ENC 2210.06: Technical Writing
Spring 2026 – 3.0 Credits

Course Information

- Course and Section Number: ENC 2210.06

- Course Title: Technical Writing

- Credit Hours: 3

- Current Academic Term: Spring 2026

- Meeting times and places:

  - MWF BARC 1142

- Delivery mode: Face-to-face

Instructor Information

- Instructor: Dr. Elizabeth Kelly

- Office: IST-2062

- Office Hours: MWF 11AM – 12:30 PM and by appointment

- Email: ekelly@floridapoly.edu

- Office Phone: 863-874-8807

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 though 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.

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.

<u>Required Texts/Resources</u>

- Open Technical Communication: https://alg.manifoldapp.org/projects/open-technical-communication

- Purdue OWL https://owl.purdue.edu/owl/

- 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

<u>Attendance</u>

Students in face-to-face courses 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).

Attendance is vital for success in this class. Attendance will be taken at every class meeting, and you will lose points for being absent and missing in-class activities. You are expected to participate in weekly discussions, which will be counted in your class participation grade. Points are earned for arriving on time, participating in a meaningful way, and completing any in-class work. Causes for losing points include (but are not

limited to): arriving late, leaving class at any time, not participating, and disrupting the learning process. Students must be present for the entire class period to earn credit for in-class assignments. Exceptions to any attendance requirements may be made on a case-by-case basis.

Students may miss four (4) classes this semester without penalty. Unless I receive notification from CARE concerning a long-term illness or emergency, I do not distinguish between excused and unexcused absences. Therefore, I recommend saving your days to be used when absolutely necessary.

Students Feeling Sick

Students should not come to class if they are feeling ill, particularly if experiencing symptoms of COVID-19, or if you have been directed by a health professional to quarantine. Students who are experiencing an emergency situation that aligns with an academic exercise of consequence (e.g., a common exam) should work with CARE Services at care@floridapoly.edu.

Late Work/Make-Up Work

Late work makes life hard for all of us, so I generally don't accept it. Assignments must be submitted on Canvas by the due date given to be graded and receive credit. You are responsible for keeping track of assignment due dates, which are posted in Canvas. If you know of an upcoming absence, complete and turn in your work early. I will not pursue you to track down late work, and I will not grade assignments emailed to me after the due date.

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:

- 25%: Employment Portfolio
- 15%: Short Assignments
- 35%: Team-Produced Manual
- 10%: Class Attendance and Participation
- 10%: Document Review
- 5%: Quizzes

Writing Assessment

Grading criteria will be provided with the assignment instructions for each project and will explain how your work will be assessed. I will provide feedback on all completed project assignments as well as your scores broken down by each grading category. This feedback is designed to help you identify your strengths and weaknesses and improve your writing in specific ways. Consult the Canvas guide. to viewing instructor comments.

I am always happy to provide further feedback and guidance on your writing progress and/or answer questions by email or during my office hours.

Time Management

Effective time management is crucial to success in this class. You will need to set aside blocks of time to complete readings and assignments. You should also spread out your work for the class throughout the week. Trying to cram everything into the last day will only result in frustration and last-minute submissions that may not reflect your best thinking. Students are expected to spend at least two hours completing out-of-class work for each hour in class.

Electronic Devices

Students should plan to bring a laptop, tablet, notebook, etc., to class for completing in-class writing and other activities. However, I also expect you to refrain from non-class-related activities on your various devices. While attending class, you may use your device(s) to take notes, access class materials, collaborate with classmates, and/or complete class activities and assignments. If you use an electronic device for purposes not related to class, your grade may be penalized. Unless medically necessary or to support accessibility, please do not wear headphones/earbuds during class, as this does not support active class participation.

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. We will have weekly assignments throughout the semester. You are responsible for keeping up with the assigned reading for this class. NOTE: You 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 be sure to 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.

 IMPORTANT: It is your responsibility to verify that your assignments have been uploaded properly to Canvas by the due dates. Give yourself sufficient time for uploading before the deadline and be sure to confirm that your assignment has uploaded successfully.

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 of someone else as your own. You commit plagiarism if you use without crediting the source:

- Any part of another person's written work, speech, or ideas.

- 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 providing its exact location/source.

I also expect all work for the class to be original work (i.e., written by you for the specific assignment given). Having other people write parts of or all of your assignment for you is never allowed. You may not "recycle" work submitted for a previous class or other purpose for any assignment given in this class.

All acts of plagiarism will result in failure of the assignment and may result in failure of the course. If you have questions about what might be plagiarism, please ask first.

Use of AI: All work in this course is run through more than one AI Checker - scores above threshold are indicative of the use of generative AI (i.e. more than using Grammarly to check grammar). While these tools may seem like reasonable shortcuts, we will certainly discuss the ways in which they are not attentive to task, tone, or specifics of these assignments. You must learn to generate writing yourselves, or you are not even in a position to evaluate whether AI has done a good job. Use of generative AI to create work that you turn in for credit in this class will not be tolerated.

Classroom Behavior

Students are expected to follow the classroom rules and code of conduct provided in the University's Student Handbook. In this class, both in the classroom and online, we will maintain civility. Rude or disruptive behavior is not permitted. Be prepared to demonstrate respect for ideas and experiences that may differ from your own.

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 you have questions or concerns regarding any aspect of this class—and the answer cannot be found in the available course materials—I encourage you to email me (adhering to appropriate standards of professional communication) or visit me during my office hours. Note: It may take me up to 24 hours to respond to email during the work week, and I may be unavailable during weekends. I expect the tone and content of your out of class communications with me and with your peers to demonstrate the same respect and collegiality you would use in the classroom.

Additional Help

If you find you need help with this class, I strongly recommend that you (1) talk to me and (2) take advantage the Writing Center.

University Policies

Reasonable Accommodations

The University is committed to ensuring equal access to all educational opportunities. 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: DisabilityServices@floridapoly.edu; (863) 874-8770; www.floridapoly.edy/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. Any faculty or staff member you speak to is required 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 discuss resources and options available.

Academic Integrity

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 sanctions up to and including expulsion from the university.

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 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.

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**.**

· **Tutoring and Learning Center:** The Tutoring and Learning Center (The TLC) provides tutoring to all Florida Poly students who may need additional academic support. The TLC is staffed by students who have excelled in the courses they tutor. They offer support by reviewing concepts and materials from class, clarifying points of confusion and providing assistance with learning strategies. While the focus of TLC is to provide support to students in freshman-level courses, upper-level courses are also tutored at the Center. The TLC is located in the IST Commons (second floor).

o Knack Tutoring: Students looking for additional assistance outside of the classroom are advised to consider working with a peer tutor through Knack. Florida Polytechnic University has partnered with Knack to provide students with access to verified peer tutors who have previously aced this course. To view available tutors, visit floridapoly.joinknack.com and sign in with your student account.

· **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://floridapolytechnic.libguides.com/writingservices

Week	Topic(s)	Assignments (SA – Short Assignment)
Week 1	Course Introduction What is Technical Communication	Syllabus Quiz SA: Keeping it Brief
Week 2	Employment Portfolio Introduction and Email Etiquette	Project 1 Quiz SA: Email Etiquette Screenshot of Ad
Week 3	Research and Sources	Job Market Research Memo SA: Resume Tips
Week 4	Analyzing Your Audience	Ad Annotation SA: Resume Swipe
Week 5	Professionalizing Your Materials	Doc Review Quiz First Draft Resume/Cover Letter
Week 6	Peer Review and Revision	Peer Review Revised Draft Resume/Cover Letter
Week 7	Wrap-Up of Employment Portfolio	Final Draft Resume/Cover Letter Employment Portfolio Reflection Manual Project Overview Quiz
Week 8	Manual Project Introduction and Pitching Ideas	SA: Skills Sets Bad Apples Discussion Manual Idea Pitch
Week 9	No Class Meetings (Spring Break)	

Week 10	Working in Teams	SA: Team Agreements in Action
		Meeting Minutes
		Team Agreements
Week 11	Planning Collaborations	Team Reports Quiz
		Check-in on Research for Team Reports
Week 12	Writing Reports	First Draft Team Report
		Team Report Document Review
Week 13	Revising Group-Authored Documents	Revision Plan per Peer Review Feedback
		Final Draft Team Report
Week 14	Incorporating Graphics	Short Assignment: Evaluating Visuals
Week 15	Developing Manuals	First Draft Team Manual
		Peer Review Input Form
Week 16	**No Class Meeting W Apr 29 F May 1 (Reading Days)** Course Conclusions Presentations	Presentations Team Manual Peer Review
Finals Week		Final Draft Team Manual
		Manual Project Reflection and Team Evaluation