San José State University
Department of English, School of Humanities & Arts
English 107: Technical Writing, Spring 2022

Course and Contact Information

Instructor:	Sara West
Office Location:	FOB 128 (Open Student Meeting Hours held online for Spring 22 semester)
Telephone:	408-924-4047 (Office); 423-851-4117 (cell)
Email:	sara.west@sjsu.edu
Student Meeting Hours:	Tuesday 1:30-2:30 p.m., Friday 9-10 a.m., and by appointment *Open Student Meeting Hours will be held on Zoom to reduce office crowding.* If making an appointment, we can schedule to meet on Zoom or at an outdoor on-campus location.
Class Days/Time:	Tuesday & Thursday 10:30-11:45 a.m.
Classroom:	Clark 111 (online until February 14)

Course Description

Catalog Description: Survey of technical and professional writing. Students learn how to write and design persuasive documents that get real things done in the real world. Projects include resumes, instructions (video and print), presentations, and user manuals. Includes learning digital tools used to author and publish writing in the current tech landscape such as DITA, Augmented Reality (AR), SnagIt, and Adobe Rush.

Extended Description: Technical writing covers many genres and applications but is generally unified by the idea that we are creating documents that will "do" things in the real world. Whether we are looking to get a job, teach a reader how something complex works, or help a reader through a technical process, there are fundamental aspects of communication which must be followed if we are to be successful. These fundamental aspects can be boiled down to four questions: First, what are we trying to communicate (message)? Second, who are we communicating to (audience)? Thirdly, what are we trying to achieve (purpose)? Lastly, what's the best format to communicate in (medium)? The answers to these questions start as the launching off point for all the work we will be doing this semester.

A second major focus will be the question, *how do we communicate technical information to non-experts?* Our documents are sometimes used by businesspeople trying to decide whether to fund a project. Our documents are sometimes used by customers to figure out how to use products. So on and so forth. How do we translate complex computer or engineering concepts into language that the average person can understand and use? This is further complicated by the fact that *we* are probably not experts on every topic that we're asked to write about. What strategies can we as writers use to become "expert enough" to write about a topic with accuracy and authority?

Lastly, we will focus on testing how useful the writing we do in this class is. It's one thing to finish a document, but can someone else use it to achieve what they need to achieve? How do we know if our document works?

Course Format

In-Person Classes

This course is intended to meet in person after February 14 for the Spring 2022 semester. If for any reason courses are switched to an online mode, this class will be conducted as a synchronous class via Zoom. Otherwise, the course will continue in person. Masks are always required during class. Please familiarize yourself with SJSU's vaccine at https://www.sjsu.edu/medical/services/covid-vaccine.php and other health and safety policies at https://www.sjsu.edu/healthadvisories/health-safety-protocols/index.php.

Canvas, Email, and Computers in Class

All course materials such as readings, syllabus, handouts, notes, assignment instructions, etc. will be found on Canvas. To reduce the number of materials that need to be printed and also to reduce the number of shared documents, you will be asked to access course documents via computer or tablet during class. Some course materials can be viewed on your mobile phone, but many in-class activities will ask you to be able to edit/type on the documents. If you do not have a laptop or tablet that can be brought to class, you can rent equipment from Student Computing Services at the library.

You are responsible for checking your email and the Canvas course page regularly. For help with using Canvas see Canvas Student Resources page at http://www.sjsu.edu/ecampus/teaching-tools/canvas/student_resources.

You are responsible for checking your email and the Canvas course page regularly. All readings, copies of major assignments, handouts, and important announcements will be posted on Canvas. If, for any reason, Canvas is not working or a link/document is not working, please contact me as soon as possible. In addition, if you notice something on Canvas is incorrect (the wrong document uploaded, a seemingly incorrect grade entered, etc.), please notify me.

You should also check your SJSU email regularly. If you do not use your official SJSU account to email me, please include your name and student ID with your email. I will try to respond to emails on the day they are received, but emails received after 7 p.m. may not be answered until the next day. Emails received after 7 p.m. on Friday and throughout the weekend may not receive replies until Monday morning. **Please don't hesitate to contact me if you need help!**

If you want a send a quick question or comment without composing a formal email, you can text me using the number above. Text messages should be related to the class. If you do not feel comfortable with communicating via this means, rely on email instead.

Goals and Learning Outcomes

Program Learning Goals

Students will demonstrate the ability to:

- Read closely in a variety of forms, styles, structures, and modes, and articulate the value of close reading in the study of literature, creative writing, or rhetoric. (Students are taught and will use rhetorical analysis to make sense of the reading assignments that stretch across many genres covered in this class.)
- Show familiarity with major literary works, genres, periods, and critical approaches to British, American, and World Literature. (This is a technical writing class. Student work may or may not engage with literature, according to their interests.)
- Write clearly, effectively, and creatively, and adjust writing style appropriately to the content, the context, and nature of the subject. (This is a class that creates documents that will "do" things in the real world. Our work is contextually grounded to the real-world situations each major assignment will engage.)
- Develop and carry out research projects, and locate, evaluate, organize, and incorporate information effectively. (Assignments #1, #2, #6, and #7 require research of outside material.)
- Articulate the relations among culture, history, and texts. (Understanding the cultural and historical origins of current technical writing genres are key to understanding the tasks to be done.)

Course Goals (Student Learning Objectives)

The ultimate goal of this course is to introduce you to the types of writing that you might be encountering in the workplace and to prepare you with skills that could be appliable to maybe workplace genres and tasks. This goal can be understood as a set of smaller goals. By the end of this class, you will be able to:

1. Engage in best practices when working both individually and as teams.
2. Apply rhetorical analysis methods to documents as a means of assessing their usability.
3. Write across several technical genres using a rhetorical model that looks at message, audience, purpose, and medium as a means of starting any technical writing project.
4. Be able to recognize and communicate using the most common technical writing genres.
5. Use several strategies to explain technical topics to non-expert audiences.
6. Develop and deploy user testing methods for determining document usefulness.
7. Use research strategies to understand technical topics to the level that they can be communicated to non-experts with authority.
8. Have a realistic pathway to employment through work on job-finding strategies, resumes/cover letters, and job interviewing techniques.

Required Readings & Technology

Readings: There are no required books for this class. Because I'm sensitive to the amount of paper a writing/editing class can consume, this course will make extensive use of Canvas, an online classroom management tool. Your readings and assignments will be posted as .pdfs for you to download and print (as you see fit).

This also allows me to pick and choose from the best writing out there, as well as adjust reading difficulty to the level of our class. I fully understand that some of this isn't always the most interesting reading in the world. However, these chapters and articles are crucial to building a classroom vocabulary for the work we are doing. You are expected to read EVERYTHING and come to class prepared to discuss each article. If you start slacking here, I can guarantee you will struggle with the assignments.

<u>You will still need to have readings open during class.</u> I may give random pop quizzes throughout the semester to test whether you are keeping up with the reading, especially if it starts to seem evident that people are not doing the reading.

Technology: I know times are tough, but if you are serious about being a tech writer, you should have your own computer. Chefs carry their knives, carpenters bring their favorite tools to a job, and you have your laptop.

However, I realize tech might be an investment you're currently not in the position to make. No problem. I don't want your lack of access to tech to hamper your ability in this class. If at any point you are unable to do work because you can't get the tech tools you need, let me know and we can work around it.

Software: Unless otherwise specified, assignments should be turned in as a Word (.doc or .docx) file. Microsoft Office is free/cheap to SJSU students. You can find information about access on the Information Technology website: http://its.sjsu.edu/services/software/microsoft-students/index.html (Note: You will need to download Word, rather than using the online version, in order to access all the tools.)

Additionally, we will be learning some common tech tools used in technical writing. I'll provide links when appropriate. I encourage you *not* to download things ahead of time, as we might be taking advantage of free trials.

Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in University Policy S12-3 at http://www.sjsu.edu/senate/docs/S12-3.pdf. You can also find more information on the University's Syllabus Information web page at https://www.sjsu.edu/curriculum/courses/syllabus-info.php.

Major Assignments

Assignment #1: Job application materials: For this assignment, you will research and find a job ad to apply to, and then create an appropriate resume and introductory email using the job ad as a guide.

Assignment #2: Proposal adaptation: For this project, you will be writing a proposal, adapting information that I will be providing you to the proposal genre. You may also choose your own proposal topic.

Assignment #3: Presentation of technical material to a nonexpert audience: You will create a short video that explains a technical topic or process to the class, along with a one-sheet handout that summarizes the technology.

Assignment #4: Computer tutorial: Using screen-capturing software, you will produce a short computer tutorial that explains how to do a moderately difficult computer task in both print and video formats. You will also user test your instructions and write a user testing report.

Assignment #5: Professional Interview Memo: In this assignment, you will find and interview a local professional about their use of technical communication in the workplace. After completing this interview, you will submit your interview questions, as well as a two-page memo that summarizes your findings.

Assignment #6: Technical Manual and Website (group assignment): For the major project in this class, you will work in groups of three or four to produce a user manual that accompanies a phone app for iPhone or Android. The manual should describe major features, explain basic tasks, and include other sections of user manuals as appropriate to the project. We will be learning and using DITA and/or Madcap Flare to create an online version of your manual. You will present your manual in the finals slot to a panel of local tech professionals who will ask questions and assess your work.

Second Chance. I expect perfection but realize that you're still learning this stuff. I'll let you redo one major assignment and submit it for full credit—the only requirement being that you also turn in a memo describing your errors and the ways that you fixed them. The grade on this second attempt will replace the first. *The second chance is not available if you didn't turn anything in the first time.*

Homework and In-Class Exercises

Homework: The majority of what you'll do outside of class will be readings and work for major assignments. However, there are a few additional homework assignments that you'll need to complete, simply because we don't have enough time during class to get to everything we'll want to go over. These homework assignments are intended to set you up for discussions, tutorials, and skills that we'll work on in the next class; for that reason, homework assignments will be due prior to the next class (e.g., if homework is assigned on a Tuesday, it'll be due at the beginning of class on Thursday).

In-Class Exercises: On most days that we discuss readings, there will be short, in-class writing assignments to practice various writing techniques and strategies. These may be worked on in groups or as individuals, depending on the subject matter. I attempt to cater these exercises to issues that I'm seeing in your work. These will be graded for completion. You generally have until 11:59 P.M. to submit these assignments.

Final Exam

Your group will present its final project in the final examination schedule. You will be graded as to how well you articulate your group's work in light of all the work we've done this semester.

Assignments

If submitting work online, students should submit as a Microsoft Word file unless otherwise noted (homework can be submitted as a different file type depending on how you chose to submit—rewriting, scanning, completing on tablet, etc.). Word is still an industry standard, and you will need to be able to engage with the program at some level as an editor. SJSU students can get a free copy of Word (in MS Office) here: http://its.sjsu.edu/services/software/microsoft-students/index.html

**Please note that you will need to download Word (still free!) rather than using the online version in order to have the full Word capabilities.

Delineation of Workload for 4-Unit Course

Course Component	Student Work	Instructor Engagement

Regular 3 Units (9 hrs/week)	Reading and completing homework assignments; engaging in individual and group in-class activities; doing major assignments	Class contact hours and standard office hours; prepare in-class activities, worksheets, and exams. schedule homework; evaluate student work and provide feedback
Activity 1 unit (3 hrs/week)	Additional work on Assignment 3, both written and video instructions; additional work on assignment 4, conducting user testing; additional work on Assignment 6, translating the manual to a web interface;	Guidance to students during project work time and additional scheduled meetings; evaluation and assessment of additional projects; mediating group issues as applicable; one-on-one work with software and other technologies

Grading Information

Assignment	Course Objective(s)	Points
Homework/In-Class Exercises/Drafts	1, 2, 3, 4, 5	200 pts (5-10 pts each)
Assignment 1: Job Application Packet	1, 2, 3, 4, 5, 8	100 pts
Assignment 2: Proposal Adaptation	1, 2, 3, 4, 5, 6, 7	100 pts
Assignment 3: Video Presentation	1, 2, 3, 4, 5, 6, 7	100 pts
Assignment 4: Computer Tutorial	1, 2, 3, 4, 5, 6, 7	150 pts
Assignment 5: Professional Interview Memo	1, 2, 3, 4, 5, 7, 8	100 pts
Assignment 6: User Manual & Website	1, 2, 3, 4, 5, 6, 7	150 pts
Final Presentation	1, 2, 3, 4, 5, 7, 8	100 pts

Please note also the following departmental policy on grading:

The Department of English reaffirms its commitment to the differential grading scale defined in the official SJSU Catalog ("The Grading System"). Grades issued must represent a full range of student performance: A = excellent; B = above average; C = average; D = below average; F = failure. Courses graded according to the A, B, C, No Credit system shall follow the same pattern, except that NC, for No Credit, shall replace D or F. In A,

B, C, No Credit courses NC shall also substitute for W (for Withdrawal) because neither NC nor W affects students' grade point averages. This statement shall be included in all Department of English syllabi.

Grading Criteria

Homework and in-class assignments are graded on completion. For major projects, the following grading scale is used (with more specific rubrics for each assignment):

Assignments are assigned letter grades, from A+ to F.

An "A" is earned by work that is consistently excellent. It is professional, publishable, generically appropriate, and contains no more than two minor errors.

A "B" is earned by work that is consistently above average—and occasionally excellent. While documents may not exhibit the same depth of research, analysis, or polish, the author has done a competent job. This document would be publishable with another round of revision.

A "C" is earned by work that is in the ballpark of what a document is attempting to achieve. The author does many things right, but there are omissions or errors that significantly damage a document's usefulness. The author, while not yet accomplished in the craft of technical writing, is producing competent work that would require significant revision on the part of a more experienced technical writer.

A "D" is earned by work that shows developing competence but may be incomplete or have serious flaws. The author may complete the assignment, but the finished project shows a lack of effort or understanding. This type of work would not be usable by the target audience. This is the type of work that would be rejected and assigned to another writer.

An "F" is generally only earned by work that is not turned in. This usually comes in the form of a zero.

Within any of the letter grade ranges (e.g. B+/B/B-), the assignment of a + or - grade will reflect stronger (+) or weaker (-) completion of the goals of the assignment.

"A minimum aggregate GPA of 2.0 SJSU Studies (R, S, & V) shall be required of all students as a graduation requirement." To see full text, review University Policy S11-3 at http://www.sjsu.edu/senate/docs/S11-3.pdf.

Grades on Canvas

Because I want you to know how you are doing in the class at all times, I will be updating your grades on Canvas as I give them. It is part of my job as an instructor to return work in a timely fashion. Though I try my best to check and doublecheck grades, it is part of your job as a student to make sure that I am entering correct grades for you. If you see an error in a grade, please come to me immediately; don't wait until the end of the semester when things get crazy.

Grading Disputes

Again, though I doublecheck my grading, please do your part to make sure I've calculated your grade correctly and bring any errors on my part to my attention immediately. (Obviously, if I erred in your favor, I'm not expecting you to speak up. That's on me.) Otherwise, if you are concerned about a grade you received, our conversations will be about how you can do better on the next assignment.

Final Grading Scale

A plus: 1000-980 points
A: 979-940 points
A minus: 939-900 points
B plus: 899-870 points
B: 869-840 points
B minus: 839-800 points
C plus: 799-770 points
C: 769-740 points
C minus: 739-700 points
D plus: 699-670 points
D: 669-640 points
D minus: 639-600 points
F: 599 and below

COVID-19 Policies

Feeling Sick? Exposed to someone with COVID-19? Awaiting COVID-19 test results?

Don't come to class. Email me as soon as possible, and we will work out how you will complete any classwork on that day and will negotiate a new deadline. (See Late Work Policy.)

Vaccination

California State University has mandated that all students, faculty, and staff must be vaccinated against COVID-19 and must receive a vaccine booster shot to remain in compliance with the CSU's vaccination policy.

At SJSU, all booster-eligible students who are registered for hybrid or in-person classes are required to update their vaccination status and upload a record of their booster shot by January 31, 2022.

For more information on the vaccination requirement and how to submit your vaccination status, please see SJSU's vaccine policy at https://www.sjsu.edu/medical/services/covid-vaccine.php.

Masking

Regardless of vaccination status, everyone in the classroom will need to wear a mask over their noses and mouths throughout the duration of class time. Face masks should not have vents, mesh, or any other holes. If you chose to wear a face shield, you also need to wear a mask. Disposable face masks can be provided by SJSU, if needed. SJSU's mask policy states that reusable masks should be laundered before each use and disposable masks should be used only once.

If you need a disposable mask, you can find them:
- Facilities Development & Operations' Customer Service Center located in the Corporation Yard A (CYA) building (intersection of San Fernando and 9th Street, across from the North Garage)
- Kiosk located between the Student Wellness Center and Event Center.

For more on SJSU's mask policy, please see SJSU's Adapt Plan, which will be frequently updated: https://www.sjsu.edu/healthadvisories/sjsu-adapt/plan/

If SJSU changes their guidance on masking, I will announce an update to this policy.

Food & Drink

To reduce the need of removing your mask, please avoid bringing food to the classroom. If you bring a drink, please replace your mask between sips.

Need a Place to Be Between Classes or While Taking Online Classes?

New for Fall 2021, SJSU has designated available classrooms for student study and workspace purposes. When these classrooms are not in use for teaching purposes, they are available for students to use. Students may use the classrooms for individual or group studying, attending online classes while on campus, and other student work activities. All classrooms have wifi. Only a limited number of outlets are available in any classroom.

Find out the availability of these classrooms here: https://www.sjsu.edu/learnanywhere/campus-resources/study-resources.php

Additional Policies

Attendance

Missing more than a few days of class will significantly affect your understanding of the material because we spend a lot of time in class digging into the concepts and doing in-class activities about those concepts. *If you miss class, please consult the syllabus and your classmates.*

I would appreciate that you notify me if you are unable to attend class. Please, please, please don't disappear on me. If you are dealing with something major that's getting in the way of regular attendance, let me know. You don't need to give me details, but let's discuss so we can come up with a game plan.

If you attend class, you should be planning to stay the entire duration. If you need arrive late or leave early during a specific class, please let me know.

Late Work Policy

Professional writers and editors in the workplace are expected to make and/or keep up with deadlines, and part of the purpose of this class (and the others in the PTW program) is to prepare you for that reality. In the workplace, if you were not able to complete a project on time, you would either have to 1) meet with your supervisor to negotiate the deadline or 2) work all night to get it done on time.

Thus, I do not accept late on any work *unless you have spoken to me beforehand and we have negotiated a new deadline*. New deadlines should be negotiated at least 12 hours before the deadline. If you have emailed me to ask for an extension less than 12 hours before the due date, do not assume that I will be able to grant the extension.

(That said, I have an open-door policy for a reason—come talk to me if something is up.)

Acting with Academic and Professional integrity

In both your academic and professional careers, you are expected to act with integrity. You are in this class for more than a grade: you are here to emerge with actual skills—skills that are not developed through

cheating. Though it most likely will not be an issue, any plagiarism, homework copying, correspondence about an exam, or unauthorized borrowing from your neighbor's brain will not be tolerated in this class and will be reported directly to Student Conduct and Ethical Development.

Classroom Conduct

Be kind to each other. You are to treat the instructor, any guests or substitute instructors, and your classmates with respect and courteous behavior. Keep in mind that we likely come from different backgrounds, honor different belief systems, have access to different tools, struggle with different concepts, and excel at different tasks and responsibilities. And that's okay.

Whether we are remote or in the classroom, treat the class as a professional workspace. Remember that you are in a professional environment and that you're training to be in an ever-more professional environment. Be yourselves but be respectful of each other.

Remote/online specific note: Talking to black boxes is not fun. I would prefer you to keep your camera on during class. This is the professional standard at the most places you'll end up working. Wear a hat and sunglasses if you need to, pause if you have a huge sneeze coming on. If there's a reason you can't leave your camera on, please let me know.

Basic Needs Security

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course is urged to contact SJSU Cares. Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that she may possess.

My open-door policy

To reduce crowding in and around my office, my open student meeting hours will be conducted online via Zoom. I'm happy to talk with you at any time about the readings, assignments, and any other aspect of the course. Because I understand that sometimes student meetings hours can be difficult to get to, I'm always happy to meet with you at another time if you send me your availability. I am also happy to meet outdoors at an on-campus location.

University Policies

General Expectations, Rights and Responsibilities of the Student

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU's policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. To learn important campus information, view University Policy S16-15 and SJSU current semester's Policies and Procedures. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not address the issue, it is recommended that the student contact the Department Chair as the next step.

Timely Feedback on Class Assignments

Per University Policy F13-1, all students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades.

Accommodation to Students' Religious Holidays

University Policy S14-7 states that San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Add/drop deadlines can be found on the current academic year calendars document on the Academic Calendars webpage. Students should be aware of the current deadlines and penalties for dropping classes (Late Drop Information). Information about the latest changes and news is available at the Advising Hub.

Consent for Recording of Class and Public Sharing of Instructor Material

University Policy S12-7, requires students to obtain instructor's permission to record the course and the following items to be included in the syllabus:

- "Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material."
- In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- "Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent."

Academic integrity

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The University Academic Integrity Policy F15-7 requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. Visit the Student Conduct and Ethical Development website for more information.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as

possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) to establish a record of their disability.

Student Technology Resources

Computer labs and other resources for student use are available in:

- Associated Students Print & Technology Center at http://as.sjsu.edu/asptc/index.jsp on the Student Union (East Wing 2nd floor Suite 2600)
- The Spartan Floor at the King Library at http://library.sjsu.edu/about/spartan-floor
- Student Computing Services at http://library.sjsu.edu/student-computing-services/student-computing-services-center
- Computers at the Martin Luther King Library for public at large at https://www.sjpl.org/wireless
- Additional computer labs may be available in your department/college

A wide variety of audio-visual equipment is available for student checkout from Collaboration & Academic Technology Services located in IRC Building. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

SJSU Writing Center

Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at http://www.sjsu.edu/writingcenter. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook.

SJSU Counseling and Psychological Services

The SJSU Counseling and Psychological Services are providing services. Professional psychologists, social workers, and counselors are available to provide confidential consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling and Psychological Services website at http://www.sjsu.edu/counseling

English 107, Editing for Writers, Spring 2022 Course Schedule

This schedule is subject to change. I will notify you of any changes to the schedule in class and I will upload a new schedule document on Canvas. I will make sure that there is ample time for you to make any changes to your schedule that you might need to.

*Make sure you flip/scroll to the next page to ensure you're not missing something that has gotten cut off in the table formatting. Though I do try to keep Canvas up to date, make sure you're keeping up with this calendar as well.

Week	Date	Topics & Assignments	DUE
Module 1: Job Application Package & Strategic Writing			
1	R 1/27 **Online**	Introductions, syllabus, etc. **FOR NEXT TIME:** - READ: Reading 1 on Canvas - DO: Homework: Keywords for Assignment 1 on Canvas	
2	T 2/1 **Online**	Class Discussion: Rhetorical Communication Discuss Reading 1, discuss Assignment 1 **FOR NEXT TIME:** - READ: Reading 2 - DO: Homework: Starting Your Job Search on Canvas	Completed reading + homework (due before class)
2	R 2/3 **Online**	Class Discussion: The Resume Discuss Reading 2, Homework 1 **FOR NEXT TIME:** - READ: Reading 3 - DO: Homework: Job Ad Keywords	Completed reading + homework (due before class)
3	T 2/8 **Online**	Class Discussion: The Cover Letter, Internal/External Organizational Communication Discuss Reading 3 **FOR NEXT TIME:** - READ: Reading 4 - DO: Homework: Basic Design Terminology	Completed reading + homework (due before class)
3	R 2/10 **Online**	Class Discussion: Elements of Visual Design for Documents Discuss reading 4 **FOR NEXT TIME:** DO: Finish resume and email draft – bring 4 paper copies to class and submit via Canvas	Completed reading + homework (due before class)

Week	Date	Topics & Assignments	DUE
4	T 2/15 **Back in person: Clark 111**	Draft Workshop: Resume and Emails **FOR NEXT TIME:** - READ: Reading 6 - DO: Homework: Writing Clearly	**Assignment 1 Drafts (due before class)**: Resume and email draft. Bring 3 paper copies to class and submit via Canvas.
Module 2: Persuasive Speech & Proposals			
4	R 2/17	Class Discussion: Writing for Clarity Discuss Reading 6 **FOR NEXT TIME**: - READ: Reading 7 - Do: Finish Assignment 1	Completed reading + homework (due before class)
5	T 2/22	Class Discussion: Writing Proposals, Pt. 1 Discuss Reading 7, introduce Assignment 2, begin Homework 2: Analyzing a Technical Proposal **FOR NEXT TIME:** - READ: Reading 8 - Do: Homework: Shark Tank	**Assignment 1: Job Application Packet** (Submit on Canvas by 11:59 p.m.)
5	R 2/24	Class Discussion: Writing Proposals, Pt. 2 Discuss Reading 8 **FOR NEXT TIME:** - READ: Reading 9 - DO: Homework: Quick Research Discussion	Completed reading & homework (due before class)
Module 3: Presenting & Adapting Tech to Nontech Audiences			
6	T 3/1	Class Discussion: Research of Technical Topics Discuss Reading 9, discuss Assignment #3: Presentation of Technical Material to a Non-Expert Audience **FOR NEXT TIME:** - READ: Reading 10 - DO: Homework: What is an API?	Completed reading & homework (due before class)
6	R 3/3	Class Discussion: Adaptation Strategies for Non-Expert Audiences Discuss Reading 10, Demo: Applying Styles in Word **FOR NEXT TIME:** - READ: Reading 11 - DO: Assignment 2: Proposal Adaptation & submit on Canvas	Completed reading & homework (due before class)
7	T 3/8	Class Discussion: Presentation Strategies for Non-Expert Audiences Discuss Reading 11, assign topics **FOR NEXT TIME:**	**Assignment 2: Proposal Adaptation** (Submit on Canvas by 11:59 p.m.)

Week	Date	Topics & Assignments	DUE
		• DO: Homework: Basic Research on Presentation Topic	
7	R 3/10	Class Discussion: Video Tutorials, Video Planning Discuss Homework 4 **FOR NEXT TIME:** • DO: Finish videos	Completed readings & homework
8	T 3/15	Class Discussion: Video Drafting, Video Editing **FOR NEXT TIME**: • Read: Reading 12 • DO: Assignment 3: Presentation of Technical Material to a Non-Technical Audience	**Rough cut/draft of Assignment 3: Presentation of Technical Material** (due in class: you will be sharing with others in class & this is due on Thursday, so you should have something pretty good)
Module 4: Technical Documentation			
8	R 3/17	Class Discussion: Navigating Tech Documents Writing/editing for concision, translating marketing prose **FOR NEXT TIME**: • DO: Reading 13	**Assignment 3: Presentation of Technical Material to a Non-Technical Audience** (Submit on Canvas by 11:59 p.m.)
9	T 3/22	Class Discussion: Written Instructions, Pt. 1 Discuss Reading 13 **FOR NEXT TIME**: • DO: Homework: Computer Tutorial Planning Document	Completed reading
9	R 3/24	Class Discussion: Written Instructions, Pt. 2: Screen Capture Tutorial Go over Assignment 4: Computer Instructions **FOR NEXT TIME:** • READ: Reading 14: User Testing	Completed homework (due before class)
10	T 3/29 **Spring Break**	No Class!	
10	R 3/31 **Cesar Chavez Day / Spring Break**	**No Class!** **FOR NEXT TIME:** • READ: Reading 14: User Testing	
11	T 4/5	Class Discussion: User Testing, Pt. 1 Advanced user testing, Conducting user testing on your materials **FOR NEXT TIME:** • DO: Draft of Assignment 4	Completed readings

Week	Date	Topics & Assignments	DUE
11	R 4/7	Class Discussion: User Testing, Pt. 2 Conduct user testing • DO: Finish Assignment 4	**<u>Complete</u> Draft of Assignment 4** (due in class: you will be doing and/or participating in user testing, a required component of this assignment)
Module 5: Content Management and Topic-Based Writing			
12	T 4/12	Class Discussion: Content Management Systems **FOR NEXT TIME:** • READ: Reading 16 • DO: Homework: Questions about Ethics • DO: Finish Assignment 4	**Assignment 4: Computer Instructions + User Testing Report** (Submit on Canvas by 11:59 p.m.)
12	R 4/14	Class Discussion: Tech Writing Ethics Discuss reading, consider ethical best practices **FOR NEXT TIME:** • READ: Reading 17	Completed reading & homework
13	T 4/19	Class Discussion: Topic-Based Writing, Introducing DITA Discuss Reading 17, DITA Workshop, go over Assignment 5: Professional Memo **FOR NEXT TIME:** • READ: Reading 18 • DO: Homework: Writing Manuals	Completed reading
13	R 4/21	Class Discussion: Software/Product Documentation Discuss Reading 18 **FOR NEXT TIME:** • DO: Review Assignment 6: Technical Manual	Completed reading & homework
Module 6: Team Projects, Putting it all together			
14	T 4/26	Class Discussion: Planning Multipage Documents, Pt 1: Style Guides, Group Planning Discuss Assignment #7: Technical Manual, Form Groups, start playing with apps, start Group Planning Document **FOR NEXT TIME**: • DO: Group Planning Document	
14	R 4/28	Class Discussion: Planning Multipage Documents, Pt. 2 Time in class to complete group planning document	**Group Planning Document** (Submit on Canvas by 11:59 p.m.)

Week	Date	Topics & Assignments	DUE
		FOR NEXT TIME: • DO: Group Planning Document • DO: Finish DITA Training Course and .dita file	
15	T 5/3	Class Discussion: Planning Multipage Documents, Pt. 3 Time in class for working with group **FOR NEXT TIME:** • DO: Sign up for <u>group</u> conference spot on 5/5	**DUE: DITA Training Certification Form and Repurposing a .dita File** (Submit on Canvas by 11:59 p.m.)
16	R 5/10	Class Discussion: A Visit from PTW Alumni **FOR NEXT TIME:** • Work on final project	**Assignment 5: Professional Interview Memo** (Submit on Canvas by 11:59 p.m.)
16	5/10	Class Discussion: Final Project conferences or on Zoom **FOR NEXT TIME:** Work on final project	Bring a working draft to Final Project Conferences.
16	R 5/12	Class Discussion: Refresher on presentations, last chance for questions/comments about the final project Informal group presentations in class **FOR NEXT TIME:** • Finish final project, practice for group presentations	
Final Exam	Wednesday 5/18 9:45-12:00	**Final Projects (Assignment 6) + Group Presentations**	