

Hagerstown Community College
Official Course Syllabus Document
(replace this parenthetical with semester and year)

COURSE:

ENG 112 – Technical Writing (3 credit)

(replace this parenthetical with section number & Days/Times class meets)

INSTRUCTOR:

(replace this parenthetical with name, office hours, and all contact information)

COURSE DESCRIPTION:

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

TEXTBOOK:

Technical Communication, 11e (by Mike Markel) - required

Document Based Cases for Technical Communication, 2e (by Roger Munger)- required

PROGRAM STUDENT LEARNING OUTCOMES (ENG):

- Write analytically using appropriate literary terms, textual and critical support, and standard documentation style.
 - Write routine, negative, analytical and persuasive business correspondence.
 - Compose 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.
- Demonstrate mastery of writing mechanics including grammar, punctuation, spelling and syntax.
 - Create professional career development materials.

COURSE STUDENT LEARNING OUTCOMES:

The student will:

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

GENERAL EDUCATION OUTCOMES:

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

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

MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE

To earn one hour of academic credit at HCC, students are required to complete a minimum of 12.5 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 12.5 minimum hours of coursework per credit. A three credit hour course requires 37.5 clock hours.

For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework.

	DIRECT Faculty Instruction In-class 37.5 h required	Student Work Out of Classroom 75 h required
Instruction normally given during class time, delivered through PowerPoints, videos, thorough assignment sheets, and other means of online delivery	22 hours	
Discussion Board, which is a key component of an online writing course.	15.5 hours	
Assigned readings and short reflection assignments		40 hours
Several shorter essays/projects amounting to roughly 8-10 pages of writing	Included in lecture time	20 hours for prewriting, writing, and revision
One documented essay amounting to roughly 4 or 5 pages of writing and research in the final draft, not to include worked cited pages roughly 3-5 pages of writing	Included in lecture time	15 hours for prewriting, writing, research, documentation, and revision
Total Hours	37.5 h	75 h

ASSESSMENT PROCEDURES:

(replace this parenthetical with explanation of quizzes, exams, projects, etc.; the grading scale and how a student can calculate a grade need to be included here as well)

COURSE POLICIES:

(please delete this parenthetical: Course policies should contain statements about the following topics, as well as any individual policies of an instructor. Please consider a plagiarism statement; the student handbook defines plagiarism this way: Plagiarism is the use of ideas or work of another without sufficient acknowledgment that the material is not one's own. Examples of plagiarism include submitting material created by another as one's own work or including passages of another author without giving due credit, and submitting purchased material, in any form of communication, as one's own work.)

- Attendance Policy – the college attendance policy can be found in the College catalog.
- The instructor reserves the right to modify course content.
- 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.”

Inclement Weather Policy:

(replace parenthetical with directions as to what students should do if the weather is bad and class must be cancelled. Please consider having students also refer to the student handbook.)

Services for Students with Disabilities:

Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.