

TECHNICAL WRITING
(with bilingual section)
RWS 3359 CRN 14458 Fall 2022
UGLC 234 MW 1:30-2:50 p.m.

Instructor: Dr. Isabel Baca

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*Best and fastest way of getting a hold of me is via email

Office Hours: Monday 3-4:30 p.m., by appointment, and online

REQUIRED TEXTBOOKS AND SUPPLIES

Markel, Mike and Selber, Stuart. *Practical Strategies for Technical Communication: A Brief Guide*. 3rd ed. Boston: Bedford/St. Martin's, 2019.

*At least one USB - **You must keep “backups” of all your work!**

*A UTEP email account and access to Blackboard

In addition, **for bilingual section:**

Barron's Spanish-English Dictionary or any other substantive Spanish-English/English-Spanish dictionary. Feel free to consult with me if in doubt of which dictionary to get.

COURSE DESCRIPTION AND OBJECTIVES

RWS 3359 is a technical writing workshop. Students will do exercises to prepare for writing, work collaboratively, critique each other's writing, and discuss techniques for improving their writing. They will also meet with me individually and with their teams (you will complete collaborative writing assignments) to discuss writing/communication problems, successes, revisions, and progress. Working collaboratively is an essential component of a technical writer's job. Rarely, if ever, does a technical writer work alone and in isolation.

RWS 3359 will consist of both written and oral communication assignments. Students should view technical communication in two ways: One, it is the process of making and sharing information and ideas on a technical subject and/or in the workplace. Two, technical communication is a set of applications, the technical/workplace documents produced and presentations given in and for the workplace. One of the primary goals of a technical communicator and writer is to create, design, and transmit technical information so that people can understand it easily, locate it quickly, and use it safely, effectively, and efficiently. Thus, students will learn to use technology, rhetoric, and language to convey technical information to diverse audiences. They will practice analytical and critical thinking while engaging in effective communication with a cultural understanding. In addition, students will gain or

enhance their information literacy by working directly with a librarian who will oversee assignments on research and information literacy.

Students will be expected to submit all writing assignments on the due dates in a manila folder or through a Blackboard link. Occasionally, I may request for students to email me their assignments. All assignments need to be professionally submitted. I may request a second copy of the student's work or an electronic copy for my educational files. Students should keep a hard copy of all assignments for themselves.

In addition, students are responsible for reading the assigned chapters even though we may not cover all the material explicitly. Students should use the textbook as a reference book. Students will show me through our class discussions that they are keeping up with the reading. Students must come prepared each class day. If need be, I will give pop quizzes on the reading assignments, and I will redo the grading scale.

***BILINGUAL SECTION**

If you are taking this course as an English-Spanish section, you will complete half of the assignments in English and the other half in Spanish. You will be expected to read, write, and conduct research in both languages.

EVALUATION

To qualify for a passing grade, students must attend class regularly and **complete satisfactorily all major and minor assignments**. Higher grades will be given on the basis of quality of performance and excellence in work produced. I will try to respond to students' work as their employer would; therefore, in addition to clarity of the message and content, tact, appearance, grammar, and spelling are extremely important. Students will also be graded on collaboration and participation.

Assignments *italicized* and **bolded** will be graded by our librarian, Joy Urbina. She will be presenting, overseeing, and grading these assignments. The goal is to help you learn and/or enhance your information literacy skills.

Students will receive points for each assignment. The following is a list of tentative assignments and their probable weight in points.

Tentative Assignments	Probable Weight in Points
<i>Individual</i>	
Diagnostic (in-class)	5
Definition Assignment - Memo	15
Concept Timeline Assignment	10
Impromptu Instructions Presentation	5
Evaluating Sources Assignment	15
Résumé – Draft and copies	5
Résumé – Final draft	15
Progress Report	10

Final Team Performance Evaluation	10
Participation and Classwork	10
Collaboration	10
<u>Team</u>	
Team Name, Logo, Motto, Goals, and Introduction	5
Team Project Proposal	15
Final Team Project – Manual	25
-with suggested readings	
Manual Demonstration	10
Final Team Project Presentation	10
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TOTAL =	175

FINAL GRADING SCALE

158-175 = A

140-157 = B

123-139 = C

105-122 = D

104 and below = F

The following is a grading system as it relates to the workplace environment:

- A:** Supervisor would be impressed and remember the work when a promotion is discussed.
- B:** Supervisor would be satisfied with the job but not be necessarily impressed.
- C:** Supervisor would ask employee to revise or rewrite sections before allowing those outside the department or company to see it.
- D:** Supervisor would be troubled by the poor quality of the work and would consider hiring more competent help.
- F:** Supervisor would replace the employee.

CLASS POLICIES

The following sections outline and describe class policies.

Attendance and Punctuality

In the world of business and industry, employees get paid for their presence and productivity. They may be further rewarded for high quality work. When employees are absent, constantly late for work, or do not produce, they are disciplined, sometimes terminated. Similarly, in this class, students will be disciplined for not attending, being late to class, leaving early, and/or not producing. Students are expected to attend class regularly. Excessive absences (**three or more**) and/or constant tardiness and leaving early will result in a deduction of points from the student's final grade. Furthermore, if students are absent, they are responsible for contacting me and making up all missed work. Students must stay in contact with their team members as well!

Academic Dishonesty

The *UTEP Handbook of Operating Procedures* defines plagiarism as “the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own academic work offered for credit, or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors. It is the official policy of the university that all suspected cases or acts of alleged scholastic dishonesty must be referred to the Dean of Students.

Make-Up and Late Work

No incomplete work will be accepted. No late work will be accepted. Students will not be able to make up work unless this has been discussed with me ahead of time. Students may submit work before the due date. Meeting deadlines is an important part of a professional (technical) writer's life. Please follow the course calendar, and when in doubt about assignments, deadlines, and/or course material, contact me.

Americans with Disabilities Act- UTEP’s Center for Accommodations and Support Services

If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 915-747-5148, or by email to cass@utep.edu, or visit their office located in the UTEP Union East, Room 106. For additional information, please visit the CASS website at <http://sa.utep.edu/cass>. CASS staff members can validate and authorize accommodations for students with disabilities.

Cell Phones

Please turn off all cell phones. Unless you inform me of a specific situation that requires you to have your cell phone on, you are to have it off during class.

CLASS CALENDAR

See the following pages. Calendar is subject to change.