ENGL393 Online: Technical Writing
(This syllabus is subject to change)
Winter 2016: January 4 - January 22
Instructor: Scott Moses (pmoses1@umd.edu)

Prerequisites: ENGL101; students who have taken courses with comparable content may contact their respective department. Restriction: Must have earned a minimum of 60 credits.

Required Resources: As an online course, you will log in to the course space (available at https://myelms.umd.edu/) to complete all required readings, exercises and major assignments. No textbook is required. Please ensure you have access to a computer with video and audio, a high-speed internet connection, and word-processing software. As UMD students, you have access to a number of free software downloads: http://www.it.umd.edu/techsavings/software.html. For optional synchronous online meetings, we will use Adobe Connect: http://it.umd.edu/conferencing/web_meetings

ENGL393: Technical Writing is designed to prepare you for the types of professional communication you will encounter as you transition to your first job and beyond. The focus is on technical communication – learning how to present specialized information in an accessible way to a variety of different audiences. Audiences differ, but they all expect clarity, accuracy, and professionalism from you.

In this course you can expect to:

- Analyze a variety of professional rhetorical situations and produce appropriate texts.
- Understand the stages required to produce competent, professional writing through planning, drafting, revising, and editing.
- Identify and implement the appropriate research methods for each writing task.
- Practice the ethical use of sources and the conventions of citation.
- Write for the intended readers of a text, and design or adapt texts to audiences who may differ in their familiarity with the subject matter.
- Demonstrate competence in Standard Written English, including grammar, sentence and paragraph structure, coherence, and document design (including the use of the visual) and be able to use this knowledge to revise texts.
- Produce cogent arguments that identify arguable issues, reflect the degree of available evidence, and take account of counter arguments.
Asynchronous Work: All work for ENGL393 Online will be asynchronous, meaning there are no lectures or exercises for which you will need to be signed into the ELMS site at any particular time. However, there are a number of deadlines throughout each week, so it will be important that you carefully review the assignments and calendar on the ELMS site. There will be optional online meetings through Adobe Connect that will be recorded if you are unable to attend live.

Assignments and Grading***: Your final grade will be based on a variety of online discussions, draft submissions, peer review and other exercises, as well as three major writing assignments, accounting for roughly 20-25 pages of original content. The grade distribution includes:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>% of Final Grade</th>
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<tbody>
<tr>
<td>Assignment 1: Extended Definition (3+ pages)</td>
<td>20%</td>
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<tr>
<td>Assignment 2: Giving Instructions (5+ pages)</td>
<td>25%</td>
</tr>
<tr>
<td>Assignment 3: Research Proposal (10+ pages)</td>
<td>35%</td>
</tr>
<tr>
<td>Discussions, exercises, peer review, and other participation</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Assignment Submission: For each major assignment, you will:

1. Submit a first complete draft,
2. Complete a round of peer review, and
3. Submit a second and final draft.

Assignments must be submitted electronically through the course ELMS on time and according to instructions in order to receive full credit. A letter grade will be subtracted from the paper for each day it is late (i.e., a B+ paper due Tuesday but handed in Wednesday would receive a C+). Assignments that are more than a week (five business days) overdue will not be accepted.

***All assignments must be submitted to receive a passing grade in the class

A papers: exhibit excellence & correctness expected in professional environment
A+ 97+
A  94 to 96.9
A- 90 to 93.9

B papers: exhibit competency in subject matter but still need revision
B+ 87 to 89.9
B  84 to 86.9
B- 80 to 83.9

C papers: meet most basic requirements but require extensive revision
C+ 77 to 79.9
C  74 to 76.9
C- 70 to 73.9
**D/F papers:** do not meet requirements/are inappropriate and unprofessional

D+  67 to 69.9  
D   64 to 66.9  
D-  60 to 63.9  
F   <60

**Academic Integrity and Honor Pledge:** The University has a student-administered Code of Academic Integrity and Honor Pledge, which prohibits students from cheating on exams, plagiarizing papers, submitting the same paper for credit in two courses without permission of both instructors, buying papers, handing in fraudulent documents, and forging signatures. For more information on the Code of Academic Integrity or the Student Honor Council, please visit http://www.shc.umd.edu.

**Course Communication:** As upper-level college students, you’ve probably already experienced several different types of communication, from the extremely casual, to academic, to formal. In the electronic realm, for instance, the emails and text messages you send to your friends or family look entirely different from the ones you’ll send to potential employers, bosses, or customers. In this class, we’ll practice becoming adept at communicating in a professional manner. In other words, emails and discussion posts should always employ correct grammar, spelling, punctuation, and capitalization, as well as proper salutations. In online discussions, peer review exercises, conferences, and all other forms of interaction with other students and the Instructor, you are expected to communicate with courtesy and respect.

**Special Needs:** If you have a registered disability that will require accommodation, please notify your instructor after class, during office hours, or via email as soon as possible. If you have a disability and have not yet registered it with Disability Support Services in the Shoemaker Building (301-314-7682), you should do so immediately.

**Course Evaluations:** Your participation in CourseEvalUM is your responsibility as a member of our academic community. Your feedback is confidential and important to the improvement of University teaching and learning. CourseEvalUM will be open at www.courseevalum.umd.edu for you to complete your evaluations at the end of the semester. The Professional Writing Program may distribute its own evaluation at the end of the semester.

**General Note:** To succeed at Technical Writing requires a mastery of the process of writing: learning and developing skills that will assist you in communicating highly specialized content to a variety of audiences. For most of you, this class will take a significant amount of time and energy, and you may have inferred from these pages that we have high expectations from you. However, it is likely that an effort on your part to meet – and exceed – the requirements outlined will successfully prepare you for professional communication in the world beyond our classroom.