

ENGL 0030 Technical and Professional Writing

(formerly known as *Mechanical Design Writing Seminar*)

Sichuan University – Pittsburgh Institute

Course Number: 312044030

Fall 2016

Course Information

Instructor:	Al Evans
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Tel (Main Office):	28-6259-6919
Office hours:	by appointment
Required Text:	<i>No Required Text</i>

The focus of this course is to improve skills in academic and technical writing. The course will consist of language-based activities focused on writing. There will be numerous task-based activities requiring students to use all four of the major language skills. Small groups of students will meet out of class to examine, evaluate, and discuss student writing. Active participation in class, and especially in Writing Groups, is required in order to improve students' English language proficiency.

Because the teacher will visit the class infrequently, students are expected to show a high degree of independence and autonomy in their learning.

Student Learning Outcomes

By the end of the course, students will be able to:

- Write a 2500-5000 word Literature Review paper
- Write a 2500-5000 word IMRD paper
- write multi-paragraph, and multi-page texts to clearly express their own ideas
- Report on their actions and the results of their experiments or research
- Analyze, synthesize, and evaluate written research in the target language
- Incorporate into their own text the ideas of other authors through the use of quotations, paraphrases, and citations.
- Write an abstract appropriate for their research report, summarizing the main ideas, activities, and results
- Present the results of one of their papers in an effective presentation of approximately 15 minutes.
- Work closely with their writing partner to complete work effectively.

Activities and Evaluation:

You will be evaluated in many activities according to the grading policy. Activities can include:

Literature Review Paper	30%
IMRD Paper	30%
Presentation	30%
Homework, Writing Group Activities, and other assignments	10%
Total	100%

Student Use of Electronic Technology Policy:

Students must use electronic technology (including cell phones, laptops, tablets, and iPads) in appropriate ways during classes. Out of respect, cell phones should generally be turned off or on silent and stored out of sight. They should not be used during classroom activities unless the instructor has given permission. Electronic devices are forbidden during quizzes, tests or other in-class graded assignments, unless the instructor has given permission.

Technology use in this class is meant to improve the learning environment for all students. Please be respectful of your instructor and classmates and use the technology appropriately.

If you have questions about what this means, please talk to your individual instructor.

Letter Grades:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
97- 100%	93- 96%	90- 92%	87- 89%	83- 86%	80- 82%	77- 79%-	73- 76%	70- 72%	67- 69%	63- 66%	60- 62%	0- 59 %

Recording:

To ensure the free and open discussion of ideas, students may NOT record classroom lectures, discussions, and/or activities without the advance written permission of the instructor, and any such recording properly recorded in advance can be used solely for the student's own private study.

Make-up Policy for Missed Assignments and Tests:

Students are responsible for the assignments in their classes. Assignments include in-class activities, quizzes, tests, homework, and any other work related to classes. This also applies to meetings of their Writing Groups.

- If you are absent from class, you should try to contact one of the students in your class to find out what work was missed.
- If you cannot find out from another student about what work you have missed, when you return to class you must talk to your instructors about the missed work and if/when you can make up the work. You are responsible for talking to your teacher; your teacher is not responsible for reminding you about missed work.
- If you are absent from class on the due date of an assignment, you must hand in the assignment and be prepared to make up tests the day that you return to class or on a date decided with your teacher.
- If you know you will be absent, talk to your teacher before you leave or email your teacher to find out about the work that you will miss while you are away.
- If you have not been absent from class and you want to hand in an assignment late, you must first discuss the reason with your teacher before or on the due date. Do not assume that your teacher will accept late assignments. Also, you will lose points for late work in this situation.
- If you and your teacher arrange to meet so that you can make up an assignment and you miss that meeting, you will receive a "0" for that assignment.

SCUPI Honor Code:

Students in this course must follow the SCUPI Honor Code. This includes:

- must not get help from anyone to do his/her work without the teacher's permission.
- must not get help from any outside sources to do his/her work without the teacher's permission.
- must not copy the words of another and present those words as his/her own work.

Participating in these activities can result in an F. Turning in work that is not your own can result in an F.

Participation:

Active participation is crucial for language learning. Participating in class makes you an engaged learner of English. In this class, participation means:

- arriving to class or group meetings on time
- staying on task (including appropriate use of technology)
- actively listening to your classmates and teacher when they speak
- asking questions
- bringing all necessary materials
- attending class and group meetings regularly
- completing all homework on time
- actively and constructively participating in class and group activities
- being prepared to answer questions
- using only English in class or in writing group

Technical and Professional Writing

Course Calendar

Week	Topic	Major Assignments Due
1	First Day of Class Syllabus Group Formation Meeting Times	
2		Group Meetings
3	Working Bibliography	Group Meetings
4	Quotations, Paraphrases	Working Bibliography
5	Say/Mean/Matter	Outline of Literature Review Paper
6	Say/Mean/Matter Part 2	First Draft of Literature Review
7	Peer Review	Second Draft of Lit. Review
8	Editing and Proofreading	Final Draft of Literature Review Paper
9	Figures, Charts, & Graphs	Group meetings
10	IMRD Review The project assignment	
11	Abstracts	Detailed Outline with Bibliography due for IMRD Paper
12	Abstracts Part II	First Draft of IMRD Due
13	Peer Review	
14	Editing and Proofreading	Final Draft Due for IMRD
15	Format for Presentations and Conference	Slide show for Presentation
16	No classes	Presentations Competition to see which pairs present next week
17	No classes	Sophomore Conference
18	Final Exams	

**This schedule is tentative and subject to change*