

**Professor Julianne Newmark
Spring 2010**

English 589-01
Technical Writing for Graduate Students

M-W-F: 11:00 to 11:50 p.m. Phone: 835-5190 Classroom: 211 Fitch
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Mondays, Wednesdays, and Fridays: 11:00 to 11:50 p.m.
Classroom: 211 Fitch
Office Phone: 835-5901
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Office hours: Mondays and Wednesdays from 2:30 to 4:00 p.m. and by appointment in 211 Fitch.

ABOUT OUR COURSE:

In *Technical Writing for Graduate Students*, we will practice many writing skills that you will encounter in the workplace. By honing your sensitivity to non-specialist audience needs, you will learn to craft documents that will exhibit the clarity of your scientific or technical work for individuals who may not know the specialized vocabulary of your field. Students in this technical writing course will be required to complete a series of written assignments and group exercises over the semester.

In this course, students will improve their skills in communicating ethically and effectively in professional environments. While this course will not be an ESL course or a grammar course, students will work to improve their written communication skills on the sentence level and to improve the design and overall organization of their work on the document level. Students will also review oral presentation guidelines and will examine various paradigms for website design.

POLICIES:

Required texts:

- *Technical Communication, Ninth Edition*, Mike Markel. ISBN: 978-0-312-55532-0.
- A style-guide of your choice

Required work and grading scale:

Your grade will be based on various factors, including attendance, participation, and completion and quality of written work. The total possible points available in this course are 100.

10	Resume and Cover Letter
10	Audience Analysis Memorandum
10	User Manual or Brochure
10	Website/Personal Webpage
10	Technical Abstract
15	Research Report Proposal (with first page as Project Description for NSF Grant)
25	Research Report (Feasibility Study or Recommendations Report)
10	Attendance/Participation/Peer Review Effort

Grading scale:

A	93 and above
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72

Late Papers:

Papers must be turned in at the beginning of our class time on the day the assignment is due. After this time, for each day an assignment is late, I will deduct one letter grade (meaning, if the paper begins at an "A," or 100 points, and is one day late, I will begin grading it from an "A-," which is 92 points. From the second day to the third day late, the grades goes from a "A-" to a "B+," which is 89 points, and so on. Each day of the week counts in this calculation). Again, extraordinary circumstances might excuse a late assignment, but these are rare. **I will not accept emailed versions of papers;** you must come to class, or arrange to see me in my office, to turn in your paper-copy of your assignment. I reserve the right not to accept late papers.

Equal Access:

Qualified students with disabilities needing appropriate academic adjustments should contact me as soon as possible to ensure your needs are met in a timely manner. Handouts are available in alternative accessible formats upon request.

Plagiarism:

In our course, I will review the standards of correct citation, academic honesty, and intellectual property. After this information has been presented to you in class, you are responsible for it and cannot claim ignorance as a defense against an accusation of academic dishonesty. You might well want to quote directly from various documents and websites texts, so you must appropriately cite these texts.

Plagiarism, in very general terms, is the use of someone else's words or ideas without proper citation. The style guide *Everyday Writer*, which students in NMT's English 111 or 112 classes use (and so is available used at the bookstore), includes information about plagiarism. All other good style guides provide detailed information on avoiding plagiarism. Also, the NMT library offers a handy website addressing many plagiarism issues and provides advice on avoiding plagiarism:
<http://infohost.nmt.edu/~nmtlib/INFO/ORef/plagiarism.html>

Course calendar:

Prior to your meeting with me each week, as listed below on the course calendar, be sure to have the reading for that week done and the written assignment completed. Highlighted Fridays are days when all three of you meet together. Due dates listed are for your meeting day (Monday or Wednesday). I have used the first letter of your name to indicate the day on which you need to meet.

	DATE	ITEMS DUE
1	Wednesday, January 20	Course introduction.
2	Monday, January 25	S
	Wednesday, January 27	O & I
	Friday, January 29	Read Chs. 1 and 14 (2-18, 362-388). Bring your introductory business letter to me. Bring your list of "kinds of writing you might encounter in your career and admire." No Friday meeting.
3	Monday, February 1	S & I
	Wednesday, February 3	O
	Friday, February 5	Read Ch. 15 (389-430). Bring to your meeting with me a resume or curriculum vita draft. Friday: ALL meet in office for resume peer review.
4	Monday, February 8	S
	Wednesday, February 10	O & I
	Friday, February 12	Resume final draft due. Read Chs. 2, 3, 5 (19-56, 41-56, and 80-112). Document formats (memo, etc.). Begin Audience Analysis Memo assignment (see website). ALL bring draft Friday.
5	Monday, February 15	S & I
	Wednesday, February 17	O
	Friday, February 19	Audience Analysis Memo final draft due. Read Chs. 6 and 8 (113-148, 176-197). Conducting research and crafting persuasive documents/arguments. Begin Manual or Brochure assignment. No Friday meeting.
6	Monday, February 22	S
	Wednesday, February 24	O & I
	Friday, February 26	Read Chs. 10, 13, 20 (221-252, 341-359, 539-577). Drafting a brochure and using effective and ethical language. ALL bring draft of manual or brochure on Friday for peer review.
7	Monday, March 1	S & I
	Wednesday, March 3	O
	Friday, March 5	Manual/Brochure final draft due. Read Ch. 11 (253-296). Begin website interpretation and creating webpage/site. No Friday meeting.
8	Monday, March 8	S
	Wednesday, March 10	O & I
	Friday, March 12	Read Ch. 12 (297-340). Continue work on website this week. Initial discussion of final project. No Friday meeting.
9	Monday, March 15	SPRING BREAK WEEK: No classes this week
	Wednesday, March 17	

	DATE	ITEMS DUE	
10	Monday, March 22	S & I	Website due. Read Chs. 16 and 19 (431-457, 500-538). Abstracts for technical and non-technical projects. Begin Abstract assignment and Technical Proposal assignment. Discuss guidelines for grant proposals. ALL meet Friday for Technical Abstract peer review.
	Wednesday, March 22	O	
	Friday, March 26		
11	Monday, March 29	S	Technical Abstract Due. Work on Research Report Proposal with NSF Project Description in meeting. ALL meet Friday for Research Report Proposal peer review.
	Wednesday, March 31	O & I	
	Friday, April 2		
12	Monday, April 5	S & I	Research Report Proposal due. I will evaluate the proposal in our meeting. Study website: www.io.com/~hcexres/textbook/feas.html No Friday meeting.
	Wednesday, April 7	O	
	Friday, April 9		
13	Monday, April 12	S	Work in meeting on Research Report. No Friday meeting.
	Wednesday, April 14	O & I	
	Friday, April 16		
14	Monday, April 19	S & I	Read Appendices A and B. Friday: ALL meet for Technical Report peer review.
	Wednesday, April 21	O	
	Friday, April 23		
15	Monday, April 26	S	Work in meeting on Research Report revision. No Friday meeting.
	Wednesday, April 28	O & I	
	Friday, April 30		
16	Monday, May 3	S & I	Research Report due. Course evaluation.
	Wednesday, May 5	O	