Knight Foundation School of Computing and Information Sciences

Course Title: Professional and Technical Writing for Computing   **Date:**

Course Number: ENC 3249

Number of Credits: 3

Instructor: Michael Creeden	**Phone:** 305.348.2508
Class: MWF 9-950	**Location:** TBD
Office Hours: F 11AM-1PM; Office: DM 459B	**E-mail:** Course Mail is preferred; or michael.creeden@fiu.edu

Catalog Description

Introduces students to the expectations of written and verbal communication in the computer science profession; explores the ways in which technology and media help shape professional communication.

Course Description

ENC 3xxx introduces students to the expectations of written and verbal communication in the computer science profession, and explores the ways in which technology and media help shape professional communication. Students will hone their writing skills and study audience analysis, persuasion strategies, ethics, and working collaboratively.

The coursework will challenge students to use creative and critical thinking to analyze the information needs of workplace readers; to deliver essential information aimed at instructing, persuading, and informing those readers; to employ graphics and page design in service of rhetorical aims; to weigh ethical issues; to develop oral presentations with accompanying visuals; and to work well collaboratively. Students will be encouraged to tailor the assignments to the issues and challenges in their major, career goals, and interests.

In addition to engaging in critical reading, short writing assignments, quizzes, and discussion, students will produce a 2500 word final project that analyzes a significant and timely problem from the computer science field, reaches a valid conclusion that explains what the presented data means, and then recommends what should be done to address the issue.

Methods of instruction: Readings, lecture presentation, weekly writing assignments, peer editing, editing workshops.

Textbooks and Readings

John M. Lannon. **Technical Communication.** Longman, 12th Edition, 2011. Books a la Carte Plus MyTechCommLab. ISBN10: 0205060404, ISBN13: 9780205060405

Lunsford, Andrea. **The Everyday Writer.** Boston: Bedford/St. Martin's. Customized for Florida International University. 4th Edition

Web Articles on topics pertaining to writing in the computer science field

Course Outcomes

By the end of ENC 3249, students will:

- Produce documents in common professional genres such as memos, planning proposals, research proposals, analytical reports and diagrams;
- Respond to the needs of multiple audiences, including international/global audiences;
- Develop document designs that maximize effectiveness for the audience and purpose;
- Develop and deliver effective oral presentations, with multi-media content;
- Conduct and incorporate primary and secondary research to support rhetorical aims;
- Write clearly and concisely, with grammar and usage appropriate to the rhetorical situation.

Course Expectations

Each week, student work will include some or all of the following:

1. Assigned readings from the textbook and web pages;
2. Small writing assignments (either reading response or reflection);
3. Peer reviews (commenting on another student's writing);
4. First drafts for the major assignments;
5. Final drafts for the major assignments.

Projects and Grading

Projects are listed below, along with grading weights represented as percentage of total grade.

Project	Points/Weight
#1: Persuasive Memo	5
#2: Visual	5
#3: Oral Presentation of Research Topic	10
#4: Research Proposal	15
#5: Research Proposal Abstract and Bibliography	10
#6: Oral Presentation of Research Progress	10
#7: Written Progress Report	5
#8: Final Oral Presentation of Research	15
#9: Final Project (Analytical Report or Proposal)	15
Peer editing and participation	10
Total	**100**

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Workplace Grading

Assignments will be evaluated according to the following criteria.

Excellent	The document meets standards for organization, content, style, as well as design, visuals and mechanics, where applicable.
Acceptable	The document satisfies most of the above requirements, but contains a reasonable number of small errors that can be corrected easily.
Unacceptable	The document requires substantial editing to meet the requirements and/or contains so many small errors that it distracts readers. Revision is required before you get a grade.

Example:

For the Persuasive Memo, an excellent evaluation is worth 10 points, an acceptable is worth 5. Any document deemed unacceptable must be revised extensively within one week before it can be graded. It may be possible to receive a grade that falls between acceptable and excellent. (For example, a student could earn 10 points on the research proposal assignment.)

Point Values for Individual Assignments Using Workplace Scale

Project	Unacceptable	Acceptable	Superior
#1: Persuasive Memo	Revise	2.5	5
#2: Visual	Revise	2.5	5
#3: Oral Presentation of Research Topic	Revise	7.5	10
#4: Research Proposal	Revise	5	15
#5: Research Proposal Abstract/Bibliography	Revise	2.5	10
#6: Oral Presentation of Research Progress	Revise	5	10
#7: Written Progress Report	Revise	2.5	5
#8: Final Oral Presentation of Research	N/A	5	15
#9: Final Project (Report or Proposal)	0	10	15
Peer editing and participation	N/A	5	10
Totals	**0**	**50**	**100**

Point Equivalents for Final Grade

Grade	Required Point Range
A	90-100
B	71-89
C	50-70
D	30-50
F	30 or below

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Guidelines for Submitting Work

All work will either be submitted in a discussion forum as a post, or else as a document to turnitin.com. Turnitin will also be used for:

1. Grading and instructor commenting.

2. Peer Review. The peer review function will be used by each student to comment on other students' papers.

3. Grade Recording.

Late Assignments

All major projects will be due by 11:55 pm on the due date assigned. Late projects will be assessed a one point penalty for each day the project is late.

Smaller assignments submitted late will be assigned a zero without a valid medical excuse

Original Work Requirement

Work submitted to previous classes cannot be used to fulfill assignment requirements in this class. This guideline also applies to work generated from taking ENC 3xxx previously.

Disability Notice

Please understand that the Office of Disability Services available to you should you need it. It is your responsibility to contact them to process your request to have your needs met. You need to follow their procedures as to proper notification to the instructor.

Religious Holidays

The University's policy on religious holy days as stated in the University Catalog and Student Handbook will be followed in this class. Any student may request to be excused from (on-line) class to observe a religious holy day of his or her faith. It is imperative that each student reads and understands the Academic Honesty policies covered in class and described at: Academic Policy.

Academic Misconduct

Please review FIU's web page about plagiarism (representing another's work, ideas, expressions, or materials as your own). Also, be aware of the disciplinary sanctions resulting

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from academic misconduct. ***If you plagiarize on any assignment, you risk failing the course, and you may also face disciplinary action by the university.***

Grievances

Addressing your questions and concerns is part of my job, so if at any point in the semester you have any questions or concerns about your grade or your standing in the class, please come see me. You may also contact Dr. Kimberly Harrison (harrisok@fiu.edu), Director of FIU's Writing and Rhetoric Program, or Associate Director Robert Saba (robert.saba@fiu.edu).

TENTATIVE SCHEDULE

This schedule is tentative and subject to change with notice. Additional readings will be added as needed.

Introduction to Technical Communication

Weeks:	1-2:
Reading:	Chapters 1-4
Topics:	Intro to technical communication. Readings on issues in the field (e.g., communications challenges for CS professionals.) Brainstorm topics for semester research project. Suggested focus: communications or ethics in communication issues facing CS professionals.

Visuals/Presentation Basics

Week:	3
Reading:	Chapters 12, 25
Topics:	Designing Visual Information; Preparing for Oral Presentations

Topic Presentations

Weeks:	4-5
Topic:	Presentation of research topics for semester project. Class feedback will be provided orally and in memo format.

Research Proposals

Weeks:	6-7
Reading:	Chapters 7-9; 24
Topics:	Thinking critically about the research process; Research Proposals.

Editing and Document Design

Weeks:	8-9
Reading:	Chapters 11; 13
Topics:	Writing with a professional tone and style; designing pages and documents.

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Progress Reports: Written and in Presentation Form

Weeks:	10-11
Reading:	Chapter 22 (Progress Reports section only)
Topic:	In the second presentation, students update the class on their research progress to date. Written project status reports also due this week.

Documenting Research/Writing the Annotated Bibliography

Week:	12
Reading:	Appendix A
Topics:	Summarizing research; incorporating research into written and oral work, citation.

Writing and Designing Reports and Proposals/Status Reports

Week:	13
Reading:	Chapters 22-24
Topics:	Executive summaries and abstracts; front and end matter for reports and proposals

Final Presentations

Weeks:	14-15
Topic:	In the final presentation, students present their findings and recommendations.

Assessment Plan for the Course & how Data in the Course are used to assess Program Outcomes

Student and Instructor Course Outcome Surveys are administered at the conclusion of each offering, and are evaluated as described in the School's Assessment Plan:
https://abet.cs.fiu.edu/csassessment/