

ENGL 210: Technical and Business Writing

Spring 2020

Section 502: MW 11:30-12:45 in QENG 212

Section 503: MW 17:00-18:15 in QENG 115

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Office hours: 14:00-15:00 UT, 10:00-11:30 MW

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Writing makes things happen. At jobsites around the world, engineers use writing and communication strategies to create, sustain, and re-imagine their work. TAMUQ's Technical and Business Writing courses aim to familiarize you with some of the genres and writing tasks you will encounter in the workforce, but no one course will ever be able to prepare you for everything you will ever face after graduation (see Figure 1).

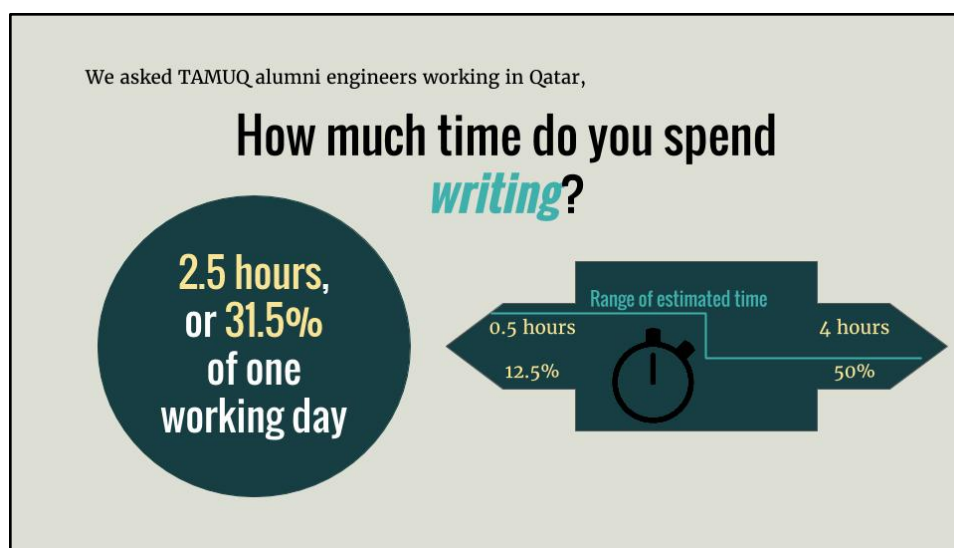


Figure 1. Infographic of TAMUQ Alumni Engineers' Writing Practices.

The following table illustrates two specific kinds of writing knowledge that have been shown to be transferable into new contexts. In this class, we will focus on how to integrate your engineering knowledge with these knowledge domains.

Table 1. Knowledge Domains Emphasized in ENGL 210.

Knowledge Domain	Definition
<i>Rhetorical Knowledge</i>	The ability to analyze and act on understanding of audience, purpose, and context in creating and comprehending texts.
<i>Meta-awareness</i>	The ability to reflect on one's own thinking processes, to know what questions to ask of others, and to understand how to gain more knowledge about writing.

TAMUQ Course Description

Focus on writing for professional settings; correspondence and researched reports fundamental to the technical and business workplace—memoranda, business letters, research proposals and presentations, use of graphical and document design; emphasis on audience awareness, clarity of communication and collaborative teamwork.

At the end of the semester, students will be able to do the following:

- Locate, evaluate, and incorporate pertinent information for business and technical purposes using a variety of technological tools.
- Recognize, analyze, and accommodate diverse audiences and rhetorical situations.
- Analyze the ethical responsibilities involved in technical and business communications.
- Engage in the process of drafting technical documents and critiquing peer writing.
- Apply principles of document design to enhance readability and effectiveness of documents.
- Revise and edit to achieve clarity; meet the standards of appropriate purpose, style, conventions of edited global English including grammatical correctness, appropriate word choice (diction), usage, clear and concise sentence structure, and punctuation.

In addition to the TAMU course objectives, this course has been supplemented with additional units that are relevant to the TAMUQ and Qatar context (see figure 2).

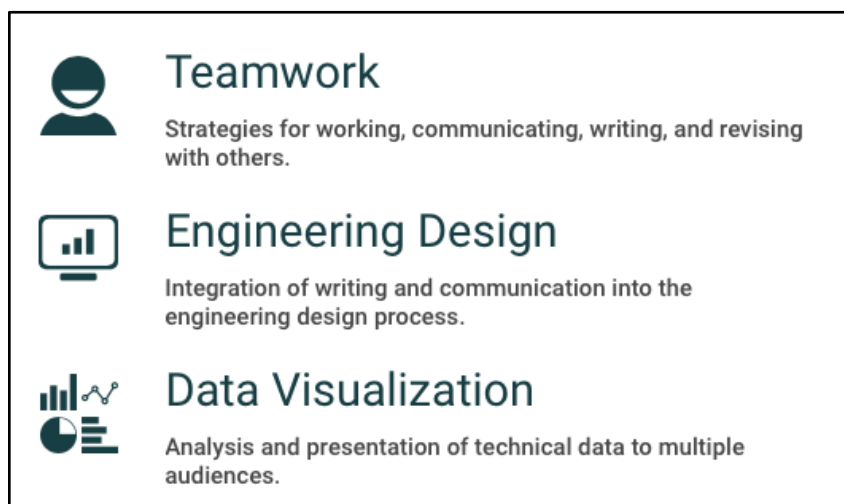


Figure 2. Additional Information Covered by Sections 502 and 503 of ENGL 210.

Required Textbook

J. Wolfe, *Team Writing: A Guide to Working in Groups*. Boston: Bedford/St. Martin's, 2010. (See Figure 3.)










Figure 3. Required Textbook for ENGL 210 Section 502 and 503.

Grades

Grading Scale: 90-100 A, 80-89 B, 70-79 C, 60-69 D, 0-59 F

Table 2. Distribution of Final Grade Percentage.

Collaboration		10
Portfolio Design and Prototype		5
Project 1: Problem Statement		15
Project 2: Ideation Presentation		10
Project 3: Job Application Package		15
Project 4: Showcase Presentation		10
Project Management		35

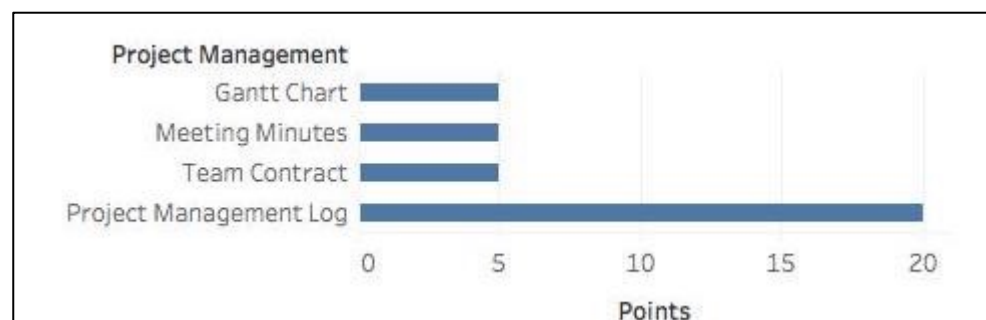


Figure 4. Distribution of Project Management Score (out of 35).

Table 3. Due Dates and Further Description of Assignments

Due Date:	March 19, 2020	May 5, 2020
Team Deliverables	P1: Problem Statement P2: Ideation Presentation Team Contract Gantt Chart Meeting Minutes	P4: Showcase Presentation, including poster, video, and poster presentation Prototype Meeting Minutes
Individual Deliverables	P2: Self-Assessment Report Project Management Log	P3: Job or Internship Application Collaboration Assessment, including self-assessment report and peer review Portfolio Design Project Management Log

Your midterm portfolio is due at 23:59 on Thursday, March 19 and your final portfolio is due at 23:59 on Tuesday, May 5.

The Fine Print

Attendance and Late Work

Prompt attendance at all course meetings is expected, although students may miss up to three days before loss of points. Students who have unexpected emergencies on due dates must email or text me as soon as possible, and any missed work is the student's responsibility to complete. Missing class does not automatically extend the deadline for your work or allow you to earn points for in-class activities. Upcoming exams in other courses are not grounds for an excused absence. Frequent tardies will also result in losing points on your final portfolio.

Penalties for late work can include up to one letter grade for each day past the due date. Please read the following TAMU resources on attendance and absences:

[TAMU Student Rule 7: Attendance](#)

[TAMU Policy on Absences Related to Injury or Illness](#)

Electronic Devices

Students are encouraged to use mobile phones, laptops, tablets, and other electronic devices in ways compatible with productive, engaged, and focused learning – in particular, to write, to read, to research, to communicate with co-authors, and to fulfill other course goals. You are expected to BYOD (Bring Your Own Device) to each class period. Uses of technology that are counterproductive or unrelated to the learning process will result in a loss of points on your final portfolio.

Academic Honesty

Students are held responsible for the guidelines contained in the [TAMU Aggie Honor Code](#) ("An Aggie does not lie, cheat, or steal or tolerate those who do") and in this syllabus (see Table 4). I strongly encourage all students to visit my office if they have questions about fulfilling this expectation. You will not be punished for asking questions about academic honesty or plagiarism.

Table 4. Definitions of Plagiarism.

Information that is not your own original idea (such as information from web sources) but is included in your paper as if it were your own, intentionally or unintentionally.
Patchwriting, which is defined by Rebecca Moore Howard in her article "A Plagiarism Pentimento" as "copying from a source text and then deleting some words, altering grammatical structures, or plugging in one-for-one synonym-substitutes."
Direct cut-and-paste from any source (this includes significant fragments or phrases, as well as sentences and paragraphs) without identification (by using quotation marks) of the source.
Proper identification of the quotation but no citation leading back to its source.

Because this course emphasizes collaborative teamwork and business/technical writing (where the use of boilerplate text is common), it is very likely that you will encounter situations where these guidelines do not seem sufficient. My view is that these situations are **ideal opportunities for learning**; as such, I need to be involved in discussions about when, how, and why to refer and document your sources (print, digital, and real people included).

Help Available to Students

I encourage all students who have questions about assignments or course requirements to meet with me during my office hours or by appointment.

The Americans with Disabilities Act (ADA) is an American anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Department of Student Affairs in suite 053 of the Texas A&M University at Qatar building. For additional information visit <http://disability.tamu.edu>.

Located in Suite 310, the **Center for Teaching and Learning** is a dynamic place that supports the learning process and academic success of students. We welcome all students to visit us for peer tutoring in chemistry, physics, math and some engineering courses. We also offer writing consultations as well as help in multimedia projects such as presentations, e-portfolios, and poster design. To book an appointment, log in to www.tamugatar.mywconline.com. Feel free to send your comments or questions to joelle.fadlallah@qatar.tamu.edu.

You are required to visit the CTL at least once this semester for feedback on your writing, presenting, or digital composition. Points will be deducted from your final portfolio if you do not meet this requirement.

Schedule of Course Topics, Readings, and Assignments
ENGL 210 Sections 502 & 503
Spring 2020ⁱ
TW= Team Writing

Week	Date	Topics	Readings	Assignments
1	13-15 January	Collaboration and Engineering Design	Choose two resources from the “Ux and Engineering Design” tab on the course website. “Social impact ... takes a planet!” TW, Chapter 1: “Planning Your Collaboration”	Begin Project Management Log. Complete self-evaluation.
2	20-22 January	Project Management	“A Virtual Crash Course in Design Thinking” TW, Chapter 2: “Project Management” TW, Chapter 3: “Getting Started with the Team Charter”	Draft a design matrix of project ideas. Ideate with your group and agree upon the problem you want to solve or the innovation you want to develop.
3	27-29 January	Empathy Interviews and Needs Analysis	TW, Chapter 4: “Getting Started with the Task Schedule” “How Fieldwork and a Community-Centered Approach Contribute to Project Success” “Method: Interview for Empathy”	Send a proposal memo to course mentors. Submit a draft of your team contract and task schedule.
4	3-5 February	Team Discussion, Technical Research and Reports	TW, Chapter 5: “Constructive Conflict” Choose one resource from the “Technical Reports” tab on the course website.	Conduct secondary research on your problem. Start collaboratively writing your problem statement and submit an outline of your problem statement.
5	10-12 February	Prototyping and Revising	Google for Entrepreneurs Rapid Prototyping Tutorials: Sketching and Paper Prototyping , Digital Prototyping , Native Prototyping , and this example of prototyping in chemical engineering . TW, Chapter 6: “Revising with Others”	Meet with course mentors about potential prototyping methods and submit meeting minutes. Problem statement draft due in class on February 12. Revise problem statement with group members.
6	17-19 February	Engineering Entrepreneurship and Professional Portfolios	Tobin Turner and Peter Gianiodis’s “ Why Entrepreneurship Programs for Engineers Fail ” and browse http://www.injazalarab.org and https://qstp.org.qa/	Continue to revise problem statement with group members. Create website for midterm portfolio submission.

7	24-26 February	Team Communication and Norms	TW, Chapter 7: "Communication Styles and Team Diversity"	Create outline for group presentation. As a group, revisit task distribution methods.
	1-5 March	No class- Spring Break!		
8	9-11 March	Oral Presentations	Table from "Features of Success in Engineering Design Presentations" Richard House's "Overcoming Stage Fright and Connecting with Listeners"	Practice ideation presentation with group members.
9	16-18 March	Oral Presentations	No readings for this week. You have a lot to work on!	Midterm portfolio due Thursday, March 19 at 23:59.
10	23-25 March	CVs	Choose two resources from the "CVs and Cover Letters" tab on the course website.	Choose a job or internship to apply to. Draft of CV due in class on March 25.
11	30 March – 1 April	Letters of Application and Data Analysis	Choose one of Hans Rosling's TED Talks at https://www.ted.com/speakers/hans_rosling and browse https://www.gapminder.org/	Submit drafts of CV and letter of application. Gather quantitative data related to your project. Finalize plans to produce a prototype.
12	6-8 April	Poster Design	"The Craft of Scientific Posters"	Revise website for final portfolio. Submit draft of poster for peer response.
13	13-15 April	Multimedia	Browse kickstarter.com for interesting projects and choose one resource from the "Multimedia" tab on the website.	Submit draft of video for peer response.
14	20-22 April	Reporting Technical Information	No readings for this week. You have a lot to work on!	Present prototype, video, and poster at STEAM Showcase on April 23 from 11:30-1:30. Revise documents for final portfolio.
15	5 May	Final Portfolio due Tuesday, May 5 at 23:59.		

ⁱ Changes to this schedule will be negotiated in class and announced via email to all students.