Syllabus

Visible to students

	The University of Texas at El Paso **Fall 2024**	
	TECHNICAL WRITING RWS3359-008 CRN: 11922 • ONLINE	Raphael Ivan Reyes Juarez rireyesjuar@miners.utep.edu (mailto:LRMARTIN@UTEP.EDU) • 575 639 8610 (tel:575 639 8610) (message only) Office hours on Zoo (https://utep-edu.zoom.us/j/89581361080?pwd=UjM3YXhzSWs1YXFydjVLWGkraFhyZz09) m by request. Zoom Meeting ID: 285 721 4623 (tel:721 4623) Zoom URL: https://utep-edu.zoom.us/j/285721

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COURSE DESCRIPTION

This course introduces you to the principles and methods of technical writing and provides you with the skills to improve your ability to communicate through a variety of technical documents and media. Together, we will examine (analyze) writing and design principles and practice (produce) a variety of technical genres. Successful completion of this course will improve your ability to:

- Analyze the rhetorical situation and define the users and/or audience as well as tasks that the information must support.
- Apply rhetorical principles to plan and design effective technical documents for diverse media.
- Direct, manage, and monitor the publication cycle of small- and large-scale texts, such as articles, manuals, websites, and more.
- Compose content appropriate for the users and genres, revise and edit written work for accuracy, clarity, coherence, and appropriateness, and document resources as defined by a specific field.
- Apply technological and visual rhetorical skills (e.g., document design, graphics, computer documentation, electronic editing, and content management applications) in the composing process and publish, deliver, and archive as required.
- Work critically and collaboratively to complete projects.

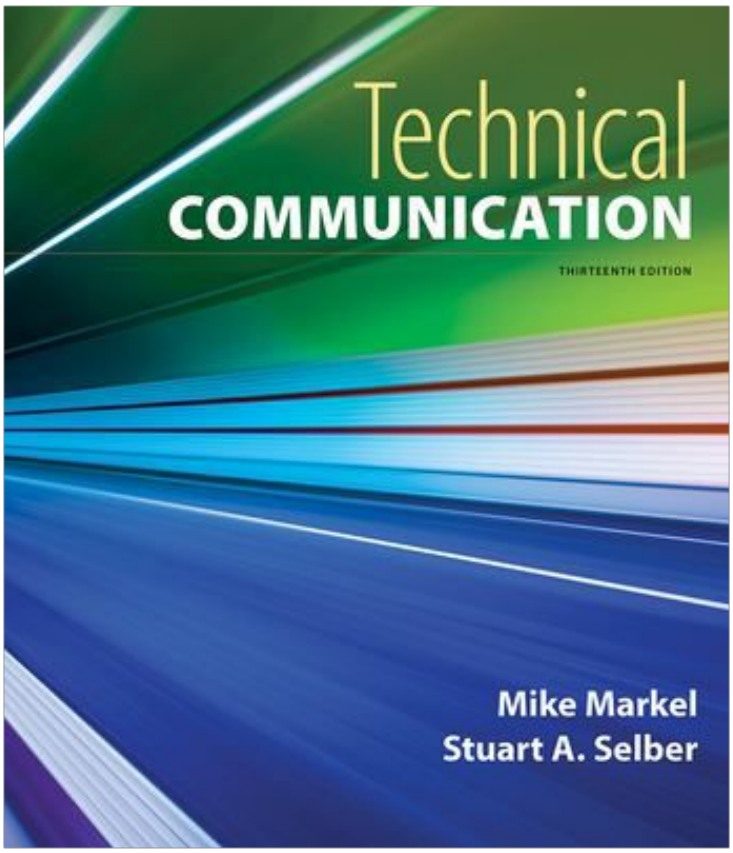
ATTENDANCE

There is no attendance; this class is 100% online.

REQUIRED TEXT

This course will use Mike Markel's Technical Communication (13th Edition) as the guiding textbook. The textbook will be required for all assignments and should be your main source of information. You will need a copy by the end of the first week of classes in August 2024.

Below is the textbook cover and information for this course:



Markel, M. and Selber, S. (2021). Technical Communication (13th ed.) Bedford/St. Martin's: Boston, MA.

ISBN:978-1-319-24500-9

Link to text on Amazon.com (https://www.amazon.com/Technical-Communication-Mike-Markel/dp/1319245005/ref=sr_1_1?crid=1P138FSNRFG3W&keywords=Technical+Communication+13th&qid=1659644102&sprefix=technical+communication+13th%2Caps%2C259&sr=8-1)

Link to text on UTEP Bookstore (https://www.bkstr.com/texaselpasostore/product/technical-communication-553727-1)

Acquire your book in digital or paperback, that is your choice.

ASSIGNMENTS

Classes and assignments will be posted on Blackboard weekly on Monday at 9:00 a.m. All (or most) assignments are to be submitted via Blackboard every Thursday by the end of the day (11:59 p.m.) See the course calendar for information on each assignment's specific due date. Also, all (most) assignments are required to be submitted in PDF format. This is the only format that is accepted and the only format that will be graded. Also, incomplete assignments or assignments that do not follow the instructions I provide will be returned with a failing grade. If you need help saving your document as a PDF, please speak to me. Last, do not email assignments to me. Assignments sent by email will not receive credit or be graded. Keep in mind that, as with any technology, you may experience issues with Blackboard. It is your responsibility to plan for this and submit your assignments on time. Waiting until minutes before the deadline is risky, and I advise submitting your assignments well ahead of the deadline to account for any issues you may experience.

This course works on a 100% scale, and final grades will be determined using the scale below. Grades will be posted to Blackboard. Please request an appointment to discuss your grades if you have any questions

A=90%-100% B=80%-89.9% C=70%-79.9% D=60%-69.9% F=59.9% or below

All assignments have the same point value, from 0 to 10 points only; there are no grades in the middle since professional experience is not measured by effort; you do the job, or you don't.

ARTIFICIAL INTELLIGENCE (AI)

AI is easily identifiable; don't use it unless I require you to in an assignment. Trying to disguise AI writing as yours will make you fail the assignment. However, you can use apps such as Grammarly to edit your grammar and sentence structure.

COMPOSITIONS

Your written work is a reflection of your capabilities and efforts and comprises the majority of your final grade. You are, therefore, expected to produce high-quality, sophisticated documents. A part of that quality is the appearance of your work. Neatness, visual appeal, and mechanical and grammatical correctness are important, although they do not, alone, guarantee a well-made text (or a good grade). Your written documents should have appropriate margins, spacing, pagination, and formatting. Your productions in electronic and other media should be well-designed. In short, take pride in your writing and aim to produce high-quality documents.

LATE WORK/MISSED ASSIGNMENTS

Late work is not accepted. Again, I will not grade any assignments submitted via email. You must submit all assignments via Blackboard on time. Emailing an assignment is never an option.

NETIQUETTE

Please review "The Core Rules of Netiquette" by Virginia Shea at http://www.albion.com/netiquette/ (http://www.albion.com/netiquette/).

Our course will be talking about the audience a lot, and I want you to keep in mind that you're speaking to a professional audience. Additionally, this is a professional writing course and you should take this into account in all writing you do for this course (postings, responses, assignments, and emails). When you email me, this is how it should be written:

Good afternoon (morning, evening), Mr. Reyes:

Write the content of your email here. Make sure you have proofread for proper spelling, grammar, and punctuation. Do not use IM language ("2" for "to," "u" for "you," etc.).

Sincerely,

Your full name

Your Course & CRN

Please follow this format. Otherwise, I will not respond.

COURSE POLICIES

Please refer to the following policies for this course. If you have any questions, please email me, and I'll be happy to help.

- UNIVERSITY WRITING CENTER (UWC): I encourage you to use the UWC during the planning, drafting, and/or revising phases of writing any assignment in this class. The trained writing consultants can give you a fresh perspective on ideas and help you with things like correctness, formatting, etc. The University Writing Center (https://www.utep.edu/uwc/) is located on the main floor of the library, to the right of the elevators and computer lab.
- RESOLVING ISSUES: It is your responsibility to manage your workload, complete all assignments, and stay on top of your grades. Also, it is your responsibility to arrange meetings with me to discuss questions/concerns. The earlier you contact me with questions/concerns, the better we can deal with them.
- PLAGIARISM is an issue I take very seriously. An act of plagiarism (or another form of academic dishonesty) will result in an 'F' for the course and may include other University disciplinary action, such as suspension or expulsion. You should become familiar with the ethical guidelines for conduct spelled out in the Student Affairs (http://admin.utep.edu/Default.aspx?tabid=30195) section of the Handbook for Operating Procedures (http://admin.utep.edu/Default.aspx?alias=admin.utep.edu/hoop). Additionally, please be aware that you may not submit work for this class that was produced for another class. You must produce your original work in this class and appropriately identify the portion of your work that is collaborative with others, borrowed from others, or is your work from other contexts. Always cite your information. If you have doubts as to whether or not you are using your own or others' work legally and ethically, ask me or stop by the UTEP Writing Center. Follow this primary principle: Be upfront and honest. Also, using AI disguised as your writing can be considered academic dishonesty.
- ADA: The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. If you suspect that you have a disability and need accommodation,

please contact The Center for Accommodations & Support Services (CASS) at (915)747-5148 (tel:(915)747-5148) or at cass@utep.edu (mailto:cass@utep.edu). The CASS office is located in Room 106, Union East. Students are responsible for presenting the instructor with any CASS accommodation letters and instructions.

FALL 2024 ACADEMIC CALENDAR

MODULE 1.

Week 1: **August 26th — August 30th**

Activity

Read the Syllabus on BlackBoard and familiarize yourself with the content and requirements of the class. Also, get the textbook at the UTEP bookstore or Amazon; you'll use it for most of the assignments.

Assignment

Write a paper about yourself. Please introduce yourself in detail.

Week 2: **September 2nd — September 6th**

Activity

Read Chapter 1. "Introduction to Technical Communication."

Assignment

Design a poster that effectively connects with your audience using what you learn from Chapter 1.

Week 3. **September 9th — September 13th**

Activity

Read Chapter 5. "Analyzing your Audience and Purpose."

Assignment

Find a popular topic on social media, analyze its characteristics, and develop an idea that explains why audiences like it.

MODULE 2.

Week 4. **September 16th — September 20th**

Activity

Read Chapter 8. "Communicating Persuasively."

Assignment

Write an analysis that exposes how car marketing works.

Week 5. **September 23rd — September 27th**

Activity

Read Chapter 9. "Emphasizing Important Information."

Assignment

Write a real story about a complicated situation that you had to fix at work.

Week 6. **September 30th — October 4th**

Activity

Read Chapter 11. "Designing Print and Online Documents."

Assignment

Design a flyer.

MODULE 3.

Week 7. **October 7th — October 11th**

Activity

Read Chapter 14. "Corresponding in Print and Online."

Assignment

Write a memo.

Week 8. **October 14th — October 18th**

Activity

Read Chapter 15. "Applying for a Job."

Assignment

Write a Resume

Week 9. **October 21 — October 25th**

Activity

Read Chapter 15. "Making Oral Presentations."

Assignment

Reflect on your job interests, make a presentation video, and upload it.