

# Syllabus: Technical Writing

## Course Information

- **Course Number and Title:** ENC 2210—Technical Writing
- **Credit Hours:** 3
- **Current Academic Term:** Spring 2024

## Instructor Information

- **Instructor:** Dr. C. Wylie Lenz
- **Office Location:** IST-2064
- **Office Hours:** MWF, 1:30 PM-2:30 PM; also by appointment
- **Email:** clenzy@floridapoly.edu

## Course Description

### Official Catalog Course Description

This course focuses on the forms, formats, and genres of business, government, professional, and technical communication. Students are given opportunities to practice creating proposals, reports, applications, and resumes. This course meets communication/writing-intensive requirements (W).

- **Prerequisites:** ENC 1101—English Composition 1
- **Communication/Computation Skills Requirement (6A-10.030):** Yes

## Required Texts

- [Open Technical Communication](#)
- [Technical Writing Essentials](#)
- [Purdue Online Writing Lab](#)
- [UNC Chapel Hill Writing Center](#)
- Additional weekly readings available on Canvas

## Required Materials and Equipment

Students must have access to a computer, internet service, and word processing software. Students are expected to actively use their Florida Poly email and the class section of Canvas. Students should verify computer software and hardware requirements to ensure course work can be submitted successfully. All assignments are submitted through Canvas (unless otherwise noted). Contact student support if you need assistance with accessing a computer and/or internet access.

## Course Objectives and Course Outcomes

### Course Objectives

Upon successful completion of this course, students will be able to:

- Demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
- Define audience and purpose.
- Employ descriptive, expository, narrative, scientific modes of expression in technical communications (written, visual, and oral).
- Participate effectively in groups with emphasis on listening and responding as well as collaborative brainstorming, creation, and revision.
- Apply principles of critical thinking, problem-solving, and technical proficiency in the development of technical documents.
- Research and write technical documents and to give oral presentations on technical subject matters.
- Employ coherent strategies of organization in technical documents, including using elements of visual organization.

## Course Learning Outcomes and Alignment with Program Outcomes

Course Learning Outcome	ThinkWell/LearnWell Diagram	General Education Competency
Write and design clear, usable professional and technical documents in a variety of genres	Creating (level 6)	1, 2, 3
Find, evaluate, and integrate credible source materials using library databases and other sources	Analyzing/Evaluating (levels 4, 5)	1, 4
Use audience-appropriate rhetorical strategies	Applying (level 3)	1, 2
Create effective oral and visual presentations	Creating (level 6)	1, 2, 3, 4

### General Education Competency—Communication

Students will demonstrate the ability to communicate effectively and to analyze communication critically in both oral and written mediums. Students who complete the communication skills requirement will be able to:

1. Analyze, interpret, evaluate, and synthesize information to support an argument or conclusion.
2. Choose a topic and develop it for a specific audience, purpose, and context.
3. Employ the conventions of standard American English.
4. Identify and apply standards of academic integrity, including the use, attribution, and documentation of source material in an appropriate style.

## Academic Support Resources

- **Library:** Students can access the Florida Polytechnic University Library through the University website and [Canvas](#), on and off campus. Students may direct questions to [library@floridapoly.edu](mailto:library@floridapoly.edu).
- **Peer Learning Strategists (PLS):** Are specially trained student leaders who help their peers strategize approaches to course content and work through solution methods. PLS work in collaboration with the courses they support so the content and methods are aligned with your instructors' expectations. Students can meet with a PLS in The Learning Center, which is located on the first floor of the Innovation, Science and Technology (IST) building in room 1019.
- **Academic Success Coaches:** All students at Florida Poly are assigned an Academic Success Coach. Your Academic Success Coach can assist you with academic success strategies. Please visit the Student Success Center on the second floor of the IST building to meet with an Academic Success Coach.
- **Writing Center:** Located on the second floor of the IST (2059/2061), the Writing Center helps students to develop their writing and presentation skills. Consultations are available in person and virtually. For more detail, visit <https://floridapoly.edu/writingcenter>.

## Course Policies

### Attendance

Students are expected "to attend all of their scheduled University classes and to satisfy all academic objectives as defined by the instructor" (University Policy, FPU-5.0010AP). In this class, each student is allowed **four (4) absences** for any reason without penalty. For each subsequent absence for any reason, the student's final grade will drop one letter. Exceptions may be made on a case-by-case basis. Students are responsible for keeping track of their attendance.

### Participation

Students are expected to participate in the classroom experience. Participation counts for ten percent of each student's final grade. Mere presence does not equate to participation. Students should arrive for each class with the necessary materials, prepared to answer questions and contribute to discussion. During class, students should refrain from unrelated activities on their various devices; in other words, while attending class, students may use device(s) *only* to take notes, access class materials, collaborate with classmates, and/or complete class activities and assignments (as appropriate). The use of earbuds/headphones during class is specifically not allowed. Students who engage in any of this behavior may be asked to leave the class for the day (noting exceptions for authorized accommodations). Persistent problems with participation may result in a [code of conduct](#) referral.

### Tardiness

Students should refrain from arriving late. In the event that students do arrive late, they should avoid creating disruptions when they enter the classroom. Students arriving more than ten minutes late will be counted absent.

## Late Work

Students must submit all major assignments on Canvas to receive credit for the course. Students are responsible for keeping track of assignment due dates, which are posted on Canvas. A late penalty of a 10% grade reduction may be applied for each full twenty-four-hour period a major assignment is late (not to exceed 50%). After an assignment is closed on Canvas, it will not be accepted without prior approval of the instructor. The instructor will neither pursue students to track down late work nor grade assignments emailed after the due date. The instructor may make an exception to this policy if the assignment missed is a major one (project) AND if the student has a legitimate reason for submitting work late. The instructor will decide whether the excuse is valid and will require official documentation.

## Grading Scale

Students will be given a final course letter grade that reflects a point percentage equivalent as follows (see also [University Grading Policy](#)):

- A = 93% and above, A- = 90%-92%
- B+ = 87%-89%, B = 83-86, B- = 80%-82%
- C+ = 77%-79%, C = 73-76, C- = 70%-72%
- D+ = 67%-69%, D = 63-66, D- = 60%-62%
- F = 59% and Below

## Grade Distribution

As ENC 2210 is a writing-intensive course, students enrolled in this class will produce a significant body of writing during the semester. Your grades will be posted to Canvas as they become available, and you should check the Canvas gradebook regularly. Final grades are calculated as follows:

- 20%: Career Portfolio
- 10%: Research-based Report
- 10%: Presentation
- 20%: Team-Produced Technical Document—Proposal
- 20%: Team-Produced Technical Document—Manual
- 15%: Homework/Classwork
- 5%: Class Attendance and Participation

## Writing Assessment

Grading criteria will be provided with the assignment instructions for each project and will explain how student work will be assessed. The instructor will provide feedback on all completed project assignments. This feedback is designed to help students identify strengths and weaknesses and improve writing in specific ways. Consult the [Canvas guide](#) to viewing instructor comments. Student seeking further feedback and guidance on their writing should contact the instructor during office hours or via email.

## Time Management and Expectations

Students are expected to spend at least two hours completing out-of-class work for each hour in class. Effective time management is crucial to success in this class. Students will need to set aside blocks of time to complete readings and assignments. Students should plan ahead and complete work incrementally rather than trying to complete work immediately before the due date, as last-minute submissions may not reflect a student's best thinking and writing.

## Readings and Assignments

Weekly assignment instructions and readings will be available on Canvas. Students are expected to check announcements regularly to learn about what is expected for the week. Students are responsible for keeping up with the assigned readings and due dates for this class. NOTE: Students should read the assigned material **before** attending class.

## Submitting Assignments

Unless the instructor indicates otherwise, all assignments will be submitted electronically via Canvas. Most assignments have specific formatting and length requirements, so students should read and follow all assignment instructions. Assignments should be proofread thoroughly before being submitted. Files should be submitted in either a .doc or .docx format; Microsoft Office is available to students for free.

NOTE: It is the student's responsibility to verify that assignments have been uploaded properly to Canvas by the due dates.

## Academic Honesty and Plagiarism

Scholastic dishonesty is a violation of college rules and regulations. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Any student found to have committed or to have attempted to commit scholastic dishonesty is subject to sanctions described in the Florida Polytechnic University [Code of Conduct](#).

Plagiarism is a serious violation. You commit plagiarism when you present the ideas or words that you did not generate as your own. You commit plagiarism if you use without crediting the source:

- Any part of any written work, speech, or ideas not your own.
- Any part of a magazine, journal, newspaper, book, blog, social media post, webpage, etc.
- Any idea from another person or writer, even if you express that idea in your own words.

You should never copy and paste something from the internet without putting quoted material in quotation marks and providing its exact location/source.

Students must submit their own original work for this class (i.e., written by the student for the specific assignment given). Students may not have other people or generative AI write parts or all of an assignment. Students may not “recycle” work submitted for a previous class or other purpose for any assignment given in this class without prior approval; self-plagiarism is also a form of academic dishonesty.

All acts of plagiarism will result in failure of the assignment and may result in failure of the course. If students have questions regarding the definition or boundaries of plagiarism, consult the instructor. Ultimately, it does not matter whether a student has committed plagiarism intentionally or accidentally, so student should ensure that they [understand the concept](#).

See also the “Academic Integrity” section under University Policies (below).

## Classroom Behavior (Civility)

Students are expected to follow the classroom rules and code of conduct provided in the [University’s Student Handbook](#). In this class, we will maintain civility. Rude or disruptive behavior will not be tolerated and may result in a reduction of a student’s final grade. Most basically, during full-class discussion students will refrain from speaking when someone else (either the instructor or a fellow student) is speaking. Be prepared to demonstrate respect for ideas and experiences that may differ from your own.

## Statement on Intellectual Freedom

Students are encouraged to employ critical thinking and to rely on data and verifiable sources to interrogate all assigned readings and subject matter in this course as a way of determining whether they agree with their classmates and/or their instructor. No lesson is intended to espouse, promote, advance, inculcate, or compel a particular feeling, perception, viewpoint, or belief.

## Out-of-Class Communication

If students have questions or concerns regarding any aspect of this class—and the answer cannot be found in the available course materials—they may email the instructor (adhering to appropriate standards of professional communication) or visit the instructor during my office hours. Note: It may take up to 24 hours to receive a response during the work week.

## University Policies

### Reasonable Accommodations

The University is committed to ensuring equal access to all educational opportunities. The University, through the Office of Disability Services (ODS), facilitates reasonable accommodations for students with disabilities and documented eligibility. It is the student’s responsibility to self-identify as a student with disabilities and register with ODS to request accommodations.

If you have already registered with ODS, please ensure that you have requested an accommodation letter for this course through the [ODS student portal](#) and communicate with your instructor about your approved accommodations as soon as possible. Arrangements for testing accommodations must be made in advance. Accommodations are not retroactive. If you are not registered with ODS but believe you have a temporary health condition or permanent disability requiring an accommodation, please contact ODS as soon as possible.

The Office of Disability Services (ODS):  
DisabilityServices@floridapoly.edu  
(863) 874-8770  
The Access Point  
[ODS website: www.floridapoly.edu/disability](http://www.floridapoly.edu/disability)

## Accommodations for Religious Observances, Practices, and Beliefs

The University will reasonably accommodate the religious observances, practices, and beliefs of individuals in regard to admissions, class attendance, and the scheduling of examinations and work assignments. (See [University Policy](#).)

## Title IX

Florida Polytechnic University is committed to ensuring a safe, productive learning environment on our campus that prohibits sex discrimination and sexual misconduct, including sexual harassment, sexual assault, dating violence, domestic violence and stalking. Resources are available if you or someone you know needs assistance. You may speak to your professor, but your professors have an obligation to report the incident to the Title IX Coordinator. Please know, however, that your information will be kept private to the greatest extent possible. You will not be required to share your experience. If you want to speak to someone who is permitted to keep your disclosure confidential, please seek assistance from the Florida Polytechnic University [Ombuds Office](#), BayCare's Student Assistance Program, 1-800-878-5470 and locally within the community at [Peace River Center](#), 863-413-2707 (24-hour hotline) or 863-413-2708 to schedule an appointment. The [Title IX Coordinator](#) is available for any questions to discussion [resources and options](#) available.

## Academic Integrity

The faculty and administration take academic integrity very seriously. Violations of [academic integrity regulation](#) include actions such as cheating, plagiarism, use of unauthorized resources (including but not limited to use of Artificial Intelligence tools), illegal use of intellectual property, and inappropriately aiding other students. Such actions undermine the central mission of the university and negatively impact the value of your Florida Poly degree. Suspected violations will be fully investigated, possibly resulting in an academic integrity hearing and sanctions against the accused student if found in violation. Sanctions range from receiving a zero on the exam or assignment, to expulsion from the university. Repeat offenders are subject to more severe sanctions and penalties.

See also the "Plagiarism" section under Course Policies (above).

## Recording Lectures

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. Recordings may not be used as a substitute for class participation or class attendance. Recordings may not be published or shared in any way, either intentionally or accidentally, without the written consent of the faculty member. Failure to adhere to these requirements is a violation of state law (subject to civil penalty) and the student code of conduct (subject to disciplinary action).

*Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), and invited guest speakers is **prohibited**.*

## Course Schedule

While this is the expected course schedule, it may be altered during the semester. Instructions for each week's readings and assignments will be available on Canvas. Be sure to check announcements regularly and follow instructions given in class and on Canvas. Reminder: You should read any assigned material **before** attending class.

Week	Dates	Topic(s)	Assignments
Week 1	January 8–14	Course Introduction Intro. to Technical Communication	
Week 2	January 15–21	Audience and Purpose Ethical and Legal Considerations	Memo
Week 3	January 22–28	Professional Communication	Letter
Week 4	January 29– February 4	Employment Materials	Classwork
Week 5	February 5–11	Employment Materials	Peer Review
Week 6	February 12–18	Descriptions and Definitions Reports	Career Portfolio Classwork
Week 7	February 19–25	Descriptions and Definitions Conducting Research	Classwork
Week 8	February 26– March 4	Descriptions and Definitions Document Design	Peer Review
Week 9	March 5–11	<b>No Class (Spring Break)</b>	n/a
Week 10	March 12–18	Proposals Collaborative Writing	Research-based Report
Week 11	March 19–25	Proposals	Meeting Minutes
Week 12	March 26–April 1	Proposals	Progress Report Peer Review
Week 13	April 2–8	Presentations Instructions and Manuals	Presentation Team-Produced Technical Document— Proposal
Week 14	April 9–15	Instructions and Manuals Usability	Classwork
Week 15	April 16–22	Instructions and Manuals	Meeting Minutes Progress Report
Week 16	April 23–29	Course Conclusions <b>No Class Friday, April 27 (Reading Day)</b>	Peer Review Team-Produced Technical Document— Manual