



# NORTHWEST FLORIDA STATE COLLEGE

## ENC2210: Technical Report Writing, 3 Credits Spring 2016

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- Professor: Dr. Deborah Fontaine
- Office Hours: by appointment
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- Final Exam: TBA
- Web Page:
- Reference Number: 21396
- Campus/Room: 420-123
- Class Days: by appointment (independent study)
- Class Times: by appointment (independent study)

### Course Description

The course covers the fundamentals of technical report writing, mechanics, and style. Various types of reports are prepared and evaluated. The course also includes reading and analysis of technical literature as well as oral reporting. [3 credits]

### Course Prerequisite

Prerequisite(s): A passing score on the standardized placement test measuring communications/verbal/reading achievement, successful completion of any required developmental English and Reading coursework with a grade of "C" or better, or exemption from placement testing.

### Course Materials

Markel, Mike. (2015). *Technical Communication, 11<sup>th</sup> ed.* Bedford St. Martin. 978-1-4576-7337

### Student Learning Outcomes

1. Analyze the rhetorical situation (audience, purpose, and context) of technical communication
  - Formal methods of assessment: Students will write technical documents that will be assessed for appropriate rhetorical responses to particular audiences, purposes, and situations.
  - Informal methods of assessment: Students may complete various exercises and worksheets to help them analyze rhetorical situations.
2. Create technical documents to solve problems
  - Formal methods of assessment: Students will write technical documents that will be assessed for their effectiveness in solving problems and improving situations through communication.
  - Informal methods of assessment: Students may complete peer-review and usability testing activities to help them create successful documents.

3. Write effective technical prose
  - Formal methods of assessment: Students will write technical documents that will be assessed for correctness and appropriate technical style.
  - Informal methods of assessment: Students may complete style, editing, and grammar exercises.
4. Design convincing, effective, and usable technical documents
  - Formal methods of assessment: Students will design technical documents that will be assessed for successful visual communication, including usability, typographic clarity, and effective graphics.
  - Informal methods of assessment: Students may complete exercises and analyses of technical graphics and typography.
5. Create ethical technical documents
  - Formal methods of assessment: Students will create technical documents that successfully negotiate the needs and rights of both users and the corporations, governments, and agencies for which they might someday work.
  - Informal methods of assessment: Students may complete exercises and hold discussions about ethical dilemmas in workplace writing.
6. Communicate effectively with different cultures
  - Formal methods of assessment: Students will create at least one technical document focusing on communicating with an audience from a different culture.
  - Informal methods of assessment: Students may complete exercises and hold discussions about different approaches to communication between cultures, such as localization and globalization.
7. Collaborate on technical communication projects
  - Formal methods of assessment: Students will complete at least two collaborative assignments, requiring them to manage a documentation project with a team of other students.
  - Informal methods of assessment: Students may also complete exercises and activities that involve group or paired activities.

## Grading Procedures

<b>Grading Scale:</b>	A	90-100
	B	80-89
	C	70-79
	D	60-69
	F	0-59

***Assignments to be determined at first independent study meeting.***

## Incomplete Grades

At the discretion of the instructor, an incomplete grade ("I") may be awarded when the student is unable to finish the required work because of unforeseen extenuating circumstances such as illness or TDY assignment. To receive an "I" grade, the student must have successfully completed a significant portion of the required coursework and be able to finish the remaining work without attending class. An "I" grade will automatically convert to a grade of "F" if the student does not complete the remainder of the coursework by the established deadline.

## Class Attendance

Students who stop attending class or are not able to pass the course due to attendance expectations stated in the syllabus may receive a failing grade of “FA.” An “FA” grade is a failing grade in GPA calculations and may impact the receipt of federal aid in subsequent courses. Students traveling for college approved activities will not be penalized academically but will be responsible for missed work.

## Minimum Technical Skills and Specialized Technology Utilized

This course is totally online. All instructional content and interaction takes place over the World Wide Web (www). In addition to baseline word processing skills and sending/receiving email with attachments, students will be expected to search the internet and upload/download files. In addition, students may need one or more of the following plug-ins:

- Adobe Acrobat Reader: (need link)
- PowerPoint Viewer: (need link)
- Windows Media Player: (need link)
- QuickTime Player: (need link)
- Adobe Flash Player: (need link)

## Turnitin

Northwest Florida State College subscribes to **Turnitin**, an online plagiarism detection and prevention service. By enrolling in this class, you are consenting to upload your papers to **Turnitin**, where they will be checked for plagiarism. Papers submitted to *Turnitin* are saved as source documents within the *Turnitin* database solely for the purpose of detecting plagiarism in other papers.

## Videos

This course employs lecture capture software to provide you with videos of your instructor’s lectures/PowerPoints/notes/demonstrations, etc., and you are required to watch these. These videos can be viewed with a standard Internet connection. If your home Internet connection is not adequate, please remember that any NWFSC open lab is available to you. You need only take your own headphones with you.

## Social Networking Sites

This class uses a social networking site to build community and enrich students’ overall experience. Participation in this site is optional and not a required element of the class; all essential course information will be presented in the classroom or online, video, etc., depending on the class (traditional or distance). The instructor takes careful precautions to safeguard students on the Internet; however, as with many Internet interactions, risks still exist. By choosing to participate in the class’s social networking site, you accept responsibility for the information you post and assume the risks associated with social networking sites.

## Cell Phone/Electronic Devices

Cell phones, pagers, and other such electronic devices must not distract from learning. Courtesy to the professor and other students requires that phones be on vibrate or silent mode during class. No student should initiate conversations, including texts, during class activities. Use of electronic communication devices during examinations or other graded activities may constitute grounds for disciplinary action; such devices must be completely out of sight during exams or other

assessments. Where emergency or employment situations *require* access to electronic communication services, arrangements may be made *in advance* with the instructor.

### Emergency College Closure

In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. If the college closes for inclement weather or other emergency, any exams, presentations, or assignments previously scheduled during the closure period will automatically be rescheduled for the first regular class meeting held once the college re-opens. If changes to graded activities are required, students will not be penalized as a result of the adjustments, but will be responsible for meeting revised deadlines and course requirements.

### Children in the Classroom

As a courtesy to other students and the learning process, students may not bring children with them to class sessions. Health and safety concerns prohibit children from accompanying adult students in any lab, shop, office, or classroom or other college facility where potential hazards exist. If a child-related emergency means you must miss class, contact the instructor as soon as possible to determine your options. (The full “Children on Campus” policy statement appears in the College Catalog.)

### Student Rights, Responsibilities, and Academic Integrity

Students are responsible for adherence to all college policies and procedures, including those related to academic freedom, cheating, classroom conduct, computer/network/e-mail use, and other items included in the *Northwest Florida State College Catalog and Student Handbook*. Students should be familiar with the rights and responsibilities detailed in the current *Northwest Florida State College Catalog and Student Handbook*. Plagiarism, cheating or any other form of academic dishonesty is serious breach of your responsibilities and may trigger consequences which range from a failing grade to formal disciplinary action.

## RESOURCES

The [Academic Success Center \(ASC\)](#) is located in the Activities Center on the Niceville Campus. The ASC provides free learning support services such as tutoring, ESOL, and writing assistance for all NWFSC students. Individual and group tutoring is available in a wide range of subjects on a walk-in-basis and by appointment. For more information, call the Academic Success Center at (850) 729-5389 or visit our website at [Free Tutoring](#).

[Reading to Learn \(R2L\)](#) is a project of Northwest Florida State College designed to support students' learning through direct instruction of reading strategies. Students may access R2L at our website: [Reading to Learn](#).

[Math Labs](#) are located in the Math Building L, Room L-131, on the Niceville Campus and in Building 7, Room 702 on the Fort Walton Beach Campus and Room 131 at the Crestview Center. The math labs are open to all students and provide free walk-in tutoring for all mathematics courses. For lab hours, students may call the Math Department at (850) 729-5377 or visit our website at [Math Lab](#).

[Smarthinking](#) is an online, real-time tutoring offered free to students, who may access this service via RaiderNet.

### [Open Computer Labs](#)

There are numerous open computer labs throughout the Northwest Florida State College campuses. Students may access our website for lab locations and hours: [Computer lab location and hours](#)

### [Testing Center](#)

Testing Centers administer college admissions tests, placement tests, proctored exams, ACT/SAT, GED, CLEP, and DSST (formerly known as DAN TES). General information concerning tests, hours

Testing Center hours may be accessed on the Testing Center website at [Testing Center](#). Makeup exams may be taken in the Testing Center, depending upon instructor policies on late work.

### [Library, Online Reference Materials, and Resources](#)

The library is a comprehensive, learning resource center providing information in print, digital, and multimedia formats to support the educational objectives of the College. In addition to in-house materials, online services and resources can be accessed through the LRC website. Library hours are posted each semester at the building entrance and on the LRC website at [Learning Resource Center](#)

### [Assistance for Military and Veterans](#)

Northwest Florida State College supports our military and veterans students. You may contact NWFSC Eglin AFB Education Services Building at 850-200-4180 or NWFSC Hurlburt Center Educational Services Building at 850-200-4190 or visit our website: [Support Our Military](#)

### [Students with Disabilities](#)

Northwest Florida State College supports an inclusive learning environment for all students. If you have disabilities for which accommodations may be appropriate to assist you in this class, please contact the Office of Disability Support Services on the Niceville Campus, or call 850-729-6079 (TDD 1-800-955-8771 or Voice 1-800-955-8770).