

Bergen Community College

Division of Humanities
Department of English

Course Syllabus

ENG-202 Technical Writing

Semester and year:
Section Number:
Meeting Times:
Locations:

Instructor:
Office Location:
Phone:
Departmental Secretary:
[optional] Office Hours:
Email Address:

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
Required Course for AAS Degrees

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

Student Learning Outcome:	Means of Assessment:
<p>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.</p>	<ul style="list-style-type: none"> -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. -Complete other writing exercises such as summaries, journals, reading responses, reading comprehension questions, quizzes on reading assignments, letters, etc. - Read, interpret, and analyze a wide variety of technical works with respect to rhetorical situation. - Comprehend and apply various technical terms to texts assigned by your instructor. - Create a 7-10 page document using primary and secondary sources, integrating and citing them in according to appropriate style guide requirements. -Produce papers and other technical documents that adhere to appropriate style guide requirements and demonstrate effective proofreading and editing. - Complete class discussions and other in-class (individual or group) activities necessary to produce quality academic prose.
<p>2. Compose personal and academic responses to written works using appropriate terminology</p>	<ul style="list-style-type: none"> -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. -Complete other writing exercises such as summaries, journals, reading responses, reading comprehension questions, quizzes on reading assignments, letters, etc. - Comprehend and apply various technical terms to texts assigned by your instructor.

	<ul style="list-style-type: none"> - Create a 7-10 page document using primary and secondary sources, integrating and citing them in according to appropriate style guide requirements. -Produce papers and other technical documents that adhere to appropriate style guide requirements and demonstrate effective proofreading and editing.
3. Employ a process approach to continue the development of your writing style.	<ul style="list-style-type: none"> -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. -Complete other writing exercises such as summaries, journals, reading responses, reading comprehension questions, quizzes on reading assignments, letters, etc. - Comprehend and apply various technical terms to texts assigned by your instructor. - Create a 7-10 page document using primary and secondary sources, integrating and citing them in according to appropriate style guide requirements. -Produce papers and other technical documents that adhere to appropriate style guide requirements and demonstrate effective proofreading and editing.
4. Justify the validity of your approach to technical assignments.	<ul style="list-style-type: none"> -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. -Complete other writing exercises such as summaries, journals, reading responses, reading comprehension questions, quizzes on reading assignments, letters, etc. - Read, interpret, and analyze a wide variety of technical works with respect

	<p>to rhetorical situation.</p> <ul style="list-style-type: none"> - Create a 7-10 page document using primary and secondary sources, integrating and citing them in according to appropriate style guide requirements. -Produce papers and other technical documents that adhere to appropriate style guide requirements and demonstrate effective proofreading and editing. - Complete class discussions and other in-class (individual or group) activities necessary to produce quality academic prose.
<p>5. Employ quotations and paraphrases from primary and secondary sources in your writing and document them that adhere to appropriate style guide requirements.</p>	<ul style="list-style-type: none"> - 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. - Create a 7-10 page document using primary and secondary sources, integrating and citing them in according to appropriate style guide requirements. -Produce papers and other technical documents that adhere to appropriate style guide requirements and demonstrate effective proofreading and editing.
<p>6. Revise your assignments, editing and proofreading for clarity, correctness, and coherence.</p>	<ul style="list-style-type: none"> - 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. - Create a 7-10 page document using primary and secondary sources, integrating and citing them in according to appropriate style guide requirements. -Produce papers and other technical documents that adhere to appropriate style guide requirements and

	demonstrate effective proofreading and editing.
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Course Texts and/or Other Study Materials:

Technical Communication 15th Edition by John M. Lannon and Laura J. Gurak
ISBN: 0-13-520322-8 (available for purchase or rental at the BCC Bookstore)

Research, Writing, and/or Examination Requirement(s):

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)

Grading Policy:

Major Assignments: 60%
Short Assignments and Homework: 10%
Quizzes: 10%
Student Engagement and Participation: 20%

Attendance Policy:

Individual attendance policies vary by instructor. The college-wide policy follows.

BCC Attendance Policy:

All students are expected to attend 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.

Append a statement on the departmental/discipline attendance policy (if any).
Append a statement on the attendance policy for the course.

Academic Integrity Policy:

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
 - Uses Large Language Models or other Artificial Intelligence programs to generate writing that the student then passes off as his or her own. (more below)

AI Policy:

AI use not specifically allowed by the instructor falls under the academic integrity category of unethical use of technology as delineated under item 4 above and is

subject to the same potential penalties.

Student Support Services

Bergen Community College provides exemplary support to its students and offers a broad variety of opportunities and services. A comprehensive array of student support services including advising, tutoring, academic coaching, and more are available online at <https://bergen.edu/currentstudents/>.



Sidney Silverman Library Online Resources:

General Search and Databases: [Library | Bergen Community College](#)

[Guides BY SUBJECT - LibGuides at Bergen Community College](#)

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.

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Tentative Course Outline:

Week 1

Course Introduction

Communicating in the Work Place

SLOs: 1-2

Week 2

Addressing Technical Audiences

Preparing Correspondence: emails, memos, letters

SLOs: 1-3

Week 3

Planning and Drafting a Technical Document

Technical Description

MLA format

SLOs: 1-3

Week 4

Revising and Editing a Technical Document

Peer Editing for Technical Description assignment

SLOs: 1-4, 6

Week 5

Ensuring Usability

Designing Technical Information

SLOs: 1-5

Week 6

Final Draft of Technical Description due

Process Explanation

SLOs: 1-4

Week 7

Using Research in Technical Documents

Documenting Sources in Technical Documents

Peer Editing for Process Explanation assignment

SLOs: 1, 3-6

Week 8

Using Visual Forms

Preparing Reports

SLOs: 1-4

Week 9

Preparing Reports cont.

Preparing Project Proposals

Final Draft of Process Explanation due

SLOs: 1-6

Week 10

Project Proposal due

Designing Electronic Communication

SLOs: 1-3

Week 11

Oral Communication and Presentation (Power Point)

SLOs: 1

Week 12

Peer Editing for Research document

Understanding Culture in the Workplace

Week 13

Collaborating in the Workplace

Resumes and Cover Letters

SLOs: 1-3

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

NOTE: This schedule is a sample. Actual schedules will vary by instructor.

