

**Bergen Community College
Division of Humanities
English Department**

Course Syllabus

ENG-202 - Technical Writing

Semester and Year:

| | |
|-------------------------------|--|
| Meeting: Days/Times/Locations | |
| Instructor Name | |
| Office Location and Phone | |
| Email Address | |
| WebEx Link | |

Course Description:

This course is an introduction to the theory and practice of expository/analytical writing, with an emphasis on critical thinking/writing in the workplace. Students will explore the theory and practice of writing in a range of fields: business, scientific, and industrial. Students will examine a variety of professional writing samples to learn the skills needed to successfully communicate through professionally written emails, memos, business letters, and various types of reports and analyses.

Prerequisite: ENG-101 Composition I

Corequisite: None

General Education Course for AAS Degrees

Student Learning Outcomes:

As a result of meeting the requirements in this course, students will be able to:

1. Use critical reading skills to summarize various technical documents, understand and evaluate these texts, and explain how technical writing techniques work to create clear, professional documents.
2. Compose personal and academic responses to written works using appropriate terminology

3. Employ a process approach to continue the development of your writing style.
4. Justify the validity of your approach to technical assignments.
5. Employ quotations and paraphrases from primary and secondary sources in your writing and document them that adhere to appropriate style guide requirements.
6. Revise your assignments, editing and proofreading for clarity, correctness, and coherence.

Means of Assessment:

Students will be required to do the following:

1. Compose at least four multi-paragraph, technical documents both digital and print in a variety of genres (e.g., informational, procedural, proposal) of at least 500 words. (SLO 1-7)
2. Complete other writing exercises such as summaries, journals, reading responses, reading comprehension questions, quizzes on reading assignments, letters, etc. (SLO 1-4)
3. Read, interpret, and analyze a wide variety of technical works with respect to rhetorical situation. (SLO 1, 4)
4. Comprehend and apply various technical terms to texts assigned by your instructor. (SLO 1-3)
5. Create a 7-10 page document using primary and secondary sources, integrating and citing them in according to appropriate style guide requirements. (SLO 1-7)
6. Produce papers and other technical documents that adhere to appropriate style guide requirements and demonstrate effective proofreading and editing. (SLO 1-7)
7. Complete class discussions and other in-class (individual or group) activities necessary to produce quality academic prose. (SLO 1-2, 4)

Course Texts and Other Required Materials

Specific required textbook(s) will be included in each instructor's syllabus.

Grading Policy

Instructor's specific grading policy must be included in the syllabus distributed to students. Instructors must include an explicit statement on penalties for late or missed assignments.

Attendance Policy

BCC Attendance Policy: "All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes."

Instructor's specific attendance policy must be included in the syllabus distributed to students.

BCC Statement on Academic integrity (2022-23 Catalog):

Bergen Community College is committed to academic integrity – the honest, fair, and continuing pursuit of knowledge, free from fraud or deception.

Students are responsible for their own work. Faculty and academic support services staff will take appropriate measures to discourage academic dishonesty.

The College recognizes the following general categories of violations of academic integrity. Academic integrity is violated whenever a student does one or more of the following:

1. Uses unauthorized assistance in any academic work.
 - copies from another student's exam
 - uses notes, books, electronic devices or other aids of any kind during an exam, when doing so is prohibited
 - steals an exam or possesses a stolen copy of any exam
2. Gives unauthorized assistance to another student
 - completes a graded academic activity or takes an exam for someone else
 - gives answers to or shares answers with another student before or during an exam or other graded academic activity
 - shares answers during an exam by using a system of signals
3. Fabricates data in support of an academic assignment
 - cites sources that do not exist
 - cites sources that were not used
 - submits any academic assignment which contains falsified or fabricated data or results
4. Inappropriately or unethically uses technological means to gain academic advantage
 - inappropriately or unethically acquires material via the Internet or by any other means

- uses any devices (electronic or hidden) for communication or unauthorized retrieval of information during an exam

Accessibility Statement

Bergen Community College is committed to ensuring the full participation of all students in its programs. If you have a documented disability (or think you may have a disability) and, as a result, need a reasonable accommodation to participate in this class, complete course requirements, or benefit from the College's programs or services, contact the Office of Special Services (OSS) as soon as possible at 201-612-5270 or www.bergen.edu/oss. To receive any academic accommodation, you must be appropriately registered with OSS. The OSS works with students confidentially and does not disclose any disability-related information without their permission. The OSS serves as a clearinghouse on disability issues and works in partnership with faculty and all other student service offices.

Support Services

| | | |
|----------------------------------|-----------------------|---|
| Distance Learning Office | Room C 334 | 201-612-5581 psimms@bergen.edu |
| English Language Resource Center | Room E- 156 | 201-612-5292 http://www.bergen.edu/pages/2182.asp |
| Writing Center | Room L 125 | 201-447- 7489 http://www.bergen.edu/pages/1795.asp |
| Office of Specialized Services | Room L 116 | 201-612-5270 www.bergen.edu/oss |
| Sidney Silverman Library | Room L- 226 | 201-447-7131 www.bergen.edu/library |

Sample 15-Week Syllabus

Week 1

Course Introduction
Communicating in the Work Place

Week 2

Addressing Technical Audiences
Preparing Correspondence: emails, memos, letters

Week 3

Planning and Drafting a Technical Document
Technical Description
MLA format

Week 4

Revising and Editing a Technical Document
Peer Editing for Technical Description assignment

Week 5

Ensuring Usability
Designing Technical Information

Week 6

Final Draft of Technical Description due
Process Explanation

Week 7

Using Research in Technical Documents
Documenting Sources in Technical Documents
Peer Editing for Process Explanation assignment

Week 8

Using Visual Forms
Preparing Reports

Week 9

Preparing Reports cont.
Preparing Project Proposals
Final Draft of Process Explanation due

Week 10

Project Proposal due

Designing Electronic Communication

Week 11

Oral Communication and Presentation (Power Point)

Week 12

Peer Editing for Research document

Understanding Culture in the Workplace

Week 13

Collaborating in the Workplace

Resumes and Cover Letters

Week 14

Final Draft of Research Document due

Drafting Resume and Cover Letter (in class)

Week 15

Final Draft of Resume and Cover Letter due