

Eng 352 - Technical Writing (Prerequisites: HUM 101 and two from among HUM 102, HUM 211, HUM 212 and Hist 213 or their equivalents.): An advanced writing course. Combines current theory with actual practice to prepare students as technical writers. Analyze complex communication situations and design appropriate responses through tasks that involve problem solving, rhetorical theory, document design, oral presentations, writing teams, audience awareness, ethical considerations, and gender equity issues.

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Office Hours:

407 Cullimore

Wednesday 1:00 to 2:00 (and by appointment)

Course Goals:

- To learn to communicate clearly in writing.
- **To integrate**, ethically and persuasively, **all stages of the writing process**—planning, researching, drafting, designing, revising, and editing—to respond to technical contexts and audiences; and
- **To Collaborate** effectively within and across teams with overlapping interests.
- To learn types of technical writing: instructions, procedures, proposals, etc.

Eng 352 is a writing intensive course whose goal is to develop the ability of the student to communicate complex situations clearly. Each student will create process descriptions, a proposal, and practice writing on a variety of topics. Students will also learn page layout, graphics and basic web work.

--There is NO midterm exam --

– There is NO final exam –

Required Text

Our primary text is *The Technical Communication Handbook* by Gurak and Hucks, ISBN #0-321-36507-0. All readings are required and should be completed prior to the beginning of class on the specified date.

Class Rules:

- ◆ Any plagiarism (presenting another's writing as your own) will be referred to the Dean for further action.
- ◆ All drafts of all assignments should be kept in hard copy with my comments and grades attached.
- ◆ **All late assignments are graded zero – 0 – absolutely no points.** Here's why: This is an eLearning course where attention can wane. I am not grading discussion and I cannot grade attendance; therefore, insisting on on-time delivery of assignments will keep your attention throughout the semester.

