ENGINEERING 3350
TECHNICAL COMMUNICATIONS

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COURSE DESCRIPTION

ENGINEERING 3350 is a study of specialized technical communications in which you will read and write about a variety of subjects for a professional audience. The course is designed to help you develop fundamental skills in technical writing with an emphasis on sensible, real-world problem-solving as well as general grammar and writing mechanics.

You may email me with questions at any time. I usually answer within 24 hours, if not sooner, on the condition that emails are written in complete sentences and free of mechanical errors. Please do not email me in textspeak. This is a college writing course. Make sure your queries are polished and professional and I will promptly address your concerns. I want to see everybody excel. I'm here as a resource, but too frequently, students in my online courses don't contact me when they encounter difficulties. Students who do make an effort to connect with me, however, invariably get better grades.

💬 This is an online course with clear deadlines for all assignments; as long as you are attentive to these deadlines, you may work at your own pace. I am available by email or by appointment for consultation. The course is run via **Pilot**, WSU's online learning platform.

HOW TO SUCCEED IN THIS COURSE

I expect three simple things from students: [1] follow the directions for all assignments; [2] turn in all assignments on time; [3] demonstrate that you have put effort into your work. If you follow these rules, it is unlikely that you will receive less than a B in this course. In many cases, following these rules will render an A.

COURSE OBJECTIVES

After taking EGR 3350, students should be able to: [1] produce technical documents that use tools commonly employed by engineers and computer scientists; [2] communicate effectively in a professional context; [3] adapt pertinent rhetorical strategies; [4] identify and employ reputable sources in support of thesis statements; [5] incorporate ideas from source material, including images and figures; [6] create and deliver content tailored to specific audiences, purposes, and media.

TEXTBOOK

Johnson-Sheehan, Richard. *Technical Communication Today*. Seventh Edition. Pearson, 2024.
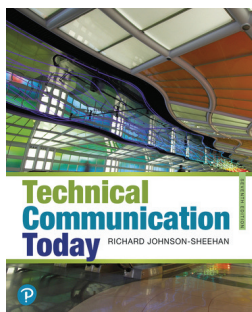
💬 This ebook is part of EGR 3350's Inclusive Courseware and can be accessed on Pilot.

CORE LEARNING OUTCOMES

This course is part of the **Wright State Core**. The elements of the Core are the foundational skills, the broad areas of knowledge and practice, and the global, historical, and cultural perspectives that together provide WSU students with the ability to negotiate their roles successfully and constructively in a changing world. In this course, students can expect to do the following: [1] critically analyze significant creative, literary, philosophical, or religious works; [2] understand and discuss the complex blend of imaginative vision, socio-cultural context, ethical values, and aesthetic judgment in creative, philosophical, or religious works; [3] recognize, evaluate, and respond to creative, philosophical, or religious works; and [4] develop appropriate and ethical applications of knowledge in the humanities or the arts.

INTEGRATED WRITING OUTCOMES

This is an **Integrated Writing (IW)** course. After completing it, students should be able to produce writing that demonstrates their understanding of course content, that is appropriate for the audience and purpose of a particular writing task, that reveals a fluency in disciplinary-writing conventions appropriate to the course (including documentation conventions), and that shows competency in standard edited American English.

COURSE EVALUATION

Course grades are based on a points system. As I grade your work, Pilot tallies the points so that you may gauge your performance at any time during the semester. At the end of the semester, points will be converted to percentages, and percentages will be converted to letter grades. Here is the grading rubric:

A 90.0-100% • **B** 80.0-89.9% • **C** 70.0-79.9% • **D** 60.0-69.9% • **F** 0-59.9%

ASSIGNMENTS

In addition to quizzes that test your comprehension of the chapters you read in the textbook, you will complete different types of writing assignments. See the weekly modules on Pilot for specific instructions.

⏺ Every **Friday at 8 a.m.**, a writing assignment or quiz is due.

Writing will be graded on content as well as proper grammar and syntax. Format documents according to **APA Style**. Always revise and polish your work before submitting it.

All work must be completed on time in order to receive a grade. Assignments submitted after their due dates have elapsed (whether it be one day, ten days, or one minute) will not be accepted. Due dates are available from the beginning to the end of the course on Pilot so that you can organize and manage your time. Plan accordingly; I expect you to be responsible, self-sufficient, and professional. Never wait until the last minute to submit work in case of computer glitches, personal emergencies, or other issues that might arise.

While it is not required, I encourage you to email me drafts of your writing prior to the due date. I will provide extensive feedback. You may not revise and resubmit work once it has been uploaded to the Dropbox. Be sure to send me drafts at least **48 hours** before the due date so that you have ample time to think about and integrate my editorial input. All drafts must be sent to me as Microsoft Word **DOC files** and attached directly onto WSU email. Please do not share or send PDF documents. Shared files have crashed my computer in the past, and it's much easier for me to provide comments on DOCs.

There will be weeks where your workload is heavier than others. On weeks with lighter workloads, read and write ahead. Again, plan accordingly. I strongly encourage you to study the entire schedule for the semester and regularly monitor what is on the horizon. This is crucial for any online class.

PLAGIARISM

Plagiarism occurs when a writer: [1] copies verbatim from an author without quotation or attempts to disguise the act by selective omissions or alterations; [2] paraphrases from an author without naming the source in the text of the paper or providing a list of references at the end; [3] turns in a paper written by somebody else. As a point of academic integrity, you are required to submit original material of your own creation. Plagiarism is a serious offense. If established with sufficient evidence, it can result in failure of the course or dismissal from the university.

Pilot is equipped with an originality checker that sniffs out plagiarized text like a bloodhound. Do your own work. This includes effectively citing and paraphrasing sources. A word-for-word citation that is not enclosed in quotation marks constitutes plagiarism as much as an essay written by somebody else. Always contact me with questions about plagiarism.

⏺ Any work created or composed by **Artificial Intelligence (AI)** is considered plagiarism. New and exciting developments with AI will find a place in our workforces and personal lives, but in the realm of education and learning, this technology is deeply problematic. The use of AI obstructs our ability to learn from life experiences, to play with creative freedom, to solve problems, and to cultivate ideas in authentic ways. More specifically, we are creatures of language, and AI impedes the development of intelligence and imagination by handing words and sentences to us on a silver platter. This impediment is worsened when users don't know the meaning of the words an AI gives them. College is a place for learning. This class in particular is a place for learning how to improve reading and writing skills. AI simply cannot do that learning for us.

OFFICE OF DISABILITIES SERVICES (ODS)

At WSU-Lake Campus, we are committed to diversity and inclusion, and we strive to ensure an accessible, successful academic journey for students. If you anticipate or experience disability-related barriers, contact the Office of Disability Services. Website: **lake.wright.edu/campus-life/disability-services**. Email: **ods-lake@wright.edu**. Phone: **419.586.0392**.

STUDENT SUCCESS CENTER (SSC)

The Student Success Center offers FREE services to help students meet their full potential. Students can find tutoring in any subject, study buddies, one-on-one technology workshops, feedback on writing assignments, and general academic skills coaching. Website: **lake.wright.edu/ssc**. Email: **ssc-lake@wright.edu**. Phone: **419.586.0333**. Location: **182 Andrews Hall**.

LIBRARY AND TECHNOLOGY CENTER (LTC)

The Library and Technology Center provides free access to scholarly resources in all formats. Students can also visit the LTC for assistance with creating or editing multimedia projects (i.e., PowerPoint, voiceovers, website development, etc.). Phone: **419.586.0333**. Location: **192 Andrews Hall**.

CLASS CALENDAR

1 **Syllabus**
CH 01: Technical Communication in the Workplace
CH 02: Profiling Your Readers
2 CH 17: Using Plain and Persuasive Style
3 CH 04: Managing Ethical Challenges
CH 05: Starting Your Career
4 **Resume and Letter**
5 CH 16: Organizing and Drafting
6 CH 07: Technical Descriptions and Specifications
7 **Beverage Description**
8 CH 15: Researching in Technical Workplaces
9 CH 11: Formal Reports
10 **Executive Summary**
11 CH 18: Designing Documents and Interfaces
12 CH 19: Creating and Using Graphics
CH20: Revising and Editing for Usability
13 THANKSGIVING
14 CH 21: Presenting and Pitching Your Ideas
15 **Final Presentation**