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| mage result for ccny logo | **ENGL 21007-D**  **Writing for Engineers**  **Spring 2017**  **Classroom: NAC 4/125**  **M/W 12:30-1:45 pm Instructor Kat Gelsone**  **kgelsone@ccny.cuny.edu**  **Office: NAC 6/241**  **Office Hours: Wed. 11:00-12:00** |

**Writing for Engineers Syllabus**

**Course Description**

This class will explore practical formats, including technical writing, on topics of scientific and technological interest in order to identify compositional strategies. As with many

professions, writing is a necessary skill in engineering. This course will provide an environment for you to develop your writing and other communication skills. You will practice general writing skills that are applicable to any kind of writing and produce work in writing genres that are specific to the engineering profession.

**Course Learning Outcomes**

* acknowledge your and others' range of linguistic differences as resources, and draw on those resources to develop rhetorical sensibility
* enhance strategies for reading, drafting, revising, editing, and self-assessment
* negotiate your own writing goals and audience expectations regarding conventions of genre, medium, and rhetorical situation
* develop and engage in the collaborative and social aspects of writing processes
* engage in genre analysis and multimodal composing to explore effective writing across disciplinary contexts and beyond
* formulate and articulate a stance through and in your writing
* practice using various library resources, online databases, and the Internet to locate sources appropriate to your writing projects
* strengthen your source use practices (including evaluating, integrating, quoting, paraphrasing, summarizing, synthesizing, analyzing, and citing sources)

# Required Material

*Technical Communication* by Mike Markel, 11th edition, Bedford/Saint Martin’s (book or electronic copy)

**Hybrid Class Format**

This course will be in a hybrid format. We will meet at least once a week in class on and occasionally on Wednesdays at the same time. As well as our face-to-face classroom (F2F), we will have an online classroom on Blackboard for reading materials, assignments, group work, and discussions. Attendance at the face-to-face meetings and participation in all online activities is required. If you are unable to reliably use the internet at home, plan time at a computer lab such as the one on the first floor of NAC hidden behind the escalators. There are other computer labs sprinkled in campus libraries.

**Blackboard**

Online participation is required every week using Blackboard. Make sure you can login to your Blackboard account by using your password and that you receive emails I send through Blackboard. Please check your email is connected to your Blackboard account by visiting the tech help desk on the first floor of the Cohen Library in NAC.

**Online Week**

The online week starts Monday and lasts through Sunday. I will post the week’s topic on Monday after our face-to-face class, and you will be able to post through the weekend. Participation in discussions must be completed in the week assigned. I will be checking Blackboard every weekday as well as once over the weekend. If you post something on the Q&A board, I should see it in about a day or two. If you need to contact me urgently, please email me!

**Navigation**

An overview of the online classroom will be given at our first class meeting, and there will be instructions on Blackboard as well. Please note that our composition class is posted on Blackboard and will be used for only the composition section.

**Announcements**: The instructor will use the Announcements area to welcome participants at the beginning of the workshop, to update participants or to provide brief comments on class progress. New announcements will also be automatically emailed to participants.

**Syllabus/Course Information**: This area contains the syllabus, schedule, participation rubric for discussion, and Blackboard guide for the course.

**Course Materials**: This area contains the content, link to the appropriate discussion board, and assignments.

**Discussion Board**: Here there is a discussion forum provided for each week of the workshop. Discussion questions are correlated with the topical content presented in Course Materials. Questions about the course procedures and requirements can be posted at any time in the designated **Q&A forum**. If you want to post something off topic for the whole class to discuss, feel free to write a post in the **Cyber Café forum**.

**Assignments**: The Assignments area will post the writing assignments where you will turn in your work as Word files (.doc or .docx) using SafeAssign. The directions will be posted for each assignment. To receive full credit, your assignments must be submitted on Blackboard and in hard copy at the beginning of class.

**Groups**: Group work is a key element in this course as we will be pairing off for peer reviews and larger group assignments. When given group work, you will collaborate your work in the Group area.

# Assignment Grade Weights

Quizzes, and participation 5%

Online assignments 10%

Resume 5%

Cover Letter 5%

Memo 5%

Lab Report 15%

Technical Description 15%

Final Project

Proposal 10%

Presentation 10%

Digital Portfolio

WordPress portfolio 10%

Self-Assessment 10%

**Assignment Submission**

To receive full credit, assignments must be submitted on Blackboard and hard copy at the beginning of class. If a hard copy is required, it will be specified on the assignment sheet. To turn in the assignment on Blackboard, go to the Assignments tab and select the assignment. Find the link to submit your document (.doc or .docx) under SafeAssign. Assignments must be in APA format, Times New Roman, 12 point font, and stapled. For APA format rules, you can use the Purdue site:

<https://owl.english.purdue.edu/owl/resource/560/01/>

Assignments will be graded according to the rubric provided on each assignment sheet. Blackboard will not allow you to turn in a document late, and any late work will be a letter grade off for every class day it is late.

**Assignment Due Dates**

Memo 2/8

Resume 2/22

Cover Letter 3/1

Lab Report 3/15

Technical Description 3/29

Proposal 4/26

Presentations 5/3

Self-Assessment and Portfolio 5/21

**Course Policies**

* No phones, computers, or other electronic devices are allowed in class unless indicated by the instructor. These devices must be turned off and stowed away for the duration of the class.
* Observe courtesy in class discussions, respect for different points of view.
* Food and drink is allowed in class, but please be sure to clean up instead of providing food for wildlife.

**Writing Center**

The City College Writing Center offers one-on-one assistance for students working on writing assignments and projects from any discipline. Visit us whenever you need someone to listen to your ideas, discuss your topics or assignments, and read your drafts. Writing consultants will work with you on planning, drafting, and revising — all of the important steps in your writing process.

<https://www.ccny.cuny.edu/writing>

**Hours**

Feb. 6th - May 19th, 2017

Monday, Wednesday and Thursday: 10am - 5pm

Tuesday: 10am - 6pm

Friday: 10am - 4pm

**Plagiarism**

Plagiarism is the unauthorized use of someone else’s work or ideas. Quoting and paraphrasing must be acknowledged in the paper using APA format. You may not use a paper you have previously turned in for other coursework. Plagiarism is forbidden and will be reported to the Office of Academic Integrity.

<https://www.ccny.cuny.edu/about/integrity>

**CCNY’s Statement on Community Standards**

Academic communities exist to facilitate the process of acquiring and exchanging knowledge and understanding, to enhance the personal and intellectual development of its members, and to advance the interests of society. In order to realize its purpose, the College and its members must be free from personal injury or harm; bias or harassment; intimidation or coercion; damage or loss of property; disruption of educational and social activities; unreasonable interference with the exchange of concepts and ideas; and unreasonable interference with the administrative and supporting services offered by the College. Accordingly, all student members of the College community are expected to conduct themselves in a manner that demonstrates mutual respect for the rights and personal/academic well-being of others, preserves the integrity of the social and academic environment, and supports the mission of the College. The College has an inherent right to address behavior that impedes, obstructs, or threatens the maintenance of order and attainment of the aforementioned goals by violating the standards of conduct set forth in the University student conduct policies noted below as well as other policies that may established by the respective Schools, Global Sites, and administrative offices of the University.

<https://www.ccny.cuny.edu/studentaffairs/community-standards>

**Attendance**

Since this is a hybrid course, only TWO absences are allowed without penalty. There are no excused absences, so save these for emergencies. Any absences after the allowed two absences will result in a drop of a letter grade. Two tardies will count as one absence. If you use a cell phone, texting device, or any other electronic device, including e-readers, in class you will be marked absent.

**Student Support Services**

**Gateway Advising Center**, NAC 1/220

<http://www.ccny.cuny.edu/gateway/>

Students without a declared major can receive academic advising, especially if you have questions about your course of study, core requirements, etc.

**AccessAbility Center Tutoring Services,** NAC 1/218

<http://www.ccny.cuny.edu/accessability/>

Provides one-on-one tutoring and workshops to all registered students with learning or physical disabilities.

**SEEK Peer Academic Learning Center,** NAC 4/224

Phone: 212-650-5786**;** email: seekpals@ccny.cuny.edu

Offers counseling and peer tutoring for students in need of academic and financial support who have registered for the SEEK Program.

**Class Schedule**

All reading assignments and papers are due the day they are listed and will be quizzed on the same day. Additional reading material may be given in class or announced on Blackboard.

**FACE-TO-FACE ONLINE**

***Week 1***

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| **Mon 1/30**  Introduction to the Portfolio | **Due Sunday 2/5**   * Answer Discussion Board prompt * Email Assignment |
| **Wed 2/1**  Writing Correspondence  Due: Read Markel Chapter 14 “Writing Correspondence” |

***Week 2***

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| **Mon 2/6**  No Class | **Due Sunday 2/12**   * Read Markel Chapter 15 “Writing Job Application Materials” * Answer Discussion Board prompt |
| **Wed 2/8**  Due: Memo Assignment |

***Week 3***

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| **Mon 2/13**  NO CLASS – LINCOLN’S BIRTHDAY | **Due Sunday 2/19**   * Answer Discussion Board prompt |
| **Wed 2/15**  Peer Review  Due: Resume rough draft |

***Week 4***

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| **Mon 2/20**  NO CLASS – PRESIDENT’S DAY | **Due Sunday 2/26**   * Follow the instructions on the Discussion Board prompt to find a job posting. Answer the Discussion Board prompt. |
| **Wed 2/22**  Due: Resume |

**FACE-TO-FACE ONLINE**

***Week 5***

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| **Mon 2/27**  No Class | **Due Sunday 3/5**   * Read Markel Chapter 19 “Writing Lab Reports” * Answer Discussion Board prompt |
| **Wed 3/1**  Introduction to Lab Reports  Due: Cover Letter |

***Week 6***

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| **Mon 3/6**  No Class | **Due Sunday 3/12**   * Answer Discussion Board prompt |
| **Wed 3/8**  Peer Review  Due: Lab Report rough draft |

***Week 7***

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| **Mon 3/13**  No Class | **Due Sunday 3/19**   * Read Markel Chapter 20 “Writing Definitions, Descriptions, and Instructions.” Pay special attention to pages 543-551 which discuss the technical description. * Answer Discussion Board prompt |
| **Wed 3/15**  Descriptions  Due: Lab Report |

***Week 8***

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| **Mon 3/20**  No Class | **Due Sunday 3/26**   * Answer Discussion Board prompt |
| **Wed 3/22**  Peer Review  Due: Technical Description rough draft |

**FACE-TO-FACE ONLINE**

***Week 9***

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| **Mon 3/27**  No Class | **Due Sunday 4/2**   * Read Markel Chapter 16 “Writing Proposals” * Answer Discussion Board prompt |
| **Wed 3/29**  Introduction to Proposals  Due: Technical Description |

***Week 10***

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| **Mon 4/3**  No Class | **Due Sunday 4/9**   * Use Blackboard to collect your group work for your proposal (further instructions will be given closer to the time of the assignment) |
| **Wed 4/5**  Proposal Workshop |

***Week 11***

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| **Mon 4/10**  SPRING RECESS | **Due Sunday 4/16**  SPRING RECESS |
| **Wed 4/12**  SPRING RECESS |

***Week 12***

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| **Mon 4/17**  SPRING RECESS | **Due Sunday 4/23**   * Read Markel Chapter 21 “Making Oral Presentations” * Answer Discussion Board prompt |
| **Wed 4/19**  Group Peer-Review  Due: Proposal rough draft |
| **Thur 4/20**  No Class |

**FACE-TO-FACE ONLINE**

***Week 13***

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| **Mon 4/24**  No Class | **Due Sunday 4/30**   * Use Blackboard to collect your group work for your proposal (further instructions will be given closer to the time of the assignment) |
| **Wed 4/26**  Introduction to Proposals  Due: Proposal |

***Week 14***

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| **Mon 5/1**  No Class | **Due Sunday 5/7**   * Answer Discussion Board prompt |
| **Wed 5/3**  Presentations! |

***Week 15***

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| **Mon 5/8**  Please keep this day available on your calendar in case the class needs more time for presentations. | **Due Sunday 5/14**   * Answer Discussion Board prompt |
| **Wed 5/10**  Presentations! |

***Week 16***

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| **Mon 5/15**  No Class | **Due Sunday 5/21**   * Self-Assessment and WordPress Portfolio |
| **Wed 5/17**  Self-Assessment Workshop  *Feel free to bring laptops to class*  Due: Self-Assessment draft, hard copy |