Technical Report Writing / ENC 3243-001, Summer 2014

<table>
<thead>
<tr>
<th>Class location:</th>
<th>TH 201</th>
<th>Days/Time:</th>
<th>MTWR 945am-11am</th>
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</thead>
<tbody>
<tr>
<td>Instructor:</td>
<td>Dr. Kendra N. Bryant</td>
<td>E-Mail Address:</td>
<td><a href="mailto:Kendra.bryant@famu.edu">Kendra.bryant@famu.edu</a></td>
</tr>
<tr>
<td>Office Location:</td>
<td>TH 438</td>
<td>@DrKendraNBryant</td>
<td><a href="http://www.drknbryant.com">www.drknbryant.com</a></td>
</tr>
<tr>
<td>Office Hours:</td>
<td>MTW 8am-9:30am</td>
<td><a href="mailto:kendra.bryant@famu.edu">kendra.bryant@famu.edu</a></td>
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Course Description
Technical Report Writing is a course intended to assist students in refining their writing skills, as well as their critical thinking and reading skills, so that they can successfully (and ethically) communicate with particular audiences via the written form. More specifically, Technical Report Writing "emphasizes clear expository writing of memoranda, reports, and articles in student's particular field" (famu.edu). The course aims to teach students how to convey effective and efficient messages that instruct, persuade, and inform. Therefore, the course will utilize rhetorical devices and approaches and will require students to use computer technologies.

Course Objectives
Through class meetings and out-of-class preparation, students should expect to do the following:

1. Understand business communication in today’s workplace
2. Master team skills and interpersonal communication
3. Plan and write business messages
4. Craft messages for electronic media
5. Develop oral and online presentations/portfolios
6. Write resumes, cover letters, personal statements, & memos
7. Improve overall written communication skills
8. Develop skills to write for specific target audiences and purposes

Prerequisites
ENC 1101 and ENC 1102

Required Textbooks/Resources
- Outside of class access to computers and the Internet
- *WordPress* Account

Required Class Materials
- Three-ring binder (at least 1” rings), lined paper, blue or black ink pens
Method of Instruction

- Students will be assigned various chapter readings (see weekly schedule) about technical report writing. They will explicate the ideas of each reading and/or apply the methods of each reading via assigned writing tasks.
- Students will be quizzed on chapter readings at the start of each class.
- Students will also engage in collaborative work and class/group discussions.
- Students will use *WordPress* to both build a professional website and to engage in blogging activities.
- Students will be placed in accountability groups that they are expected to remain in for the duration of the semester. In these groups, students will participate in collaborative work and hold each other accountable for understanding and submitting work on time.
- When necessary, students will be given practices in grammar, mechanics, and sentence structure using student assignments.

Blackboard

Students are strongly encouraged to check Blackboard on a daily basis. Here, students will find the class syllabus, memorandums and handouts, as well as assignment instructions. I will also use Blackboard to inform students of any unforeseen class cancellations and updates.

Grading

Final grades will be based on the following weights (and are subject to change):

<table>
<thead>
<tr>
<th>Assignment Category</th>
<th>Percent of Total Grade</th>
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<tbody>
<tr>
<td>FINAL Professional/Business Documents</td>
<td>50%</td>
</tr>
<tr>
<td><em>WordPress</em> Accounts</td>
<td>20%</td>
</tr>
<tr>
<td>Miscellaneous (quizzes, notebook checks, hmwrk)</td>
<td>30%</td>
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Grading Criteria

Students will receive a letter grade for each FINAL assignment as well as any quizzes given. Please note that I will be using FAMU’s grading scale. But, FYI: A=Excellent, B=Good, C=Satisfactory, D=Poor, and F= Unsatisfactory. Also note that students will have one opportunity to revise some specified professional/business documents before submitting them for FINAL grading. With that said, all first draft assignments will receive comments for editing.

Disabilities

Students with a disability and thus requiring accommodations are encouraged to consult with the instructor during the first week of class to discuss accommodations. For more information, see [www.famu.edu/cedar/](http://www.famu.edu/cedar/). Each student making this request must bring a current Memorandum of Accommodations from the CEDAR office.

Deadlines

Deadline for submitting written work will be strictly observed. I will not accept late FINAL assignments without a formal written excuse from the Dean’s office—which needs to be retrieved no more than a week after student absence(s). Once students have submitted a formal excuse to me, they will have one week to submit their work with no penalties. After that one week, a letter grade will be dropped for each day (including weekends) that the work is late. This policy also applies to making up quizzes—which will occur in my office during my designated office hours. Students are responsible for retrieving missed homework/classwork practice by way of their accountability groups. I do not accept any work via email submissions.

Religious Holidays

Students are excused from class for major observances of their religion, which need to be brought to my attention by the second week of class.
Plagiarism

Students should see http://www.famu.edu/index.cfm?judicialAffairs&StudentCodeofConduct for FAMU's Undergraduate Catalog's definitions and policy, and consult with me if they have any questions. Even though I recognize the possibility of confusion, I will not tolerate any unethical behavior, which includes using material from sources without proper citation and collaboration beyond the boundaries of what I have stated is acceptable.

Notes and Tapes of Lectures

Selling notes or tapes of class lectures is not permitted.

Classroom Policies

- Disruptive behavior will not be tolerated. What does that mean? Basically, students should respect differences of opinion, religion, dress, ethnicity, and demeanor. We are a community of learners, and we will fellowship with loving-kindness.

- All cell phones must be turned to vibrate or silent. I expect the same etiquette in the classroom that one might use at a business meeting. With the exception of using WordPress or other Smart Phone applications for in-class instruction, students should not be using their cell phones in class. Similarly, be wise about laptop/tablet use. While I don't mind if students bring their laptops/tablets to class, I expect students to pay attention during class lecture and discussion.

- Attendance is mandatory; however, students are permitted three absences which cover sickness, special holidays, and documented emergencies. Students are encouraged to refer to the class syllabus, to Blackboard, to email or phone their classmates to find out what happened in class on the days that they are absent. Note: I do not reteach lessons just because a student was absent, so students should avoid asking me to do as such. In addition, they should avoid sending me an email explanation of their absence.

- Preparation: Students should come prepared for class daily with all of their required materials and resources. Students should also bring their voices—their opinions, their confusions, their questions, their successes. They should be awake and present.

- Participation: There are individual and group tasks that must be done. There are no “spectator” roles—at least not all of the time. Students are expected to be active participants in all of their work, which include actively reading and actively listening.

- Timely Completion: Part of being successful in a classroom environment involves being responsible for timely completion of assigned tasks. If students fall behind schedule, they are encouraged to meet with me during my scheduled office hours to resolve the problem before it is too late to do anything about it.
  - Students SHOULD NOT attempt to argue for or submit late work that ignores the required deadlines.
  - Students SHOULD NOT attempt to conference with me about their grades one week before the semester ends. More specifically, after July 24, students are not invited to conference with me about any issues that they had all semester long that kept them from maintaining their responsibilities.

- Emails: I am not available to receive emails 24/7. However, I will respond to them Monday through Thursday from 8am until 3pm. I will not respond to emails over the weekend. Also, all emails should be formally and thoroughly written to include a greeting, a body, as well as a proper closing. Emails that are not professionally written will not receive my response.

- FINANCIAL AID, TRANSPORTATION & PARKING, JOBS, and TECHNOLOGY: “Excuses are the tools of the incompetent used to build monuments of nothing; those who dwell on them seldom amount to anything.” Student financial aid, transportation, job, and
technology issues are not my issues. Students will be graded on their performance. The End.

Writing Center
FAMU has an excellent free tutoring center available for anyone who would like help with any aspect of writing.

- The FAMU Writing Center (www.famu.edu/wrc/) “Through individualized, self-paced instruction, the WRC affords students the opportunity to reinforce, review, and apply skills that are taught in college preparatory and fundamental communicative skills courses, thereby enabling students to advance to and succeed in upper division courses.”

Emergency Plans
In the event of an emergency, it may be necessary for FAMU to suspend normal operations. During this time, FAMU may opt to continue delivery of instruction through methods that include but are not limited to: Blackboard, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor the Blackboard site for each class for course specific communication, as well as the main FAMU, College, and department websites, and emails, for important general information.

Please detach the below portion of this syllabus and submit it to your instructor.

I have read and understood my syllabus for ENC 3243, Summer 2014. I have placed a copy of the syllabus in my required three-ring binder and my initials placed at each section of the syllabus serves as my confirmation that I have read and am agreeing to its terms.

Print Name______________________________________________________________

Sign Name_________________________________________ Date__________________________
**Dr. Kendra N. Bryant * TH 438 * kendra.bryant@famu.edu**

Technical Report Writing ENC 3242—001 Summer B 945-11am

**Weekly Assignments (Beware: All assignments are subject to change.)**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>Chapter Reading</th>
<th>Assignment(s)</th>
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• Personal Statement (in-class) |
| June 30, July 1-3 | Chapter 13 “Writing (Academic) Resumes”  
Chapter 14 “Applying & Interviewing for Employment” pp 383-388 | • Thoroughly outline each chapter  
• Academic Resume (DUE: Monday, June 30)  
• Application Letter (DUE: Tuesday, July 1) |
| July 7-10     | Chapter 3: “Planning Business Messages”; Chapter 4: “Writing Business Messages”; Chapter 5: “Completing Business Messages”; & Chapter 9: “Writing Persuasive Messages” | • Thoroughly outline each chapter (Due: Monday, July 14) |
| July 14-17    | Chapter 6 “Crafting Messages for Electronic Media” and WordPress | • Thoroughly outline chapter  
• Build WordPress Accounts (DUE: Monday, July 21) |
| July 21-24    | Chapter 10: “Understanding & Planning Reports & Proposals” & Chapter 11: “Writing & Completing Reports & Proposals” | • Thoroughly outline each chapter  
• Group Memo of proposal idea (Due via email attachment: Thursday, July 17 by noon) |
| July 28-31    |                                                                 | • Final Proposals (Due Thursday, July 31) |

**Note:** Specific details for most assignments will be placed on Blackboard and/or distributed in class via memorandums. However, it will behoove students to come to class so that they can receive personal direction.