1. **COURSE TITLE:** Technical Report Writing
2. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION\*:** ENGL 2205
3. **PREREQUISITES: Successful completion of ENGL 1101 with a C or better**
4. **COURSE TIME/LOCATION/MODALITY: *(Course Syllabus – Individual Instructor Specific)***
5. **CREDIT HOURS\*:** 3 **LECTURE HOURS\*:** 3

**LABORATORY HOURS\*:** 0 **OBSERVATION HOURS\*:** 0

1. **FACULTY CONTACT INFORMATION: *(Course Syllabus – Individual Instructor Specific)***
2. **COURSE DESCRIPTION\*:**

This course introduces students to the discipline of technical communication. Preparation of visuals to supplement text, workplace communication, descriptions of mechanisms, explanations of processes, and writing reports are the major topics included.

This course is designed for students enrolled in technical degree programs and does not fulfill a humanities requirement.

1. **LEARNING OUTCOMES\*:**

Upon completion of this course, students will:

* 1. Demonstrate the characteristics of technical and business writing.
  2. Demonstrate the stages of the writing process (prewrite/draft/revise/edit) and apply them to technical and workplace writing tasks.
  3. Produce documents related to technology and writing in the workplace and will have improved their ability to write clearly, concisely, and accurately.
  4. Produce the basic components of letters, summaries, descriptions, process explanations, proposals, and other common forms of technical writing.
  5. Produce a resume and cover letter in either functional or chronological format.
  6. Use a variety of materials to produce appropriate visuals for documents, such as instructions, descriptions, and research reports.
  7. Compose and conduct research in electronic environments:
* Gather sources for the purpose of producing a research paper in a particular technical field;
* Identify and use SSCC library resources (such as academic articles published in peer-reviewed journals) by using OPASS, OhioLINK, and the Internet, including catalogs, databases, indexes, bibliographies, and websites;
* Adhere to guidelines for scholarly and unbiased sources.
* Students will properly document sources and synthesize and integrate material from sources with their own ideas in research papers.
* Either MLA or APA documentation must be used in the course, according to the instructor’s discretion.

1. **ADOPTED TEXT\*:**

*Technical Communication*

15th Edition

John M. Lannon and Laura J. Gurak. Pearson, 2020

ISBN for Follett Inclusive Access: 978-0-13-520324-8

ISBN: for students who do not want Inclusive Access: 9780137477548 eText Instant Access

Rental Edition ISBN: 9780135203224

Note: Students purchase a Student Access Combo Code Card. Students register their codes to obtain an e-text. In addition, they can request a loose leaf version of the text at that time. Pearson will mail the loose leaf version to the student.

**9a: SUPPLEMENTAL TEXTS APPROVED BY FULL TIME DEPARTMENTAL FACULTY (INSTRUCTOR MUST NOTIFY THE BOOKSTORE BEFORE THE TEXTBOOK ORDERING DEADLINE DATE PRIOR TO ADOPTION) \*\*\*.**

1. **OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.)\*\***

At the discretion of the instructor.

1. **GRADING SCALE\*\*\*:**

Grading will follow the policy in the catalog. The scale is as follows:

A: 90 – 100

B: 80 – 89

C: 70 – 79

D: 60 – 69

F: 0 – 59

1. **GRADING PROCEDURES OR ASSESSMENTS (SAMPLE): (*Course Syllabus – Individual Instructor Specific)***

|  |  |
| --- | --- |
| Course Projects 1-4  #1 = Workplace Communication package (100)  #2 = Brochure, Marketing, and Instructions package (200)  #3 = Feasibility Analysis (300)  #4 = Resume / Cover Letter / Job Interview package (100) | 700 points |
| Feasibility and Justification Preliminary Reports | 100 |
| Video and Script of Simple Task | 25 |
| PowerPoint and Script | 25 |
| Proposal and Annotated Bibliography for Course Project #3 – Feasibility Analysis | 50 |
| Peer Reviews | 40 |
| Wk 1 Writing Ex. | 20 |
| Wk 1 Basic Skills Quiz | 20 |
| Wk 1 Student Intro | 10 |
| Wk 1 Syllabus Quiz | 10 |
| Total | 1000 Points |

1. **COURSE METHODOLOGY: *(Course Syllabus – Individual Instructor Specific)***

Methodologies include reading assignments, research assignments, lectures, discussions, quizzes and / or examinations, grammar exercises, individual and group projects, research project, specific writing assignments, such as technical descriptions, instructions, or process explanations, and visual components, such as graphs and brochures. Supplemental materials such as Internet sources and videos may be assigned according to instructor preference.

Students in face-to-face classes may be required to access and submit assignments to a supplemental course on the College’s LMS.

Students in hybrid and/or online classes will be required to access and submit course work on the College’s LMS.

1. **COURSE OUTLINE: *(Course Syllabus – Individual Instructor Specific)***

**SAMPLE** **COURSE OUTLINE**

**Week 1 (Learning Outcomes: 1, 3)**

1. Course overview.
2. Review of English grammar and punctuation basics.
3. Basic Skills and Syllabus quizzes. Student introduction

Reading: Appendix B “A Quick Guide to Grammar, Usage, and Mechanics”; Chap. 1 “Introduction to Technical Communication; Chap. 2 “Meeting the Needs of the Audience”;

**Week 2 (1, 3, 4)**

1. Memoranda and emails
2. Cultural communication considerations

Readings: Chap. 11 “Editing for a Professional Style and Tone”; Chap. 14 “Email and Text Messages”; Chap. 15 “Workplace Memos and Letters”; Chap. 5 “Teamwork and Global Considerations”

**Week 3 (1, 3, 4)**

1. Write an essay solving an ethical dilemma.
2. Write an essay solving an ethical dilemma.
3. Integrate quotes from the text that support essay points.

Readings: Chap. 4 “Weighing Ethical Issues”; Review Appendix A (Grammar and Punctuation).

**Week 4 (1, 3, 4)**

1. Write a customer claim letter.
2. Write a reply to the claim letter.

Readings: Chap. 3 “Persuading Your Audience.” Review Chaps. 14 and 15.

**Week 5 (1, 2, 3, 4)**

1. Submit 2 components of Course Project #1 (Workplace Communications) to be spot-checked by the instructor.
2. Peer review of the components.

Reading: Project #1 handout; Review preceding chapters

**Week 6 (1, 2, 3, 4)**

1. Submit Course Project #1.
2. Write an essay solving a workplace dilemma.

Reading: Review Chap. 3; Chap. 18 “Technical Descriptions, Specifications, and Marketing Materials

**Week 7 (1, 2, 3, 4, 6)**

1. Peer review of the brochure component of Course Project #2 (Visuals, Marketing Materials, Technical Instructions)
2. Continue compiling the project.

Readings: Chap. 12 “Designing Visual Information”; Project #2 handout; Chap. 19 “Instructions and Procedures”

**Week 8 (1, 2, 3, 4, 6)**

1. Submit Course Project #2

**Week 9 (7)**

1. Compile research for Course Project #3 (Research Project / Feasibility Analysis)

Readings: Appendix A “A Quick Guide to Documentation”; Chap. 7 “Thinking Critically about the Research Process; Chap. 9 “Summarizing Research Findings and Other Information”

**Week 10 (1, 2, 3, 4, 7)**

1. Write a detailed proposal for Project #3.
2. The proposal must include multiple reliable sources that include peer-reviewed academic sources derived from databases.
3. Include an annotated bibliography in the proposal.

Readings: Chap. 22 “Proposals”; Chap. 21 “Formal Analytical Reports”

**Week 11 (1, 2, 3, 4, 7)**

1. Write a detailed formal sentence outline of Project #3 with a full thesis attached.
2. Include in-text citations (parenthetical references) and a works cited (references) page.
3. The outline includes an abstract of the analysis.

Reading: Chap. 10 “Organizing for Readers”; Review Chap. 21 and the Project 3 handout.

**Week 12 (1, 2)**

Peer review of Course Project #3 draft

**Week 13 (1, 2, 3, 4, 6, 7)**

Submit Course Project #3 final.

**Week 14 (1, 3, 4, 6, 7)**

1. Submit a PowerPoint of at least 14 slides describing the feasibility analysis contents.
2. Prepare a presentation for the class, or if online, prepare a script of talking points.

Reading: Chap. 23 “Oral Presentations and Video Conferencing”

**Week 15 (1, 3, 4, 5)**

1. Submit Course Project #4 (Job Search Materials)

Reading: Chap. 16 “Resumes and Other Job Search Materials; Project #4 handout

**Week 16 (1, 2, 3, 4)**

1. Submit a recommendation report concerning Project #3.

Reading: Chap. 20 “Informal Reports”

1. **SPECIFIC MANAGEMENT REQUIREMENTS:**

Per sample course outline, students should have access to a video recording device for one assignment.

Other additions at the discretion of the instructor.

**16. FERPA: \***

Students need to understand that their work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**17. ACCOMMODATIONS: \***

Students requesting accommodations may contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431, X 2604.

Students seeking a religious accommodation for absences permitted under Ohio’s Testing Your Faith Act must provide the instructor and the Academic Affairs office with written notice of the specific dates for which the student requires an accommodation and must do so no later than fourteen (14) days after the first day of instruction or fourteen (14) days before the dates of absence, whichever comes first. For more information about Religious Accommodations, contact Ryan Hall, Accessibility Coordinator at [rhall21@sscc.edu](mailto:rhall21@sscc.edu) or 937-393-3431 X 2604.

**18. OTHER INFORMATION\*\*\*:**

**SYLLABUS TEMPLATE KEY**

**\*** Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

**\*\*** Any alteration or addition must be approved by the Curriculum Committee

**\*\*\*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.