

**3223G 001: Technical Writing  
Winter 2021**

**Professor Tim Freeborn**

Contact: Please use OWL Message

**Course Description and Objectives**

In this course, you will become acquainted with the forms, functions, and rhetorical lives of technical documents. You will examine and produce a variety of technical documents:

- job-package materials
- usability reports
- technical instructions
- technical descriptions
- technical reports
- technical manuals

In the course of preparing these documents, you will consider your audience and purpose, document-design principles, and the role of visuals or graphics in both written and oral texts. Students will combine analysis, organization, and visual elements to pursue high standards in document design, culminating in a major technical-writing project. This course will help you to refine your “ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing to a range of audiences” (source: Ontario Council of Academic Vice

### **Assignments/Assignment Format**

In addition to submitting final drafts on the due date for each assignment, you are required to submit a draft of each assignment and to participate in each of the scheduled peer-review sessions. Failure either to submit a draft sufficiently complete (in your instructor's opinion) to permit meaningful review or to participate actively in the peer-review session will result in a 10% penalty being applied to the earned grade for that assignment. In other words, an assignment that would have earned 78, for example, will receive instead a recorded grade of 70. This penalty will be applied in addition to any other penalties incurred (e.g., for late submission).

When using sources in a paper, you will be expected to follow appropriate standards for documentation, detailed in *Technical Communication*, Appendix B.

### **Submitting Assignments/Due Dates/Late Submission Penalties**

Late assignments will receive a grade no higher than 65% and will not receive comments unless you negotiate a new deadline with me prior to the original due date: you must first post a new deadline in a memorandum that clearly states your reason(s) for needing the extension (see also Medical Accommodation Policy below).

### **Email Policy**

When you contact me using OWL Message, you can expect a response within twenty-four hours. If you e-mail me using Outlook/Western email, you can expect a response within one week. If you email me using any other email service, you will not receive a response. If I foresee that I cannot respond to emails within times listed above, I will post an announcement on OWL.

### **Attendance/Participation (Please note posting requirements)**

Obviously, we do not meet 474.07 TeW\* nC/EMC /Span A/MCID 12/Lang (en-US) >BDC q0.00000912 0 6

Your posts should neither

- contain disrespectful, insulting, or offensive language;
- be excessively long or excessively short (in most cases, a few detailed sentences will suffice);
- be unrelated to the week's topic; nor
- merely praise another comment (e.g., "I agree with you" or "Nice comment!"). While you should feel free to offer such praise, it must appear in addition to a substantial comment.

Note that attendance as defined in this section is mandatory in this course. Failure to meet the minimum posting requirements as defined above for any week when the forum is active will result in your earned final grade in this course being reduced by 3%. That penalty is cumulative to a maximum of five weeks. Failure to meet the minimum posting requirements for five or more weeks when the forum is active will result in your earned final grade being reduced by 15%.

### **Accommodation Policy**

**Note: the official Western Accommodation Policy appears below. This policy is in effect, but it may be modified temporarily by the university during the academic year as conditions change.**

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations (en-US) >BDC q0.00000912 0 612 792 reW\*nBT/F2 12 Tf1 0 0 1 07.59 595.06 Tm0





Week 6  
February 22-28

Writing Prop 

Peer review of Assignment 2:  
February 22-25

Assignment 3 Assigned: Manual  
Proposal (30%, due March 28) 