

**Hagerstown Community College  
OFFICIAL COURSE SYLLABUS DOCUMENT**

**COURSE: ENG 112 Technical Writing 3 credits**

**INSTRUCTOR: Drumgoole**

**SEMESTER/YEAR:**

**CONTACT INFORMATION:**

**COURSE DESCRIPTION:** This course in the principles and mechanics of technical writing enables both undergraduates and those already employed in the business and industry to present technical information in an approved manner. It provides for a general review of English composition as well.

The qualities cultivated in general writing are very important to technical writing. As a technical writer, the student will continue to work towards correctness in grammar, punctuation, and spelling; whatever skills the student acquired in making his or her sentences and paragraphs effective will improve his or her technical writing. Sound organization, desirable in any writing, is a matter of special concern. The same can be said of clarity, simplicity, and directness of style. Familiarity with special formats and techniques will also be addressed.

**TEXTBOOK:**

Technical Communication, 10e (by Mike Markel) & Document Based Cases for Technical Communication (by Roger Munger) 2e

**STUDENT LEARNING OUTCOMES:**

Students will be able to:

**Processes**

- Employ prewriting, drafting, revising, and editing to contribute to the clear communication of ideas, taking into consideration the feedback of instructors and peers.
- Demonstrate an understanding of the correlation between communication and design through the construction of graphically enhanced documents that increase reader understanding.

**Conventions**

- Render clear, cogent ideas and employ critical judgment for discourse in writing while adhering to the conventions of standard written English in a well-structured document.

**Rhetorical Knowledge**

- Demonstrate critical thinking and an understanding of appropriate audience and rhetorical mode in order to employ collegiate voice, tone, level of formality, and development of support.

**Research**

- Engage in inquiry-driven research, properly attributing and citing the language and ideas of others to avoid plagiarism in a well-reasoned report.

**COURSE CONTENT OBJECTIVES:** Students will be required to:

- Write routine, negative, instructional and persuasive business correspondence
- Prepare professional career development materials
- Participate in collaboration exercises at the brainstorming and revision stages
- Prepare a long report that includes front elements, a table of contents, pagination, visuals, and documentation in MLA or APA format
- Prepare a PowerPoint presentation that includes visuals and takes audience into consideration

**General Education Outcomes:**

This course may fulfill an English General Education requirement. These are the outcomes for that requirement:

**Outcome 1 Write or deliver an organized, coherent, fully developed essay or speech that uses standard English and cites outside sources appropriately.**

**Outcome 2 Evaluate a piece of writing from either literature, current events, non-fiction essays, or a college textbook for logical flaws, rhetorical purpose, organization, and evidence for claims.**

**TOTAL HOURS OF COURSEWORK:** To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit.

Online study is a large commitment. For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework. This means that to be successful in this class, you should expect to spend about the amount of time on the class as listed below.

**Lecture- Based ENG 112 classes**

Instruction given during class time, delivered through lecture and class time, including the use of Power Points, discussion board, videos, thorough assignment sheets, and other means of online delivery	37.5 hours
Assigned readings, grammar exercises, and MLA exercises	20 hours
Five assignments consisting of letters, memos, emails, instructions, and job application materials, roughly 8-10 pages of writing	15 hours for prewriting, writing, and revision
Two documented essays amounting to roughly 10 pages of writing and research in the final draft, not to include worked cited pages	40 hours for prewriting, writing, research, documentation, and revision
<b>TOTAL MINIMUM TIME AN AVERAGE STUDENT SHOULD EXPECT TO SPEND ON THIS CLASS</b>	<b>112.5 HOURS</b>

**Online ENG 112 classes**

Instruction normally given during class time, delivered through Power Points, discussion board, videos, thorough assignment sheets, and other means of online delivery	37.5 hours
Assigned readings, grammar exercises, and MLA exercises	20 hours
Five assignments consisting of letters, memos, emails, instructions, and job application materials, roughly 8-10 pages of writing	15 hours for prewriting, writing, and revision
Two documented essays amounting to roughly 10 pages of writing and research in the final draft, not to include worked cited pages	40 hours for prewriting, writing, research, documentation, and revision
<b>TOTAL MINIMUM TIME AN AVERAGE STUDENT SHOULD EXPECT TO SPEND ON THIS CLASS</b>	<b>112.5 HOURS</b>

**Hybrid English 112 classes**

In-class instruction, including at least one in-class essay	18.75 hours
Instruction normally given during class time, delivered through Power Points, discussion	18.75 hours

board, videos, thorough assignment sheets, and other means of online delivery	
Assigned readings, grammar exercises, and MLA exercises	20 hours
Five writing assignments consisting of letters, memos, emails, instructions, and job application materials amounting to roughly 8-10 pages of writing	15 hours for prewriting, writing, and revision
Two documented essays amounting to roughly 10 pages of writing and research in the final draft, not to include worked cited pages	40 hours for prewriting, writing, research, documentation, and revision
<b>TOTAL MINIMUM TIME AN AVERAGE STUDENT SHOULD EXPECT TO SPEND ON THIS CLASS</b>	<b>112.5 HOURS</b>

**COURSE POLICIES:** [[[fill in your policies here]]]

**ASSESSMENTS:** [[[fill in your policies here]]]

**Grading Scale:**

- 90-100 = A**
- 80-89 = B**
- 70-79 = C**
- 60-69 = D**
- Below 60 = F**

**Honor Code:** HCC abides by an honor code that can be found in the student handbook and college catalog:

“I promise to uphold the Hagerstown Community College Honor System and to understand all written provisions pertaining to its application. As a member of the college community, I hold the qualities of honesty and integrity in highest regard and will not violate them nor tolerate those who do.”

**Services for Students with Special Needs:** Reasonable accommodations are provided to qualified students based on current documentation. Contact the Coordinator of Disability Support Services at 240-500-2273 (TTY 301-739-5813) to request accommodations.

**TOPICAL OUTLINE:** This schedule may be altered at the discretion of the instructor.

[[[fill in your outline here]]]

