

CSS 301 Technical Writing for Computing Professionals

Fall 2008

CSS 301 B Course time: M/W 1:15pm — 3:20pm Room: UW1-030

CSS 301 A Course time: M/W 5:45pm — 7:50pm Room: UW2-140

Course website: <http://courses.washington.edu/css301/anderson/>

Professor: Dr. Laurie Anderson

Office: UW1-349 Office Phone (425) 352-3594

Office Hours: M/W 3:30-4:15pm or 8:00-8:45pm or by appointment

Email: landerson@uwb.edu

Grading

Writing Assignments (5) [11% each]	55%
In-Class Writing Assignments (2) [5% each]	10%
Mid-term Exam	10%
Final	20%
In-Class/Group Participation	5%
Note: Students may <u>not</u> request individual extra credit opportunities.	100%

Policies

These policies provide an even grading policy and encouraging learning environment for all.

ASSIGNMENTS: Assignments are due at the beginning of the class. Assignments accepted after one class day by special permission only. Assignments are turned in on paper. Bring two copies of your Draft papers to class on the day it is due. Turn-in your Final version (one printed copy) with my comments and your Draft stapled to the front.

ASSIGNMENT GRADE DEDUCTIONS: If no Draft assignment is turned in, you receive a 50% deduction. Late (Draft/Final) assignments will result in a 20% deduction. Missing my comments from your Final version will result in a 20% deduction.

MISSED CLASSES: If you miss class, you are still responsible for turning in assignments on time and getting lecture notes from a classmate.

GRAMMAR HOMEWORK is not graded; however, you are responsible for learning it. You will see it on the exam. Plus I expect good grammar in your writing assignments and final.

BACK UPS: You are responsible for maintaining electronic back-up copies of your work.

ELECTRONIC DEVICES: Please turn OFF all cell phones, pagers, etc. during class. Also, no instant messaging or email. You may take type notes in class, but turn off the key click.

FOOD: Snacking is permitted; however, please be courteous to everyone by avoiding crackling cellophane, crunchy foods, and foods with odors. Also clean up after yourself.

If you believe that you have a disability and would like academic accommodations, contact DSS.

Texts

BOOKS: You don't have to bring your textbooks to class, unless I ask you ahead of time.

Sorby, Sheryl A. and Bulleit, William M. An Engineer's Guide to Technical Communication [ISBN-0-13-048242-0] REQUIRED

Williams, Robin. The Non-Designer's Design Book: Design and Typographic Principles for the Visual Novice. 3rd Edition © 2008 Peach Pit Press [ISBN 0-321-53404-2] REQUIRED

Harris, Muriel. Prentice Hall Reference Guide to Grammar and Usage. 7th Edition © 2008 Prentice Hall [ISBN0-13-237949-X] OPTIONAL

Plus assigned reading (articles, book chapters) through the library electronic reading.

Daily Schedule (Subject to change)

M/W	In-Class Activities	Assignments Due	Reading Due
W 9/24	Syllabus; Technical Writing Process; Discussion of Assignment #1		Sorby Ch 1 (Intro) & Sorby Ch 4.2 (Memos)
M 9/29	The writing group process; Est. groups Revising versus proofreading		Sorby Ch 2.1 (TW process)
W 10/1	Writing Compare and Contrast Papers Pick topic for Assign #2	Assign #1 (Per) Draft DUE	
M 10/6	Evaluating Audiences Incorporating Tables		Sorby Ch 2.2 (Audiences) Sorby Ch 9.2.7 (Tables)
W 10/8	Speaker on Resumes & Job Searches	come with your questions about finding work in this CSS arena	Sorby Ch 10 (Job Searches)
M 10/13	Grammar Review	Assign #2 (C/C) Draft DUE	Sorby Ch 2.3 (Grammar) Grammar #1 (website)
W 10/15	Writing Procedures and Instructions; Pick topic Assign #3	Bring an instruction manual from a home appliance	Sorby Ch 6.4 (Design/Instr)
M 10/20	Organizing Information Integrating Graphics		
W 10/22	Misuse of graphics (meet in a Lab: UW2-121)	Assign #1 (Per) Final DUE	Sorby Ch 9 (Graphics) <Bring Sorby to class>
M 10/27	Page Layout and Design: visual clarity Translating to MS Word (meet in a Lab: UW2-121)	Bring something that represents good or bad CRAP principles Bring a CSS301 writing assignment in electronic format	<i>Non-Designer's Design Book</i> [all of it] <Bring book to class> Sorby Ch 5 (Doc Design)
W 10/29	Ethics in Writing	Assign #3 (Proc) Draft DUE	Electronic Reading
M 11/3	Midterm EXAM		
W 11/5	Library Resources (speaker) (meet in the Library: LB1-222) Pick topic Assign #4 (pos) & #5 (P/S)		Sorby Ch 3 (Ethics & Research)
M 11/10	Writing Position Papers: outlines, args	Assign #2 (C/C) Final DUE	Sorby Ch 6.3 (Reports)
W 11/12	Writing Position Papers: Quotes & Paraphrasing; Abstracts; Logic errors	Assign #4 (Pos) Outline DUE	
M 11/17	Cause/Effect & Problem/Solution Writing; Use topic for Assign #4	Assign #4 (Pos) Draft DUE	Sorby 6.2 (Proposals)
W 11/19	Letters vs Memos (practice) Writing Summaries (practice)	Assign #3 (Proc) Final DUE	Sorby Ch 4.1-4.3 (Letters/Memo) Sorby Ch 6.1 (Summaries)
M 11/24	Ethics in Writing	Assign #5 P/S Draft DUE	Electronic Reading
W 11/26			
M 12/1	In-Class Writing #1 (Summary) In-Class Writing #2 (Letter) (meet in a Lab: UW2-121)		
W 12/3	Evals; Poster discussion Course Review In-class Exercise on common errors	Assign #4 (Pos) Final DUE Assign #5 (P/S) Final DUE Bring all graded draft & final papers, plus IC#1, IC#2 to class	
M 12/8	FINAL (same time) (meet in a Lab: UW2-121)	Open Note Final: One 8 ½ X 11 paper with your study notes	