English 210E: Genres of Technical Communication

Instructor: Olga Gladkova (ogladv@artsmail.uwaterloo.ca; ext. 2563)
Office: PAS 1064
Office hours: Tue. 6:00 - 6:50 pm

Course description: This course explores writing, presentation, and design across various genres of technical communication. Theoretical discussions and practical work on individual and group projects will provide the participants with an understanding of important principles and techniques used in the field.


Other sources:

ASSIGNMENT DESCRIPTION and ASSESSMENT

1. Professionalism and participation (15%). Your attendance, participation, and professional demeanour are essential to your own and your peers’ success in this course. You are expected to attend all classes, take part in class discussions and team work, complete exercises, conduct effective communication, and behave in a professional manner at all times.

2. Quizzes (5%): The purpose of the quizzes is to regularly test your familiarity with terminology and facility with relevant theoretical information.

3. Process paper (approx. 750 wds), user test report (approx. 500 wds), and process paper presentation (4 mins) (15%). You will describe a process to your audience or explain how to perform a task. You will choose your own topic and send me your formal proposal for approval. You will conduct a user test of the first draft of the paper and prepare a brief report of the test results. The report will be submitted along with the first and final drafts of the paper. Your paper will be graded on how well its content, organization, style, and design consider the intended audience, and on how well it is presented.

4. Outline and abstract (10%). You will choose an article for this assignment from a list distributed in class. You will be graded on your ability to analyse the content and organization of the original text and to present it clearly and effectively.

5. Team research project (55%).
   - The project will be carried out through the term.
   - You will form teams; create a proposal for the research; design and write a report; and present your research, findings, conclusions and recommendations in a colloquium in the last class of the term.
   - You must employ at least two research methods.
   - You are expected to participate fully in this project: you must attend all team presentations and meetings (both in and outside of the workshops), act as team co-ordinator for at least one week of the project (this includes writing and presenting a status report and preparing agendas for team meetings), bring drafts of your work when required, attend all team-scheduled rehearsals for the project presentation, and act in a professional manner.
   - This project is broken down into several individual and team assignments, as follows:
     a) Project proposal (5%). As a team, design a viable proposal for the team project. You will present this to the class for peer response as well as hand in a written proposal.
     b) Progress/Status report (10%). The grade will be evenly split between two assignments:
        - Individual status report: Each team member must provide a brief oral status report at the end of his or her scheduled time as team co-ordinator and follow that up by a written report e-mailed to me within 24 hrs of the workshop. (Please do not send attachments.)
        - Team progress report: As a team you will prepare and present your status report in class. Each team member will be responsible for one section. This will provide you with the opportunity to receive feedback on your research to date and practice your presentation skills as a team, in anticipation of the project report presentation.
e) **Project report** (20%). 10% of this grade is for the document as a whole, and 10% is for individual contributions. The report will be team-generated, but each team member will write an identifiable section of the discussion part of the report (approx. 750 words). The report must include an appendix indicating the individual contributions by section title and page number.

d) **Team presentation** (15%). 10% of this grade is a shared grade, for the team presentation as a whole, and 5% is for individual performance. Each team member must present a clearly defined section of the presentation.

e) **Project evaluation** (5%). You will write an assessment of the team project which includes a paragraph on each of the following:
- an evaluation of each team member’s contributions to the project, organizational and interpersonal skills as team co-ordinator, and professionalism
- a self evaluation of the above aspects of team participation
- an assessment of the research methodology and process, the final report and the presentation

You will email me the evaluation no later than 24 hours after your team presentation.

**COURSE POLICIES**

- **Professionalism and participation:**
  To excel in this course component, you have to demonstrate unfailing responsibility and goodwill:
  - never miss class or come late without prior notice
  - complete all activities & exercises
  - be always well prepared & actively participate in class discussions, workshops, & team meetings
  - conduct effective communication & correspondence
  - be respectful & fair to others
  - be well organized & creative
  - use appropriate language & tone.

  ➢ Late course correspondence (emails, letters, & memos) & exercises will receive no credit.
  ➢ You will lose 1% of the course grade for every absence and 0.5% for every lateness.

- **Submissions:**
  - Late assignment submissions will be penalized 2% per day late. However, you may request a week's extension on an assignment provided you e-mail me before the due date. This e-mail should be a formal request based on legitimate reasons for the extension.
  - There will be no extensions for any components of the team report.
  ➢ For all online submissions and correspondence use direct e-mail only – no attachments will be accepted.

- **Academic offences and grievances:**
  To reinforce the usability and credibility of your work and to avoid plagiarism, indicate all your sources. Plagiarism and/or other forms of academic offences will automatically cause a paper to fail and will be reported to the Associate Dean of Arts. Papers handed in without appropriate references will not be graded. For more information please check the Arts Faculty web page "How to Avoid Plagiarism and Other Written Offences: A Guide for Students and Instructors" at http://watarts.uwaterloo.ca/~sager/plagiarism.html.

  You are expected to know what constitutes an academic offence, to avoid committing academic offences, and to take responsibility for your and your team's academic integrity. Disciplinary penalties for academic offences are imposed in accordance with Policy #71 (Student Academic Discipline). For a summary of Policy #71 consult the Undergraduate Calendar at [www.adm.uwaterloo.ca/infocal/UW/policy_71.html](http://www.adm.uwaterloo.ca/infocal/UW/policy_71.html). If you need help in learning how to avoid offences such as plagiarism, cheating, and double submission, or if you need clarification of aspects of the discipline policy, ask me for guidance. Other resources regarding the discipline policy are your academic advisor and the Undergraduate Associate Dean.

  Students who believe that they have been unfairly treated have the right to grieve; refer to Policy #70, Student Grievance, [http://www.adm.uwaterloo.ca/infosec/Policies/policy_70.htm](http://www.adm.uwaterloo.ca/infosec/Policies/policy_70.htm).