

ENC 2210: Technical Communication
Dept. of Language and Literature

Fall 2009

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Written Communication I: (3) (A.A.). Course Description: Prerequisite: ENC 1101 with a grade of "C" or better. This course meets the 6000 word Gordon Rule requirement. This is a basic course in communication, both written and oral, for anyone who must convey specific information accurately and clearly. Representative aspects of technical communication encountered in industry and business are covered.

Text and Materials:

- * *Technical Communication Today, 2nd ed.* Ed. Richard Johnson-Sheehan
- * *digital media storage device*
- * Pen, pencil, notebook for class every day

Course Performance Standards:

1. Demonstrate skill and confidence in oral and written communication.
2. Demonstrate an ability to compile and assess accurate information .
3. Compose communication instruments used in business and industry, including letters, memoranda, e-mail, proposals, and formal as well as informal reports.
4. Present technical information in oral assignments and/or presentations.
5. Design and organize formal reports that follow acceptable business and industry guidelines.
6. Compose writing assignments in clear, logical, coherent, Standard English prose.
7. Demonstrate an ability to assess different audiences and write for a specific audience.
8. Demonstrate the ability to use technical vocabulary and scientific background in a coherent fashion.
9. Compose and deliver assignments that are well formatted and appropriately illustrated.
10. Fulfill in part the writing requirements as mandated by SBE 6A-10.30.
11. Demonstrate skills that are required for the CLAST.
12. Demonstrate expertise in working with others in team approach to technical writing.
13. Demonstrate an awareness of methodology in producing technical documents

Attendance and on-time Policy: In order to provide for emergency situations, I permit three hours of absence without a specific penalty for the absence, itself (you will, however, be penalized for work missed work during that class period—Note that in-class work cannot be made up). Also note that I do not distinguish between “excused” and “unexcused” absences. All absences are simply absences, so please do not present doctor’s excuses, notes from your parents, or other attempts to “excuse” the absence. **Violation of Attendance:** Specifically, for each class you miss after three hours of absence, you will lose one full letter grade from your semester average. **On-time Policy:** Two late arrivals or “early-leaves” constitute one absence.

Gordon Rule: *This course meets the Florida State Board of Education Rule Number 6A-10.30. In accordance with this rule, students will complete six semester hours of English and six semester hours of additional coursework in which the student must demonstrate college-level writing skills. The SCF Division of Arts and Letters & Social and Behavioral Sciences requires a minimum of 6,000 words in each of these Gordon Rule courses. A grade of C or better is required for credit in Gordon Rule classes.*

Course Assignments: This course is based on the types of technical communication you will encounter in business environments. As such, we do not write composition course style essays; instead, we will complete approximately 10-15 technically precise projects (some to be completed in class and some to be completed as homework assignments) which are each worth 20 points. Bear in mind that this is subject to change based on class progress.

You will also complete two major interrelated projects-that have yet to be determined-that are significantly more involved, and therefore, are worth more points (100 and 50 pts respectively).

Withdrawal Policy: In accordance with the State College of Florida, Manatee-Sarasota policy as stated in the college catalog, students may withdraw from any course or all courses without academic penalty of a WF by the withdrawal deadline as listed in the State College of Florida academic calendar. This semester this date is **Friday, October 30**. The student must take responsibility for initiating the withdrawal procedure. Students are strongly encouraged to talk with their instructors before taking any withdrawal action.

Policy Regarding Plagiarism: Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer—professional or student—without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism. For our class, **Plagiarism will result in automatic failure of the course!**

Standards of Conduct: Students are expected to abide by all Lancer Student Handbook guidelines. Please note “My Expectations” below.

Additional Information: Diligence, time management, promptness, and courtesy will go very far in this course. Please be aware, however, that as much as I appreciate hard work and effort, as a communications course I must also grade the product of the course, your writing. For written assignments, I expect you to use great care in **PROOFREADING** your work. I will not be your editor; I mark **SOME** of your errors, but you are responsible for proper grammar, language usage, word choice, and logical and complete thought development.

My Expectations: As you enter this classroom, I expect that you have a basic understanding of grammar rules and have mastered the focus and structure of the basic essay in ENC 1101. You will carry into the assignments for this course a sense of organization and hierarchy you learned in ENC 1101.

I also expect that you will behave in a mature, respectful manner. Examples of behavior I do not tolerate includes, but is not limited to: balancing a checkbook, applying makeup, or doing other homework during class; putting your head down on the desk; using unnecessary profanity for shock value; making slurs against individuals or groups; creating generally disruptive outbursts; making strange noises; and throwing things. I will deal with these on an as-needed basis. In the past, violations of these simple rules of courtesy have resulted in the student’s removal from the classroom, the student’s being reported to the Academic Affairs Officer, and in more modest cases, have caused students to lose grade points in the classroom. Additionally, refrain from wearing pungent colognes and perfumes, as allergic reactions may necessitate your dismissal (see attendance policy).