Syllabus

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This course was authored by Kelley Shane. Please keep in mind any first-person references are those of the author and not the instructor who may be teaching this course.

What Students Should Already Know

There are no prerequisites for this course; however, the more students know about the English language and its rules, as well as the basics of writing, the easier this course will be for them.

Learning Outcomes

After completing the course, students should be able to do the following:

- Write technical material clearly and concisely.
- Apply the basics of technical writing to their own writing in research writing and other technical documents.
- Explain the differences between techincal and nontechnical writing.
- Copyedit and edit for style.
- Format documents for visual impact.

Course Materials

There are no required texts for this course. It is highly recommended that students purchase or borrow a copy of *The Chicago Manual of Style.*

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Course Organization

Assignments

Most of the objectives in this course are followed by a self check quiz. These computer-graded quizzes do not count toward students' grades. They are designed to prepare students for the unit quizzes and for the final exam.

This course consists of 7 units, each unit ends with a unit quiz or a portfolio assignment. These assignment are one of the best ways to prepare for the final exam.

Exams

The final exam consists of 75 multiple-choice questions. It is closed book/note and has no time limit.

Grading

Students' grades will be determined by how well they do on all aspects of the course, but assignments are weighted differently as indicated below.

Assignment	Percentage Weight
5 Unit Quizzes	33%
Portfolio 1	17%
Portfolio 2	17%
Final Exam	33%

Students' final grades will be determined using the following scale:

WRIT 43: Technical Writing

A	100–93
A−	92–90
B+	89–87
B	86–83
B−	82–80
C+	79–77
C	76–73
C−	72–70
D+	69–67
D	66–63

WRIT 43: Technical Writing

D−   62–60

E (fail)   59 or below