these to their professors as early in the semester as possible so that accommodations can be made in a timely manner. It is the student’s responsibility to follow this process each semester. You can access further information here:

<http://www.clemson.edu/campus-life/campus-services/sds/>.

**NON-DISCRIMINATION
AND
TITLE IX POLICY** Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran’s status, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972. This policy is located at <http://www.clemson.edu/campus-life/campus-services/access/title-ix/>. Alesia Smith serves as Clemson’s Title IX Coordinator and may be reached at alesias@clemson.edu or (864) 656-3181.

The schedule is subject to change.

	Topics and Readings	Assignments & Reminders
Week 1 Jan. 9.	Introduction	
Week 2 Jan. 14, 16	Foundations of Tech Writing & Knowledge Management Ch.1: Communicating in the Workplace Ch.17: Designing Documents and Interfaces + How to Ask Good Questions - David Stork at TEDxStanleyPark + NewYorker_TheNextWord2019.pdf	AD#1: Syllabus Redesign AD#2: Message Revision <i>1/14: Last Day to Register</i>
Week 3 Jan 21, 23	Discourse and Writing Conventions Ch. 2: Profiling Your Reader + Pinker: Why is so much writing so bad?- EdPuzzle Video + Cut the Code: Why Speaking in Jargon is Not Making You Sound Smarter	AD#3: Document Analysis Reading Quiz Ch.1, 2, 17. Correct Writing Diagnostic Quiz <i>1/22: Last day to drop w/o W</i>
Week 4 Jan. 28, 30	Career Documents Ch. 5: Starting Your Career Ch. 15: Organizing and Drafting Ch. 19: Revising and Editing for Usability + LinkedIn readings from asgmt. description + MCC Resume Resources and Cover Letter Workshop	AD#4: Job post evaluation and company research Reading Quiz Ch. 5, 15, 19
Week 5 Feb. 4, 6	Messages Ch.6: Emails, Letters, and Memos Ch. 13: How to be Persuasive + The truth about cliches (Salon) + The Meaning of Work (TED Radio)	2/6: Career Package Submission AD#5: Request, Thank You, Accept/Refuse messages Reading Quiz: Ch. 6.1
Week 6 Feb. 11, 13	Review Midterm: 2/13 (Thursday)	AD#6: Performance Evaluation Report
Week 7 Feb. 18, 20	Style as Power Ch. 16: Using Plain and Persuasive Style	AD#7: Document Analysis
Week 8 Feb. 25, 27	Specifications and Instructions Ch 7: Technical Descriptions and Specifications Ch. 8: Instructions and Documentation	AD#8: Document Analysis
Week 9 Mar. 3, 5	Reports Ch. 10: Brief Reports Ch. 11: Formal Reports	AD#9: Report Analysis
Week 10 Mar. 10, 12	Visuals Ch. 18: Creating and Using Graphics	AD#10: Visual Analysis 3/13: Technical Writing Guide <i>3/13: Last day to drop w/o F</i>
Mar. 16-20.	Spring Break	
Week 11 Mar. 26, 28	Project Launch Ch. 3: Working in Teams Ch.12: Thinking Like an Entrepreneur	Team Setup

Week 12 Mar 31, Apr. 2	Project Pitch Ch. 9: Proposals Ch. 20: Presenting and Pitching Your Idea	Project Proposal
Week 13 Apr. 7, 9	Project Workshop	
Week 14 Apr. 14, 16	Project Presentation	Project Presentation and Deliverable Handover
Week 15 Apr. 21, 23	Project Evaluation	Course Evaluation
Final Exam	4/30 (Th) @ 8:00-10:30 for section 3 5/1 (F) @ 11:30-2:00 for section 4	