

Course Syllabus

Department : Occupational Safety & Health Technology
Course Title : ETWR 1302: Introduction to Technical Writing
Section Name : 1 WB
Start Date : January 18, 2011
End Date : March 11, 2011
Modality : Online
Credits : Three

Instructor Information

Name : Lynn Reese
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Course Description : Introduction to the principles, techniques, and skills needed for scientific, technical, and business writing. Discuss the elements of technical writing; determine the purpose of a technical document; research information; prepare an outline, construct technical documents using graphical elements.

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Course Objectives: This course is designed to serve as a comprehensive review of the principles used in writing the English language.

Prerequisites/Corequisites

None.

Scans

2, 6, 9

Required Readings/Materials

Web Access

Technical Writing, Eleventh Edition, by John M. Lannon, 2008, Pearson Longman, New York (ISBN:9780205559572)

Course Requirements (Lectures, Assignments and Assessments)

Assignment Due	Assignments	Outside Research	Writing Assignment
January 19	Read Chapter 1	Review Sentence Structure	Chapter 1, Exercise 2
January 20	Read Chapter 2; Review Documentation— Text Pages 634-669	Sentence Elements	Chapter 2, Exercise 1 (Checklist)
January 24	Read Chapter 3	Paragraph Elements	Chapter 3, Exercise 2 (Checklist)
January 25	Exam		
January 26	Read Chapter 4	Plagiarism	Chapter 4, Exercise 3 (Checklist)
January 27	Read Chapter 5	Code of Ethics	Chapter 5, Exercise 4 (Checklist)
January 31	Read Chapters 7, 8 and 9	Copyright	Chapter 9, Exercise 3
February 1	Exam		
February 2	Read Chapter 26	Oral Presentations	Chapter 26, Exercises 1 and 3

February 3	Read Chapter 11	JSA Summary	Chapter 11, Exercise 1 (Checklist)
February 7	Read Chapter 12	Paragraphing	Chapter 12, Exercise 2
February 14	Read Chapter 13	None	Exercise 1, pg 218; Exercise 3, pg 221; Exercise 4, pg 222; Exercise 6, pg 224; Exercise 9, pg 227; Exercise 10, pg 229; Exercise 16, pg 241 (Checklist)
February 15	Read Chapter 14	None	Chapter 14, Exercise 3 and Exercise 5
February 21	Read Chapter 16	Internet Longevity	Chapter 16, Exercise 2 (Checklist)
February 28	Read Chapter 17	Texas Automobile Accident Form	Chapter 17, Exercise 3(a) (Checklist)
March 10	Final Exam Read Chapter 18	Job Application	Chapter 18, Exercise 1 (Checklist)

Grading Policy

The two intermediate exams will each count 10 percent of your grade.

The final exam will count 10 percent of your grade.

Completion of the assignments and discussions (if any) will count 70 percent of your grade. No assignment is complete until you are satisfied with your grade or the end of the semester arrives. You may resubmit any homework assignment or exam if you are dissatisfied with the outcome. The purpose of this class is for you to become a proficient writer. Practice, practice, and more practice is what it takes to write proficiently.

contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the Learning Resources Center, provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the ["Ask a Librarian"](#) service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).