FLORIDA POLYTECHNIC UNIVERSITY

Syllabus: Technical Writing
Fall 2024

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.

Gordon Rule (6A-10.030)
Yes. This course meets communication/writing-intensive requirements (W).

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 give oral presentations on technical subject matters.
- Employ coherent strategies of organization in technical documents, including using elements of visual organization.

Alignment with Program Outcomes

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

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.

AHSS Certificate Outcomes

This course supports the learning outcomes for the Arts, Humanities, and Social Sciences Certificate. For more information, see the academic catalog. Students completing the AHSS Certificate program will demonstrate aptitude in the following areas:

1. Communication–Students completing the certificate program will demonstrate the ability to deliver highly polished verbal communication that is appropriate to audience and context.
2. Analysis and Interpretation–Students will demonstrate familiarity with a range of analytical frameworks associated with humanities and social science disciplines and apply them thoughtfully to social, historical, and other human phenomena.
3. Conceptual Translation–Students will demonstrate the ability to create connections between concepts in one area of human experience and adapt and apply them to another.
4. Epistemic Awareness–Students will recognize and describe different frameworks for constructing knowledge in the disciplines and the underlying assumptions, methods, and applications of that knowledge.
5. Reflective Learning and Responsibility–Students will demonstrate strategic and reflective learning through course content and develop a healthy critical analysis of one's own responses.

Required Texts/Resources

- Open Technical Communication
- Technical Writing Essentials
- Purdue Online Writing Lab
- UNC Chapel Hill Writing Center
- Additional weekly readings available on Canvas

Equipment and Materials

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 Policies

Grading Scale

You 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
- 20%: Team Project
- 20%: Presentation and Report
- 20%: Online Discussions/Quizzes/Short Assignments
- 5%: Class Attendance and Participation
- 15%: In-Class Activities

Topics List

- Intro. to Technical Communication, Standards of Technical Writing
- Ethical and Legal Considerations
- Writing Collaboratively
- Analyzing Audience and Purpose
- Researching Your Subject
- Writing Job Application Materials
- Writing for Your Readers
- Workplace Communication
- Using Online Tools and AI
- Designing for Print and Online
- Creating Graphics, Data Misrepresentation
- Writing Manuals and Instructions
- Writing Definitions and Descriptions
- Writing Proposals
- Writing Reports
- Usability and User-Testing
- Developing Technical Presentations

Note: Course topics and policies are subject to change.