THIS COURSE WILL BE TAUGHT IN CANVAS, the new UWM Learning Management System.

Course Description
Technical Writing prepares students to be effective communicators and effective writers in their current and future professions. Students will develop workplace-writing skills and apply the technical and rhetorical principles that are the foundation of workplace writing.

The course will introduce students to some of the basic issues, elements, and genres of technical writing, such as

- Writing for multiple audiences, purposes, and contexts
- Addressing social issues related to writing, such as ethics, gender, culture, and nationality
- Defining, analyzing, and attempting to resolve workplace writing problems
- Conducting primary and secondary research for writing
- Working in teams on collaborative projects
- Developing an effective, professional tone and style appropriate to context
- Incorporating effective visual elements into document design
- Creating technical documents such as product descriptions, proposals, instructions, and reports

Course Objectives

- Using language appropriate for professional communication
- Adapting materials to different audiences
- Creating instructive, informative, and convincing content
- Gathering and citing reliable research data
- Correctly formatting different types of documents
- Illustrating data using a variety of visual strategies
- Collaborating effectively in small group and team projects

Required Materials

Text:
*Technical Communication*, 14th edition, by Lannon and Gurak, Pearson Publishing. The textbook is available through E-Campus. There will also be copies on reserve at the UWM Libraries.

Course Materials on CANVAS
All content for this course is posted on CANVAS. This includes the course syllabus, weekly schedule, and all assignment descriptions. Any changes to assignments and due dates will be posted on the CANVAS site. You are expected to check the site regularly, and especially if you miss a class. You must submit all written assignments to CANVAS for each assignment. Please do not email me your assignments, even if they are late.
The Dropbox in CANVAS will be open past the due date and time, and CANVAS will indicate how many hours late your assignment is. A late deduction will apply.

Prerequisites for English 206
The prerequisite for this course is completion of the English Proficiency Requirement. To fulfill the English Proficiency Requirement, you need to have earned a grade of 'C' or better in English 102 (or equivalent second-semester college Composition course) or a score of '4' or higher on the English Placement Test. This course may not be taken credit/no credit. You are required to promptly provide evidence of having met the prerequisites for the course, such as a grade report, transcript, or test score form, if you enroll in the course after the initial registration period, or if the records provided to your instructor by the Department of Enrollment Services are incomplete.

Administrative Drop for Lack of Prerequisites
The English Department reserves the right to administratively drop students who have not met these prerequisites. If you lack a course prerequisite, you may be required to drop a class. Drop the class as soon as you know you can't remain in the class. It is your responsibility to drop classes for which you don't meet published prerequisites or which you do not plan to attend. The Department of Enrollment Services provides a handout on "Registration Policies" at: http://www4.uwm.edu/DES/web/registration/policies/CFM (U.W.M. Department of Enrollment Services).

Administrative Drop for Lack of Attendance/Participation
The English Department reserves the right to administratively drop students who have not attended or participated in the first week of class. In an online class, first-week attendance is logging in and participating in the course, usually by submitting an introductory discussion post. Those who do not participate in the first week of class may be administratively dropped.

Assignments
Assignments may include CANVAS discussion forums, individual and team projects, and analyzing, evaluating, and creating documents, such as a web site comparison, an instruction manual, a fact sheet document, and a formal research report. All assignment descriptions are posted on CANVAS. If you have difficulties using CANVAS, contact the Help Desk at help@uwm.edu or (414) 229-4040. There is no final exam in this class.

Assignment Details and Format
All assignments are due on Wednesdays and must be submitted to the appropriate Dropbox by 11:00 p.m. on the Wednesday they are due. If you submit an assignment late, I will deduct half a point for each hour that the assignment is late. All assignments are due by 11:00 p.m. on the day they are due and are graded on a 100-point scale. That means, for example, that if you submit an assignment that was due on a Wednesday at 11:00 p.m. the next day, Thursday, at 4:00 p.m., your assignment will be 16 hours late and I will deduct 8 points from your grade for lateness.

Assignments are evaluated and graded based on content, organization, and correctness for the given context. Mechanical errors such as spelling, grammar, and typos, as well as inappropriate
word choices and unprofessional tone indicate a lack of professionalism, and will affect your grade.

If you submit an assignment and then choose to revise and re-submit it before the due date, you may do so. I will always read and grade whichever assignment was submitted last. In other words, if you submit an assignment at 2:00 p.m. on the Wednesday that it is due, then notice something you want to improve, you can submit the new version any time before 11:00 p.m., and I will only read and grade the one you submitted last, unless you specifically contact me and ask me to grade the earlier version.

**Extensions**
You can request an extension on any **one** assignment except for the **Final Recommendation Report**. For other assignments, if you are requesting an extension you must email me **at least two days before the assignment due date**, tell me why you need an extension, and give me your proposed new due date. I will reply and let you know if I approve the new due date.

**Back up Your Work!!**
It is your responsibility to protect yourself against losing your work due to computer malfunctions, accidents, theft, etc. Computer or storage device failure is not a legitimate excuse for a late assignment. I have heard a vast array of very creative excuses in my years as an instructor, the most memorable being the one about a new puppy stepping on the computer and breaking it. Though I appreciate entertaining stories, I will not accept them as excuses for not submitting assigned work.

There are a number of precautions you can use to avoid losing work, such as
- Complete work in advance of the due date for a security margin
- Save your work frequently
- Back up your work on a flash drive
- Save your work in a cloud
- Email it to yourself
- Save using your ONE DRIVE account in Office365

**Participation and Professionalism: your online presence**
You are expected to maintain an active online presence. Remember that your writing is all that your classmates and I have to interpret your communication. It is important that you write clearly and convey meanings that you intend, as there are no face-to-face clues in an online course.

Please do not use strong or offensive language, acronyms we may not understand, a surplus of exclamation marks (that really gets tiring!!!), emoticons, and sarcasm. Using all capital letters IS **KNOWN AS SHOUTING AND IS STRONGLY DISCOURAGED IN PROFESSIONAL WRITING SITUATIONS**. Remember to be courteous and friendly in your communication with others. You should convey a positive, respectful tone, pay attention to word choice, exhibit grammatical correctness, and present your ideas and responses to others' ideas in a thoughtful, substantive and concise manner.
Professionalism and etiquette in email and other electronic forms of communication are a significant part of your professionalism and participation grade.

**Academic Honesty**

You are responsible for honest completion of your work, appropriate citation of sources, and respect for others’ academic endeavors. Do your own work, don’t copy anyone else’s, and don’t plagiarize. Plagiarism is not tolerated at this university or in the professional world. When quoting or paraphrasing in any of your work, you must provide correct documentation in the form of in-text citations and a References page. I will get to know your writing style very well; it’s clear when your work is not your own. If material is plagiarized, it will result in either a zero on the assignment or a failing grade in the course.

For this class, please use the MLA (Modern Language Association) citation style. Correct citation style can be found at the Purdue OWL site at [https://owl.english.purdue.edu/owl/resource/747/01/](https://owl.english.purdue.edu/owl/resource/747/01/)

### Grading Scale:

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<tr>
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**Resources.** On-campus resources are available to help students succeed.

*Student Accessibility Center (SAC).* If you have a chronic physical or mental health condition or disability that may affect your ability to meet course requirements, you may wish to meet with a SAC counselor (Mitchell Hall 116, ph. 414-229-3800). If you have a completed VISA agreement from the SAC, please meet with me (office hours or by appointment) during the first week of class.

*The Writing Center.* One-on-one tutoring is available for all students in Curtin Hall 127, the Library East Wing, and online. (writingcenter.uwm.edu, ph. 414-229-4339).

**University Policy.** For other important enrollment information, including information on grade appeals, military duty absences, religious observance, discriminatory conduct, incompletes, and disabilities see: [http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf](http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf)
CANVAS. If you’ve read this far, you’ve probably realized that this course will be taught in a new Learning Management System (LMS) called CANVAS. Don’t let this discourage you from enrolling!

UWM and all other UW institutions are transitioning to CANVAS during the 2018-2019 academic year, and ALL courses will be fully transitioned from D2L to CANVAS beginning in Fall 2019. This course is one of hundreds that will be taught online using CANVAS for the first time this Fall. Thousands of students will be using CANVAS. You may have other courses this fall which use CANVAS. Plenty of online help will be available both from UWM’s Helpdesk and from CANVAS, including a direct helpline to call. This is a great time to take a course in CANVAS so that you are fully comfortable with it by the time all your courses transfer over. If you have any questions, please let me know!