COURSE TITLE: Technical Writing
COURSE NUMBER: ENC 2210

COURSE DESCRIPTION (with prerequisites):
This course is designed to prepare technicians, professionals and administrators to communicate information concerning their specialized skills. It will prepare the student to compose and organize all types of reports, prepare technical documents, and write various types of letters. ENC 2210 fulfills 6,000 words of the Gordon Rule writing requirement. Prerequisites: Grades of “C” or higher in ENC 1101 and ENC 1102. 3 semester hours credit. [A]

NAME(S) OF INSTRUCTORS: Rachel West

EFFECTIVE ACADEMIC YEAR: 2011-12

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:

GRADING POLICY:
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:
A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – 59 or less
The Chipola Catalog provides policies and procedures regarding the grading system. A student’s Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:
Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.
A student is allowed to repeat a course a maximum of three (3) times. On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.

MAKE-UP POLICY:
Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

ACADEMIC HONOR CODE POLICY:
Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:
Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

LIBRARY AND ON-LINE REFERENCE MATERIALS:
The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the LINCCWeb icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:
The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website. The ACE Lab, located in Building L, is available for tutoring and is equipped with computer workstations. Lab hours are posted each semester at the room entrance. The college’s learning management system is Desire 2 Learn (d2l). Classes become available on d2l on the first day of the semester. It is the student’s responsibility to log onto the d2l system the first day of class to establish the first day of attendance and to check announcements. For further information, contact your instructor or the Director of Online Learning.
ELECTRONIC DEVICE USAGE:
All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:
ENC 2210 is a General Education core course in Area 4—Communication
The purpose of a communications area in the core curriculum is to enable the student to read critically and communicate effectively in clear and correct prose.

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<tr>
<th>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR ENC 2210</th>
<th>DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES</th>
<th>ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES</th>
<th>LEARNING ARTIFACTS FOR AA PROGRAM ASSESSMENT</th>
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<tbody>
<tr>
<td>• Compose technical writing documents (emails, memos, letters, reports, proposals, instructions, and user tests)</td>
<td>C-1, C-2, C-3, SS-2, NS-4, T-1, T-4</td>
<td>W, H, PS, Proj, DB</td>
<td>Reference the assigned case study by composing and electronically submitting a</td>
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<tr>
<td>• Develop documents employing revision, editing, and proofreading to conform to</td>
<td>C-1, C-3, T-1</td>
<td>W, Proj, DB</td>
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C-1 Demonstrate the writing process through various formats using the conventions of Standard American English.

C-2 Use rhetorical modes effectively in written and oral communication.

C-3 Illustrate critical thinking in writing or oral communication.

C-4 Construct a documented essay using research and technology skills.

C-5 Analyze universal human experiences in essays and literature.
conventions of Standard English
- Integrate visuals and graphics in technical documents
- Adapt documents according to audience
- Create independent and collaborative documents
- Develop user tests then analyze and synthesize test data

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<thead>
<tr>
<th>T-1, T-2</th>
<th>W, Proj, DB</th>
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<td>C-2, C-3, SS-2</td>
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<td>W, Proj, Exp, DB</td>
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letter that responds to the public about the information in the internal memos and attempt to dispel any negative feelings toward your organization.

**Assessment Codes**

- T = Tests
- Pre/Post = Pre- and Post-Tests
- OT = Objective Tests
- UT = Unit Tests
- Q = Quizzes
- F = Final Examination
- CF = Cumulative Final
- EX = Departmental Exam
- SE = Nat’l or State Standardized Exam
- RPT = Report/Presentation
- SP = Skills Performance
- SD = Skills Demonstration
- W = Writing Assignments
- E = Essays
- DE = Documented Essays
- RP = Research papers
- J = Jury
- R = Recital
- Proj. = Projects
- Exp. = Experiments
- Cap. Proj. = Capstone Project
- Cap. Course = Capstone Course
- Prac. = Practicum
- Intern. = Internship
- H = Homework
- PS = Problem Solving
- DB = Discussion Board
- BO = Behavioral Observation
- Clin. = Clinicals
- CS = Case Study
- CP = Case Plan
- Port. = Portfolio
- Obs. = Teacher Observation
- Sk. Check = Skills Check-off
- JP = Judged
- Curriculum Frameworks

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

1. Each student will be expected to read all materials assigned in the syllabus.

2. Each student will be expected to complete all written and group assignments.

3. PLAGIARISM is academic dishonesty and may be defined as submitting another’s work as your own. It includes failure to use quotations marks or other conventional marking around material quoted from any printed or electronic source. Plagiarism shall also include paraphrasing a specific source without indicating accurately what the source is. Plagiarism shall further include downloading papers or letting another person compose or rewrite a student’s written assignment. **Plagiarism will result in a zero (0) for the assignment.**

Grading:

Discussion Posts
Letters
Memos
Project: Job Application Packet: Resume and Cover Letter
Project: Proposal
Project: Progress report
Project: Manual
Project: User Test / Report
Professionalism and Participation
(includes performances in discussions and workshops
Final Grade= Average of these grades
ASSIGNMENT AND/OR COURSE OUTLINE

Week One: Chapter 12
Week Two: Chapters 1 and 2
Week Three: Chapters 4 and 10
Week Four: Chapter 3 and 13
Week Five: Chapter 7
Week Six: Chapter 14
Week Seven: Workshop/Peer Review
Week Eight: Chapters 9
Week Nine: Chapter 20
Week Ten: Workshop/Peer Review
Week Eleven: Chapters 18, 19, and 11
Week Twelve: Chapters 21 and 22
Week Thirteen: Workshop/Peer Review
Week Fourteen: Workshop/Peer Review
Week Fifteen: Final Projects Due

See your Instructor First Day Handout for individual instructor assignment schedule.