ENT208 Technical Writing Syllabus

Course Information

Credits
3
Campus
Washburn Institute of Technology
Address
5724 SW Huntoon
City/State/Zip
Topeka, Kansas 66604
Office Fax
785-273-7080

Description
Students will learn and apply basic technical writing principles and technical writing formats in order to write effective letters, resumes, memos, and email for business and technical environments. Students will develop the skills necessary to handle new writing situations in a professional manner. Other than exams, all assignments will involve writing technical documents. The final assignment will consist of writing a technical document.

Textbooks

Student Learning Outcomes:
A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Competencies
1. List the characteristics of a technical document.
2. Identify ethical obligations in the workplace.
3. Identify legal obligations in the workplace.
4. Apply the principles for ethical communications.
5. Outline the process to write effective documents.
6. Contrast the advantages and disadvantages of collaboration.
7. Demonstrate the skills needed to conduct a successful meeting.
8. List methods to analyze audience and purpose.
9. Contrast academic research and workplace research.
10. List methods of conducting primary research.
11. Apply the three principles for organizing technical information.
13. Produce definitions, descriptions, and instructions while applying the appropriate steps.

**Guidelines for Success**

**Assessment Plan**
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution’s technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

**Grading Rationale and Grading Scale**

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90%-100%</td>
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<tr>
<td>B</td>
<td>80%-89%</td>
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<tr>
<td>C</td>
<td>70%-79%</td>
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<tr>
<td>D</td>
<td>60%-69%</td>
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<tr>
<td>F</td>
<td>59% or below</td>
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The course is graded by 70% writing assignments, 30% quizzes.

**Attendance**
Students are expected to meet all deadlines for submitting work. Assignments (homework and drafts of documents, as well as revised versions) are due in class on the date of the deadline. The assignment grade will lower one letter grade for each day an assignment is late. (Note: It is always better to submit a paper than not; a paper receiving an “F” gets significantly more credit than one not submitted.)

Drafts are as important as final versions of documents because of the invaluable insight gained by all the students involved in the revision process.
Disability
The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator
Phone: 785-228-6356
E-Mail: ssscoordinator@washburn.edu