

Southern Arkansas University Tech
P.O. Box 3499 ~ East Camden, AR 71701 ~ 870-574-4500
www.sautech.edu

Online Course Information Form

Course Number: CO2213

Course Title: Technical Writing

Course Description: This course is a study of the functional aspects of technical communication guided by correctness, clarity, and conciseness as well as by audience, purpose, layout and design. Emphasis is placed on technical instructions, process analysis, mechanism description, definition, observation, analysis, proposal writing, research and the use of visuals in both written and oral communication. Additional focus is on collaborative writing, problem solving, oral workplace communication, and the use of visuals in computer assisted writing. Students who effectively follow the models of effective technical communication presented during the class while developing their own assigned papers and oral presentations during the semester transfer the knowledge to overcome the challenges of real life writing and speaking situations they encounter after they leave the classroom.

Instructor: Sharon Scott

Instructor Bio: My name is Sharon Scott. I have a Master's Degree from the University of Arkansas at Little Rock in Technical and Expository Writing and a Bachelor's Degree in English Education from Southern Arkansas University. I am currently taking classes in the Higher Education doctoral program at UALR with my emphasis on Faculty Development. I will complete my doctorate as my teaching schedule allows. I have been teaching fulltime at SAU Tech since 1999 and taught adjunct for ten years at SAU Tech. I feel sure that this course will be beneficial to your present and future work because we all must communicate on the job whether we are addressing one person or a group of people.

How can you reach me?

- 1) Office: AD 224
- 2) E-mail: sscott@sautech.edu -If you're in CO 2213, however, you will e-mail me through the Blackboard course email.
- 3) Phone: 870-574-4555

Prerequisite: None

Textbook Title: Pickett, Nell Ann, Ann A. Laster, and Katherine E. Staples (2001). Technical English: Writing, Reading, and Speaking. New York: Addison Wesley Longman.

Textbook ISBN: 0-321-00352-7

Learning Outcomes:

1. Use word processing and visual aids to give support to effective writing.
2. Write effective business communication that meets the audience's needs.
3. Gather information through library and field research.
4. Use layout and design as aids to communication.
5. Use the various techniques of instruction, process, description, definition, observation, collaboration, and analysis as determined by audience and purpose in written papers and oral presentations.
6. Design, draft, and produce a formal proposal.

Teaching Methodology, including description of interaction between student and instructor:

I really like to form an on-line "community of learners" between the students and me and between the students themselves. I strive to create and facilitate a "user-friendly" course. Here is some information about the required work:

Assignments: In this section, you will find assignments for each lesson per unit. Once you submit an assignment, it will be graded and I'll give you feedback about how you can improve your next assignment, and your grade will be

entered.

Collaborative Projects: In this section, you will find the selections for a variety of projects you will develop during this course by working with other students in the course. You will do this by chat or email or telephone or whatever works best for your particular group. There are three projects for this course: An online discussion board for reflection and discussion, a collaborative assignment about a paragraph that needs revision, and a collaborative project document that your collaborative group will select, develop, and write. Guidelines for the projects will be provided.

Discussion/Journal: In this section, you will occasionally be asked to respond to a topic provided by your instructor. Please use this as a tool for sharing thoughts and opinions regarding current issues and to comment to your classmates or to respond to their comments.

Methods of Testing: Quizzes will be provided for each lesson of the course. You will have a Proctored Final Exam at the end of the course.

Special Attendance Requirements (student contact with instructor, proctored examinations, etc.):

You should log into your class at least every other day and you should email your instructor once a week telling how you are progressing in the class.

If you have technical difficulties (computer crashes, etc.) or personal problems that cause you to fall behind in your work, you should let the instructor know **immediately**. Contacting the instructor does not relieve you of the responsibility of doing your work, but it does allow the instructor to work with you to overcome the problems you are encountering.

The final exam must be taken at an approved proctor site. Visit the college web site at http://www.sautech.edu/web_based_learning/policies/proc_sites.pdf for more detailed information.

Other Considerations (writing ability, assignments/projects, time considerations, etc.)

Prior computer skills are essential for success in an online class. Prior to enrolling in an online class, you should be able to:

- Surf the Internet, research topics, and download web pages
- E-mail and attach files and know proper e-mail etiquette
- Use word processing (MS Word) skills and submit papers with correct format, grammar and spelling