

**INSTRUCTOR: Ms. Gerik**  
**OFFICE: 608 Carlisle Hall**  
**PHONE: 817-272-0962**  
**OFFICE HOURS: 11-12 MW 1:30-2:30 T**  
**And by appointment**  
**E-MAIL: [rgerik@uta.edu](mailto:rgerik@uta.edu)**  
**<http://www3.uta.edu/faculty/rgerik>**

**3373-001**  
**TR 9:30-10:50**  
**312 Ransom**

**3373-002**  
**TR 11-12:20**  
**312 Ransom**

**3373-003**  
**MW 1-2:20**  
**316 Ransom**

**3373-006**  
**TR 8-9:20**  
**312 Ransom**

**Because so many of us deal with allergies, please use restraint with colognes and perfumes.**

**As a courtesy to others in the class, please turn off cell phones and pagers during class. This includes text messaging.**

### **TEXTBOOK**

Lannon & Gurak, *A Concise Guide to Technical Communication* 3<sup>rd</sup> ed.  
My TechCommLab access

(The two above are sold as a package by the UTA Bookstore.)

Grammar handbook with APA documentation information. (Your ENGL 1301 handbook has this information. There are also links to sources for APA documentation information at

<http://www3.uta.edu/faculty/rgerik> )

### **CLASS GOALS**

In this class you will learn:

- \* The difference between technical and essay writing
- \* Types of documents produced in a business setting
- \* To design and produce documents that meet the intended audience's needs
- \* To design and produce competent, professional documents that would be expected in industries
- \* To design and deliver effective presentations
- \* To work with others to give and receive project information
- \* To work with others to give and receive assignment feedback
- \* To present technical information to a non-technical audience
- \* To structure documents for maximum clarity and readability
- \* To assess your audience so that you may tailor your presentation accordingly
- \* To give useful feedback to others regarding their work
- \* To work in a team environment to complete a project
- \* To write a variety of documents for various audiences

### **ATTENDANCE**

Because participation is so important in any university course, you should obviously attend every class. If you must miss class, check with your classmates to catch up on any work you missed. Chronic lateness is unacceptable, as are coming to class unprepared, doing work for other courses during class, reading newspapers during class, and so on. Attending class without having the assignment prepared will be treated as an absence. Come to class on time, ready to work.

### **YOUR RESPONSIBILITIES**

Learning is not a passive process. In order to obtain the best results in this class, you, as a student, must actively participate. To this end, you have the responsibility to:

- Attend class, and do the work.
- If you are unable to attend class, complete the assigned work and check with a classmate to find out what you missed. (Do not email me and ask if you missed anything “important.” It’s all important.)
- Check your UTA email on a regular basis. If I need to communicate with the entire class, this is the method I’ll use. For example, if I make a syllabus change or need to cancel class for any reason, I will send an email to the entire class, using your UTA email address.
- If you are involved in a situation that affects your attendance and/or participation in this class, contact me. We can usually work something out. You can catch me before or after class, I have office hours, and I compulsively check my email. But you must make the effort to contact me—I will not chase you down.
- If you receive an email from me, saying that I have not received an assignment, send it to me. I will tell you once (maybe twice), but, again, I will not chase you down.
- Do not email me to find out how many exercises you have turned in or how many absences you have. You are responsible for keeping track of the work you have turned in and the days you have missed.
- The time to “talk to me about your grade” is before the end of the semester. After the end of the semester, it is too late for you to do anything about the grade you earned. (This does not include letting me know that I made a mistake in averaging your grades. Sometimes I make mistakes. However, asking for a B, when you’ve earned a C, does not count as a mistake on my part.)

## IN-CLASS WRITING

Two class periods will be set aside for in-class writing. You will be given a topic when class begins and will have the entire class period to complete the essay. **In-class writings must be done on assigned days. If missed, they may not be made up at a later date. I will discard the lower of these grades. If, after completing the first in-class writing, you are happy with the grade you have, you do not need to participate in the second.**

## GRADES

Grades will be weighted as follows:

Participation (Includes attendance)	5%
Handbook Test	20%
In-class Essay	20%
Projects (T-Letter, Proposal, Brochure, PowerPoint Presentation)	40%
Exercises	15%

**Save all graded assignments until you have received your final grade.** You cannot appeal your grade if you do not have your graded assignments.

## PLAGIARISM

Plagiarism is the presentation of another person's work as your own, whether you mean to or not! Copying or paraphrasing passages from another writer's work without acknowledging that you've done so is plagiarism. Allowing another writer to write any part of your essay is plagiarism.

Plagiarism is a serious offense. If you are suspected, you will be called before the Vice President for Student Affairs for disciplinary action. You will be given an incomplete for the course until your case is resolved.

Plagiarism is easy to avoid. Simply acknowledge the source of any words, phrases or ideas that you use. If you're not sure how to quote or paraphrase a source or if you need help with the format of endnotes or bibliographies, check with me. While you can (and should) seek the help and advice of friends, classmates, and tutors, be sure that your written work is completely your own.

## **DISRUPTIVE STUDENT CONDUCT**

According to Student Conduct and Discipline, "students are prohibited from engaging in or attempting to engage in conduct, either alone or in concert with others, that is intended to obstruct, disrupt, or interfere with, or that in fact obstructs, disrupts, or interferes with any instructional, educational, research, administrative, or public performance or other activity authorized to be conducted in or on a University facility. Obstruction or disruption includes, but is not limited to, any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, or computer equipment, software, or networks. (UTA Handbook or Operating Procedures, Ch. 2, Sec. 2-202).

## **STUDENTS WITH DISABILITIES**

The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability). Also, you may visit the Office for Students with Disabilities in E. H. Hereford University Center or call them at (817) 272-3364.

## **IMPORTANT DUE DATES**

**Handbook Test**  
**In-class Essay**  
**T-Letter**  
**Instructions (Two parts)**  
**Oral Presentation (Group)**

### **ANY AREA OF THIS COURSE DESCRIPTION AND SYLLABUS IS SUBJECT TO CHANGE.**

**Readings and exercises are from *A Concise Guide*, unless otherwise noted. *My TechCommLab* will be assigned as necessary.**

**Exercises marked by an asterisk (\*) must be emailed to Ms. Gerik before class. Other exercises require your being prepared to participate in class.**

Aug. 24/25	Syllabus, class schedule. What is technical writing? Types of material? How is this different from other writing?
26/27	Survey text and MyTechCommLab Blogs
Aug. 31/Sep. 1 Sep. 2/3	Chapter 1 (Exercise 1) *Chapter 2 (Exercise 1) Diagnostic Test (Access to MyTechCommLab needed for this assignment.)
<b>Sep. 7/8</b>	<b>Handbook/APA test (bring scantron and number two pencil to class)</b>

9/10	*Chapter 3 (Exercise 1)
Sep. 14/15 16/17	*Chapter 4 (Exercise 1) MyTechCommLab Plagiarism Assignment
Sep. 21/22 23/24	*Chapter 5 (Exercise 1) Chapter 6 (Exercise 1)
<b>Sep. 28/29</b> 30/Oct. 1	<b>In-class Essay 1</b> Chapter 10 (Collaboration Window)
Oct. 5/6 7/8	Chapter 7 (Exercise 2) Chapter 8 (Exercise 2) Bring to class examples of both good and bad instructions.
Oct. 12/13 <b>14/15</b>	MyTechCommLab Design Assignment <b>In-class Essay 2</b>
Oct. 19/20 <b>21/22</b>	Job Search Materials/Interview Skills <b>T-Letter/Resume Due</b>
Oct. 26/27 4/5	Chapter 11 (Collaboration Window) Chapter 12 (Collaboration Window)
Nov. 9/10 <b>11/12</b>	Chapter 9 (Exercise 1)* <b>Proposal Due</b>
Nov. 16/17 18/19	Instruction Performance Test 1 (Not Graded) Work Day/Conferences
Nov. 23/24 <b>25/26</b>	Instruction Performance Test 1 (Graded) <b>Thanksgiving Holiday (No Class)</b>
<b>Nov. 30/Dec. 1</b> <b>2/3</b>	<b>Presentations</b> <b>Presentations</b>

**There is no final exam in this course.**