

University of New Mexico-Valencia Campus
Technical & Professional Writing-Science Focus
Course Syllabus

Fall 2015
English 219-502
Technical & Professional Writing
T/TH 1:30-2:45 PM
CRN: 50188 (16-Week Course)
Dates: 8/17/2015-12/2/2015
Classroom: C113

Dr. Heather Wood
Office Location: A105
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Office Hours: M 10:00A-
2:00P, W 11:00A-2:00P, and
by appointment.

Course Description

Welcome to Technical and Professional Writing with a focus on the Sciences. (English 219) This course will introduce students to the different types of documents they will create in their professional careers. In this course, students focus on how to analyze and understand readers' needs as well as develop a coherent structure, clear style, and compelling page layout on a variety of scientific and workplace documents. Students learn useful writing and research strategies they can use as they write correspondence, procedures, resumes, presentations, proposals, and lab reports derived from studies in Science, Technology, Engineering, and Math. The course is ideal for Chemistry, Biology, Geology, Math, IT, Business and Engineering majors. Prerequisite English 120 or equivalent.

Student Learning Objectives

Analyze Rhetorical Situation: Students will analyze the subject, purpose, audience, and constraints that influence the documents they you write to ensure they achieve specific and useful results [NM HED Area I Core Competency 3].

Find and Evaluate Information: Students will gather information from professional, academic, and government sources, evaluating the information they find for quality, validity, and usefulness [NM HED Area I Core Competency 5].

Compose Information: Students will develop strategies for generating content and organizing it into a logical structure that is appropriate for their intended users; they will consider ethical influences for the documents they compose; they will work effectively with others to create documents [NM HED Area I Core Competencies 3 and 4].

Present Information: Students will edit and revise their writing to provide unambiguous meaning and coherent structure; they will incorporate visual elements to improve the reader's understanding; they will create an overall design that enhances readability and shows professionalism [NM HED Area I Core Competency 4].

Required Texts

Birkenstein, Cathy, and Gerald Graff. *They Say I Say*. Second Edition. New York: W.W. Norton & Company, 2010. [Chapter 13 "Writing in the Sciences"-Provided on BB Learn]

Markel, Mike. *Technical Communication*. 11th Edition. New York: Bedford/St. Martin's, 2015.

McMillan, Victoria. *Writing Papers in the Biological Sciences*. Fifth Edition. New York: Bedford/St. Martin's, 2012. [Chapter 3 "Using Tables and Figures"-Provided on BB Learn]

Assignment List

Business Letter	50 PTS
Resume & Cover Letter	50 PTS
Group Presentation-BSK	50 PTS
Audience Analysis Memo	50 PTS
Web Page Evaluation	50 PTS
Graphic Design Evaluation	50 PTS
Instructional Report	100 PTS
Abstract of Proposal	25 PTS
Proposal First Draft	25 PTS
Proposal Final Draft	100 PTS
Review of Scientific Study	50 PTS
Annotated Bibliography	50 PTS
Technical Report Abstract	25 PTS
Technical Report First Draft	25 PTS
Technical Report Final Draft	200 PTS
Technical Report Presentation	100 PTS
TOTAL POINTS POSSIBLE	1000 PTS

Grades

Student work is assessed according to the Student Learning Outcomes (SLOs) listed above. Rubrics are provided that correspond to the SLOs and that describe whether student performance meets these requirements. In general, grades are given based on the evaluative measures below.

A Superior; the work is of near professional quality. The document meets or exceeds all the objectives of the assignment. The content is mature, thorough, and well-suited for the audience; the style is clear, accurate, and forceful; the information is well-organized and designed so that it is accessible and attractive; the mechanics and grammar are correct.

B Good; the document meets the objectives of the assignment, but it needs improvement in style, or it contains easily correctable errors in grammar, format, or content, or its content is superficial.

C Competent; the document needs significant improvement in concept, details, development, organization, grammar, or format. It may be formally correct but superficial in content.

D Marginally acceptable; the document meets some of the objectives but ignores others; the content is inadequately developed; or it contains numerous or major errors.

F Unacceptable; the document does not have enough information, does something other than the assignment required, or it contains major errors or excessive errors.

Instructor Information

I am available to meet with you during regular office hours for assistance with course-related questions. (See office hours above.) If you cannot meet during these hours, let me know and we can schedule an appointment. You can also reach me by e-mail at hdwood@unm.edu for quick replies.

Biography: Dr. Heather Wood has been teaching undergraduate English and Writing for over ten years. She teaches all levels of college writing, including English as a Second Language, Developmental English, Rhetoric, Composition, American Literature, Multi-Cultural Literature, and Technical Writing. Dr. Wood has held previous academic appointments at University of Texas at Dallas, Collin College, Santa Fe Community College, and Dallas County Community College. Her fiction and non-fiction writing has been presented recently at The American Popular Cultural Association Annual Conference, Dallas Institute of Humanities and Culture, Borders Books Poetry in Motion Series, and The Undermain Theatre. She has won several grants, including The Texas Public Educational Grant Award, The Armstrong Fellowship, and the Brettell Travel Grant for Art Historical Research.

Attendance Policy

Student attendance at every class meeting is very important. Students with more than four absences will be dropped from the class, regardless of the reason.

Plagiarism

Any form of plagiarism is unacceptable and the offending paper will receive a failing grade. Plagiarism means using language and/or ideas without acknowledging their source. Plagiarism includes such activities as copying another student's papers or ideas, downloading and turning in papers from the Internet, or copying passages from outside sources without proper documentation. Plagiarism may also result in failure of the entire course or disciplinary action by the University.

Classroom Behavior

While I do not expect problems when working with adult learners, these policies ensure a safe and productive classroom environment. The following policies are listed in the University of New Mexico Student Handbook.

- 1) Students must treat one another and the instructor with respect. Derogatory remarks or name-calling is prohibited.
- 2) Students should not interrupt classroom lectures or discussion with non-related comments.
- 3) Students may discuss complaints about the course with their instructor; however, the students must do so in the proper environment, such as the instructor's office during office hours. Constant complaining in class may result in the student being asked to leave for the day's lesson; continued complaining after the first warning may result in the student being dropped from the course.
- 4) Students should not yell or curse at other students or at the teacher. Class time is a professional learning environment. Obscene language will not be tolerated.
- 5) Sexual harassment will not be tolerated.
- 6) Behavior that threatens the safety of any class member, including the instructor, will not be tolerated. The offending student will be asked to leave for the day and

- may be dropped from the course. Security will be called. Intoxication, physical assault and or battery, violence, stalking, or threats fall into this category.
- 7) Students must not threaten the instructor concerning their grades. This type of behavior is considered harassment and/or verbal assault. Security will be called.
 - 8) If you ever feel unsafe on campus, please call security at (505) 925-8570.
 - 9) No food or drink is allowed in class.

Students violating any of these rules will be reported to the Division Head of CHESS and to the Chair of the English Department. Students will be asked to leave the class for the day and will be asked to meet with the instructor and the Chair of the English Department or the Division Head of CHESS concerning the behavior.

Computer and Technology Policies

Students must arrive at class on the scheduled class time with materials and a flash drive in hand. Save your work often and have a back-up file so as to avoid losing your work. Using computers during class time for entertainment, social networking, or personal e-mailing is strictly forbidden. Students who violate this policy will be asked to leave and counted absent for the day. The same rule applies for cell phones. Cell phones must remain off and stored away from work areas. No texting or phone calls are allowed. This is an hour and fifteen minute period where you are devoted to English.

E-Mail Etiquette

Please use professional etiquette when sending e-mails to me during the semester. E-mails should be addressed with a subject heading including the type of question you are asking. For example, "Technical Abstract" would be an appropriate subject heading for a question regarding the Technical Abstract. E-mails should also include a salutation. For example, "Dear Professor Wood" would be an appropriate salutation for an electronic message. Be sure to sign your first and last name and proofread your e-mail for grammatical errors. Please avoid text-speak. Learning to write professional e-mails early on is a skill you need as you progress to higher academic levels and career pursuits.

Equal Access

Accessibility Services, located in Student Services, provides academic support to students who have disabilities. Their phone number is 925-8560 and their website is <http://www.unm.edu/~vcadvise/equalaccess.htm>. If students have a legitimate disability, they should contact this service right away to ensure their needs are met in a timely manner. Students are responsible for getting all documented forms to me as soon as possible. I cannot accommodate any special needs without the proper authorization from UNM Valencia Campus Accessibility Services. Pursuant to the American with Disabilities Act (ADA), I accommodate documented special needs cases.

Academic Support

Free tutoring is available at the Learning Resources Center (L Building). Please call 925-8907 for an appointment. I am also available to help you with individual writing issues during my office hours or by appointment.

Late Policy

Assignments must be turned in on the due date at the beginning of class. No late work will be accepted under any circumstances. Being absent does not free you from this requirement.

Participation

Participation is mandatory in this course. Participation means actively participating in your education, including class discussions, in-class writing workshops, and other exercises. Make sure to bring course materials and take notes during every class meeting. In-class writing assignments cannot be made up regardless of the reason.

Student Privacy

Student privacy is strongly protected by professors at UNM VC. In fact, a federal statute called FERPA strictly prohibits the instructor or administrators from talking to anyone but the student about his/her progress. If a student has questions about a grade on an assignment or about the final grade for the course, FERPA dictates that the student is the **ONLY ONE** who may speak to the instructor regarding their grades. In sum, parents, relatives, or friends will not be allowed access to information about student performance. There are no exceptions to this policy.

Incompletes (I grade)

Students may earn an "I," or incomplete, which is neither a passing nor a failing grade. An "I" is assigned if students have completed all of the coursework, but due to some unforeseen emergency (the instructor may ask for documentation concerning the emergency), are unable to complete the final project. Students must complete the work by the end of the following semester, or the University automatically converts the "I" to an "F."

Technical Assistance

Computer Technicians: If you have questions about computer-related problems, call 277-5757, M-F, 8:00 am-12:00 noon and M-F, 1:00 pm-5:00 pm MST. Computer technicians are available and happy to help you solve those difficult problems. If you do not know how to use one of the tools, try one of the tutorials available on the Blackboard LEARN information page. <http://BlackboardLEARNinfo.unm.edu/student/>. In addition, tutors are available at The Learning Center to help you navigate Blackboard LEARN. Call for an appointment: 925-8907.

Library Contact Information

The UNM Valencia Campus library is an excellent resource for articles and books. Go to <http://www.unm.edu/~unmvclib/> to search remotely (from home). Call (505) 925-8990 to ask for passwords available to UNM students. Leann Weller, the campus librarian, is always available to help students with research issues.

Course Calendar

Week 1

Introduction to English 219, Bodies of Scientific Knowledge Group Project

Due: Business Letter

Readings: Chapters 1 & 14 *Technical Communication*

Week 2

Bodies of Scientific Knowledge Group Project

Due: BSK PowerPoint Presentation; Resume & Cover Letter

Readings: Chapters 2 & 15 *Technical Communication*

Week 3

Audience Analysis

Due: Audience Analysis Memo

Readings: Chapters 3, 5, & 17 *Technical Communication*

Week 4

Designing Documents and Websites

Due: Web Page Evaluation and Design

Readings: Chapters 11 & 13 *Technical Communication*

Week 5

Understanding Graphics, Bar Graphs, and Tables

Due: Graphic Design Evaluation

Readings: Chapter 12 *Technical Communication*, "Using Tables and Figures," Chapter 3 from *Writing Papers in the Biological Sciences* (PDF provided on Blackboard Learn)

Week 6

Writing Instructions

Due: Instructional Report

Readings: Chapters 8 & 20 *Technical Communication*

Week 7

Writing Proposals

Due: Abstract and Brief Description of your Proposal Project

Readings: Chapters 10 & 16 *Technical Communication*

Week 8

Writing Proposals (Con't)

Due: First Draft of Proposal

Readings: Chapters 11 & 13 *Technical Communication*

Week 9

Writing in the Sciences

Due: Final Draft of Proposal

Readings: Appendix C *Technical Communication*, *TSIS* Chapter 13, PP. 156-174, "Writing in The Sciences" (PDF provided on Blackboard Learn)

Week 10

Interpreting and Explaining Data

Due: Review of Scientific Study

Readings: Chapter 18 *Technical Communication*

Week 11

Review of Scientific Literature

Due: Annotated Bibliography

Readings: Chapter 6 *Technical Communication*

Week 12

Technical Report Introduction

Due: Abstract of Project

Readings: Appendix B *Technical Communication*

Week 13

Technical Report (Con't)

Due: First Draft of Technical Report

Readings: TBA

Week 14

Technical Report

Due: Final Draft of Technical Report

In Class: Presentations

Readings: TBA

Week 15

Technical Report

In Class: Presentations

Readings: Chapter 21 *Technical Communication*

Week 16

Course Wrap-Up and Evaluations