

**TECHNICAL WRITING**  
**(with bilingual section)**  
**RWS 3359 CRN 12282 Fall 2023**  
**UGLC 232 TTH 1:30-2:50 p.m.**

**TENTATIVE CLASS CALENDAR and DEADLINES**

<i>Date</i>	<i>Lesson/Activity/Writing Assignments</i>	<i>Assigned Reading</i>
<b><u>August</u></b>		
T 29	Course Introduction Introduction to the Lab Getting to Know Each Other	
TH 31	Getting to Know Each Other Getting to Know Our Librarian, Joy Urbina What Is Technical Communication? What Are the Differences between Academic and Technical Writing? What Is “Good” Writing?	<b>Chapter 1</b>
<b><u>September</u></b>		
T 5	The Writing Process Writing Diagnostic (In-Class Writing)	<b>Chapters 4 and 5</b>
TH 7	Workplace Correspondence - Ch. 9, p.255, Ex. 1	<b>Chapter 9</b>
T 12	Ethical Communication – Ch. 2, p. 32, Ex. 1	<b>Chapter 2</b>
TH 14	Concept Timeline Definitions	<b>Ch. 14, pp. 381-387</b>
T 19	Wordiness	<b>Chapter 6</b>
TH 21	Teamwork and Collaborative Writing Team Assignments Team Name, Logo, Motto, and Goals Lost at Sea Exercise <b>DUE: Concept Timeline and Definition</b>	<b>Chapter. 3</b>
T 26	Writing Proposals	<b>Chapter 11</b>
TH 28	<b>TEAM PRESENTATIONS</b> <b>DUE: Team Name, Logo, Motto, and Goals</b> Design and Graphics – Ch. 8, p. 230, Ex. 5 Teams Sign-Up for Team Conferences (Hudspeth 314)	<b>Chapter 7 and 8</b>

## October

- T 3 Team Day
- TH 5 **Team Conferences (Hudspeth 314)**  
**DUE: Team Proposals**
- T 10 Writing Instructions **Chapter 14, pp. 397-420**  
Creating a Manual **and Chapter 15**  
Guidelines for Final Project  
-Manual, Field Research, Suggested Reading List, and Team Presentation
- TH 12 Team Day
- T 17 **IMPROMPTU INSTRUCTIONS PRESENTATIONS**
- TH 19 Evaluating Sources **Reread Chapter 5**  
-Presented by Librarian, Joy Urbina  
**DUE: Evaluating Sources Assignment (at the end of class)**
- T 24 Workshop: APA Documentation Style **Appendix A**  
-University Writing Center
- TH 26 The Job Search **Chapter 10**  
Writing Résumés
- T 31 Locating a Job Opening, Internship, or Graduate School  
Facilitated by Librarian, Joy Urbina

## November

- TH 2 Team Day
- F 3 **Course Withdrawal Deadline**
- T 7 Peer Critique Workshop **Reread Chapter 3**  
**DUE: Draft of Résumé and Job Ad**
- TH 9 Progress Reports **(In-Class Writing)** **Chapter 12**  
**DUE: Final Draft of Résumé and Job Ad**  
Teams Sign-Up for Team Conferences
- T 14 **Team Conferences (Hudspeth 314)**
- TH 16 Follow-Up Conferences (if needed) - TBA
- T 21 Workshopping the Manual

**TH 23**      **THANKSGIVING HOLIDAY**

T 28      Team Day

TH 30      **Final Team Presentations**  
**DUE: Manual**

**December**

T 5      **Final Team Presentations**  
**DUE: Manual**

TH 7      **Final Team Presentations**  
**DUE: Manual**

T 12      **Team Evaluations**

***Good Luck with Your Final Exams and Enjoy the Holidays!***