



Syllabus: Technical Writing

Course Information

- **Course Number and Title:** ENC 2210—Technical Writing
- **Credit Hours:** 3
- **Current Academic Term:** Spring 2026

Section Information

- **Course section number:** 09
- **Meeting Time:** 9:30-10:45 AM
- **Meeting Place:** BARC 1123
- **Section Website:** <https://floridapolytechnic.instructure.com/courses/8936>

Instructor Information

- **Instructor:** Dr. C. Wylie Lenz
- **Office Location:** IST-2064
- **Office Hours:** TWR, 11:00 AM-12:00 PM; also by appointment
- **Email:** clenz@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. Students must also bring paper and a pen or pencil to every class meeting.

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:

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

Course Policies

Attendance

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](#)). In this class, each student is allowed **four (4) absences** for any reason without penalty. For each subsequent unexcused absence, the student’s final grade will drop one letter. Exceptions may be made on a case-by-case basis.

Tardiness

Students arriving late should avoid creating disruptions when they enter the classroom. Students arriving more than ten minutes late will be counted absent. Repeated tardiness may have a negative impact on a student’s course grade.

Participation

A portion of each student’s grade depends on in-class participation; see “Assignments/Evaluation Methods.” Thus, as a matter of course policy, students are expected to participate in the classroom experience. The use of earbuds/headphones during class is specifically not allowed and students who engage in this behavior may be asked to leave the class for the day (noting exceptions for authorized accommodations). In addition, students who routinely do not bring materials to class that are required for participation will not be given credit for class attendance, and if this becomes a pattern of behavior, may be asked to leave the class for the day. Persistent problems with participation may result in a [code of conduct](#) referral.

Electronic Devices

I expect you to refrain from unrelated activities on your various devices. In other words, while attending class, you may use your device(s) to take notes and/or access class materials. If you use a device for purposes not related to class, your final grade may be penalized up to a full letter grade for each infraction. (See also “Participation” re: earbuds/headphones.)

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

You are responsible for keeping up with the assigned readings, which are identified in the syllabus (see "Course Schedule") and in Canvas. Complete the assigned readings *before* the relevant class meeting. None of the readings should be considered superfluous. Moreover, I will not necessarily reiterate the entire content of assigned readings during lectures. If it becomes clear that students are not doing the assigned readings, I will start giving reading quizzes; for each question missed, I will deduct a point from your participation grade.

Assignment Submission

Except for in-class exams, assignments will be submitted electronically via Canvas. Files should be saved in a standard format, preferably .doc, .docx, or .pdf. File names should include your last name. Students must submit all major assignments to pass the course. NOTE: It is the student's responsibility to verify that assignments have been uploaded properly to Canvas by the due dates.

Late Work

I include two dates for each assignment: the "due date," after which we will move on to the next topic, and the "available until" date, after which the assignment will close. There is no late penalty for any assignment submitted by the "available until" date. Once an assignment closes on Canvas (i.e., once the "available until" date has passed), students may not submit that assignment. Exceptions may be granted on a case-by-case basis at the discretion of the instructor; late penalties may be applied, up to 10% per day.

Academic Honesty

Scholastic dishonesty is a violation of college rules and regulations. Scholastic dishonesty includes, but is not limited to, plagiarism, fabrication, misconduct in research, cheating on a test, 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. You commit plagiarism when you present ideas or words that you did not generate as your own. You commit plagiarism if you use the following 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 "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.

Acts of plagiarism in this class may result in failure of the assignment, failure of the course, and/or the submission of an Academic Integrity Violation Procedure Form to the University.

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](#).

Fabrication. Per University policy, fabrication is the "[i]ntentional and unauthorized falsification or invention of any information or citation in an academic exercise." Fabrication may include, but is not limited to, presenting paraphrased material as direct quotations, citing non-existent sources, and misrepresenting the content of cited sources.

Fabrication may result in failure of the assignment, failure of the course, and/or the submission of an Academic Integrity Violation Procedure Form to the University.

Ultimately, it does not matter whether a student has committed fabrication intentionally or accidentally.

See also the "Academic Integrity" section under University Policies.

Generative Artificial Intelligence

Presenting work you did not write as your own and including fabricated data are forms of academic dishonesty and violations of course policy and university policy (see “Academic Honesty,” above, and “Academic Integrity,” below). Accordingly, you may *not* use AI tools at the generative stage of writing for this class. See the following table for a delineation of penalties for policy violations.

Violation	Penalty
First instance, major papers other than the final	Student must rewrite and resubmit the paper, for a maximum grade of 50; incident reported to the university
Final major paper	Student will not receive credit for the assignment (no opportunity for resubmission); incident reported to the university
First instance, other assignments	Student will not receive credit for the assignment (no opportunity for resubmission); incident reported to the university
Second instance, any assignment	Student will not receive credit for the course; incident reported to the university

You may use weak/narrow AI grammar checker programs (such as Grammarly) to check your grammar and help facilitate the revision of your initial drafts. However, you should not just automatically accept changes suggested by such programs. Other exceptions to the rule, if any, will be explicitly detailed by the instructor.

For all formal written assignments submitted in this class, you must also submit a statement (in the Canvas comment box) on whether or how you used AI in your assignments. I will not grade assignments that do not include such a statement. Use the following format.

Circumstance	Statement
The student did not use AI at any point in the prewriting, drafting, or revising process.	I did not use generative AI tools in this essay.
The student used a program such as Grammar to check for errors.	I used Grammarly to check my grammar. For example, Grammarly suggested revising [x] to [y].

Classroom Behavior

In this class, we will maintain civility. Rude or disruptive behavior will result in reduction of your final grade. During lectures and discussion do not speak when someone else (either your instructor or a fellow student) is speaking. Additionally, be prepared to demonstrate respect for ideas and experiences that may differ from your own.

Out-of-Class Communication

If you have questions or concerns regarding any aspect of this class—*and the answer cannot be found in available course materials*—I strongly encourage you to visit me during office hours, make an appointment for an alternative meeting time, and/or contact me via email (adhering to appropriate standards of professional communication). Note: It may take me up to 24 hours to respond to email during the work week, and I may be unavailable during weekends. Tip: You’ll probably get a faster reply if you use my university email address (clenz@floridapoly.edu) rather than the Canvas messaging system.

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%: Proposal
- 20%: Instruction 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.

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 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.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. 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).

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>.

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	Topic(s)	Assignments
Week 1	Course Introduction / Rhetoric (Review)	Orientation Quiz
Week 2	Audience and Purpose / Discourse Communities / Ethical and Legal Considerations	Classwork
Week 3	Workplace Communication (Memos, Emails, Letters)	Classwork / Introductory Memo
Week 4	Employment Materials	Classwork / Audience and Purpose Statement
Week 5	Employment Materials / Design	Classwork / Career Summary (Memo)
Week 6	Descriptions and Definitions / Reports / User Testing	Peer Review (User Testing) / Career Portfolio
Week 7	Descriptions and Definitions / Conducting Research	Classwork / Audience and Purpose Statement
Week 8	Descriptions and Definitions / Design (redux)	Classwork
Week 9	No Class (Spring Break)	n/a
Week 10	Proposals / Collaborative Writing	Classwork / Peer Review / Research-based Report
Week 11	Proposals	Classwork / Meeting Minutes
Week 12	Proposals	Classwork / Progress Report / Peer Review
Week 13	Presentations / Instructions and Manuals	Presentation / Team-Produced Technical Document—Proposal
Week 14	Instructions and Manuals / Usability	Classwork
Week 15	Instructions and Manuals	Classwork / Meeting Minutes / Progress Report
Week 16	Course Conclusions / No Class Friday (Reading Day)	Classwork / Peer Review / Instruction Manual