

# Course Syllabus

Department : Occupational Safety & Health Technology  
Course Title : ETWR 1302: Introduction to Technical Writing  
Section Name : Web 1  
Start Date : June 4, 2012  
End Date : August 9, 2012  
Modality : Online  
Credits : Three

## Instructor Information

Name : Lynn Reese  
OC Email : lreese@odessa.edu  
OC Phone : 432-335-6883

**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.

## ICOs

2, 6, 9

## Required Readings/Materials

### Web Access

**Strongly Suggested, but NOT required:** *Technical Writing*, Eleventh Edition, by John M. Lannon, 2008, Pearson Longman, New York (ISBN:9780205559572)

## Course Requirements (Lectures, Assignments and Assessments)

Assignment 1:	Due June 5, 2012
Assignment 2:	Due June 7, 2012
Assignment 3:	Due June 12, 2012
Assignment 4:	Due June 14, 2012
Assignment 5:	Due June 29, 2012
Assignment 6:	Due June 21, 2012
Assignment 7:	Due June 26, 2012
Assignment 8:	Due June 28, 2012
Assignment 9:	Due July 10, 2012

Assignment 10:	Due July 12, 2012
Assignment 11:	Due July 17, 2012
Assignment 12:	Due July 19, 2012
Assignment 13:	Due July 24, 2012
Assignment 14:	Due July 26, 2012
Assignment 15:	Due July 31, 2012
Assignment 16:	Due August 3, 2012

## Grading Policy

**All assignments are due on the due date unless specific permission has been given to turn in a late assignment. This permission can only be granted BEFORE the due date. Late assignments will be graded down one (1) point per day until received by me.**

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.

**The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.**

## Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to 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](#), 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](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](#).