NEW RIVER COMMUNITY COLLEGE
Distance Ed

TECHNICAL WRITING
ENG 115-35

INSTRUCTOR INFORMATION

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Office hours: Posted in Blackboard

***IMPORTANT*:**
- ☑ The recommended browser to use with the current version of Blackboard is Mozilla Firefox. Other browsers are inconsistent in their performance with Blackboard. When taking tests or quizzes, USE a wired connection.
- ☑ Check your VCCS email regularly and respond/keep in touch with your instructor.

COURSE DESCRIPTION

Description: Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style, and content in formatting, editing, and graphics. Introduces students to technical discourse through selected reading.

Prerequisite: Satisfactory score on appropriate English placement examination.

Credits: 3
Submissions: Major Papers: 5
              Weekly Activities: 3 -4 per week
              Final Project
Online Activities: Required

COURSE MATERIALS

Textbook: None

Other: Reliable Technology (internet connection and a computer) to access course materials
Microsoft Office Software (free to NRCC students in the "Help" area on Blackboard)

Note: NRCC assumes no liability for virus, loss of data, or damage to software or computer when a student downloads software for classes.

The Student's Guide to Distance Education is available at http://www.nr.edu/de/pdf/stuguide.pdf.

COURSE INFORMATION

Prepared By: Susan Lazear   **Approved By:** Mrs. Sarah Tolbert-Hurysz

A. INTRODUCTION

This is a Distance Education course designed specifically for those students whose learning styles are best served by providing instructional opportunities beyond the traditional classroom setting.

English 115 is designed to teach students to write technical material that is clear, concise, accurate, and well-organized. While the course will help students improve general writing skills, it emphasizes the planning and organization that is the basis of good technical writing.

B. STUDENT LEARNING OUTCOMES

Upon the successful completion of this course, the student will be able to:
- Define "technical writing" and its applications in the workplace.
- Recognize the genres of writing common to technical disciplines.
- Apply writing process strategies to various professional and technical documents.
- Apply the rhetorical situation (audience, purpose, context) to applicable documents.
- Organize ideas logically using transitional words, phrases, and sentences.
- Support claims in body paragraphs with clear details, examples, facts/statistics, and explanations.
- Use technology and information resources to research issues related to selected topics.
- Write clearly, concisely, and correctly using proper writing mechanics and appropriate language.
- Use graphics, text, and layout to create effective technical documents.
- Meet deadlines by practicing effective time management skills.

C. COURSE CONTENT

Discussions and assignments for English 115 will be based on the following topics:
1. Definition of technical writing
2. Importance of technical writing
3. Technical writing in the NRCC service region
4. Elements of a good report
5. Problems in technical writing
6. Technical writing style
7. Clear writing though clear thinking
8. Graphics as a part of technical writing
9. Elements of a technical report
10. Plagiarism
11. Documentation of resource material
12. Improving effectiveness and readability of technical writing by
    a. using standard English
    b. using short sentences with active verbs
    c. eliminating unnecessary words

      d. writing conversationally
      e. eliminating mechanical errors
      f. correctly using numbers, capitalization, symbols, and abbreviations
13. Types of technical writing
      a. memos
      b. business letters
      c. resumes
      d. procedures
      e. descriptions
      f. instructions
      g. proposals
      h. informal reports
      i. formal reports
      j. abstracts and summaries
      k. bibliographies

D. GRADING/EVALUATION

1. The final grade for the course will be determined as follows:

Major Writing Assignments (5)	50%
Weekly Activities, Discussions, and Exercises (3 - 4 per week)	40%
Final Project (Exam)	10%

2. Grading Scale:

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	Below 59%

Late Assignments are not accepted.

E. WITHDRAWAL POLICY

Student Initiated Withdrawal Policy
A student may drop or withdraw from a class without academic penalty during the first sixty percent (60%) of a session. For purposes of enrollment reporting, the following procedures apply:

a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.

b. After the add/drop period, but prior to completion of sixty percent (60%) of a session, a student who withdraws or is withdrawn from a course will be assigned a grade of "W." A grade of "W" implies that the student was making satisfactory progress in the class at the time of withdrawal that the withdrawal was officially made before the deadline published

in the college calendar, or that the student was administratively transferred to a different program.

c. After that time, if a student withdraws from a class, a grade of "F" will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance.

A retroactive grade of "W" may be awarded only if the student would have been eligible under the previously stated policy to receive a "W" on the last date of class attendance. The last date of attendance for a distance education course will be the last date that work was submitted.

Late withdrawal appeals will be revised and a decision made by the Coordinator of Admissions and Records.

Instructor Initiated Withdrawal
Students who have not attended class or picked up/accessed distance learning materials by the last day to drop the class and receive a refund must be withdrawn by the instructor during the following week. No refund will be applicable. Students who fail to submit work by the deadlines will be withdrawn after they have missed two assignment deadlines. Failure to turn in assignments is considered non-attendance in an online course. Students who are withdrawn in this manner after the withdrawal date set each semester receive a grade of "F" in the course

No-Show Policy
A student must either attend face-to-face courses or demonstrate participation in distance learning courses by the last date to drop for a refund. A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student's financial aid award.

F.   **CHEATING/PLAGIARISM POLICY**

A grade of zero will be awarded to any assignments that show cheating or plagiarism. To plagiarize is "To use and pass off as one's own the ideas or writings of another." (Definition adapted from the American Heritage Dictionary.) Remember that plagiarism includes lifting words or ideas from Internet sites, as well as copying from print sources.

G.   **DIVERSITY STATEMENT**

The NRCC community values the pluralistic nature of our society. We recognize diversity including, but not limited to, race, ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC or who otherwise participate in the life of the college.

New River Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Mark C. Rowh, Vice President for Workforce Development and External Relations, 217 Edwards Hall, 540-674-3600, ext. 4241.

H.   **DISABILITY STATEMENT**

If you are a student with a documented disability who will require accommodations in this course, please register with the Center for Disabilities Services located in the Advising Center in Rooker Hall for assistance in developing a plan to address your academic needs.