

# ENG 249 | Fall 2020 | Online Schedule

The schedule below is subject to change (with advanced notice, when possible). Readings should be completed and assignments and other activities should be submitted on the days they are indicated. This schedule is devised to be a hybrid of synchronous/asynchronous learning. Students can work at their own pace as long as they synch up for peer review and revision, forum post responses, final project submission, and conferences in Week 14.

- **PowerPoints and forum posts are designed to be able to be completed in the space of 75 minutes.** Those who desire a more synchronous schedule can use the time that would normally be designated to meet in person to complete these course activities. Like with a face-to-face course, textbook readings are not included in the 75 minutes.
- **Assignments, drafts, and peer reviews are due by 11:55pm.** See prompts on ReggieNet for more information on each project, as well as expectations for drafts and peer review.
- **Forum posts are due by 1:50pm; responses are due by 11:55pm.** See the prompt on ReggieNet for more information about expectations for forum posts.
- **Each student will meet with me on Zoom during Week 14 for a mandatory conference on their final projects.** This is a complex project so I will check in with you to help strategize its completion.

## Week 1: What is technical communication?

Date	Topics	Readings	Assignments	Forum Posts	Materials
8/18	Introduction	Ch. 1  Memo of introduction prompt	Profile picture  Extra Credit! Zoom – 1pt	Introductory post (1-1)  Skills inventory post (1-2)	PPT: What is technical writing?  Example memos
8/20	Correspondence	Ch. 14  Claim letter prompt	Extra Credit! Zoom – 1pt  Memo of introduction due	Claim letter proposal post (1-3)	Example claim letters

## Week 2: Audience and Technical Documents

Date	Topics	Readings	Assignments	Forum Discussion	Materials
8/25	Audience and Persuasion	Ch. 5 and 8	Draft of claim letter due	Audience and persuasion post (2-1)	PPT: Audience  PPT: Persuasion  PPT: Revising, editing, proofreading
8/27	Peer review day		Peer review due	Peer review reflection post (2-2)	

## Week 3: Infographics

Date	Topics	Readings	Assignments	Forum Posts	Materials
9/1	Technical documents	Ch. 3 and 9	Revised claim letter due		PPT: Writing and organizing tech docs
9/3	Infographics	NDDDB Ch. 1  Infographic prompt			PPT: Infographics  Example infographics

## Week 4: Document Design

Date	Topics	Readings	Assignments	Forum Discussion	Materials
9/8	Design – Contrast and Repetition	NDDDB Chs. 5 and 4		Infographic proposal post (4-1)	PPT: Contrast and Repetition  Examples of contrast and repetition
9/10	Design – Alignment and Proximity	NDDDB Chs. 3 and 2		Infographic analysis post (4-2)	PPT: Alignment and Proximity  Examples of alignment and proximity

## Week 5: Document Design

Date	Topics	Readings	Assignments	Forum Post	Materials
9/15	Design – Color and Typography	NDDDB Ch. 7  NDDDB (skim) Chs. 9, 10, 11, 12		CRAP post (5-1)	PPT: Color Theory  PPT: Typography  PPT: Organizing Information
9/17	Writing Day		Draft of infographic due		

## Week 6: Legal and Ethical Issues in Technical Communication

Date	Topics	Readings	Assignments	Forum Discussion	Materials
9/22	Peer review day		Peer review due		
9/24	Legal and ethical issues in technical communication	Ch. 2	Infographic due	Legal and Ethical Case Study Post (6-1, 6-2, 6-3, 6-4, 6-5)	PPT: Ethical and Legal Issues in Tech Comm  Creative Commons website

## Week 7: Technical Descriptions

Date	Topics	Readings	Assignments	Forum Discussion	Materials
9/29	Technical Descriptions	Ch. 20  QRC Prompt		Technical description post (7-1)	PPT: Technical descriptions  Example technical descriptions
10/1	Instructions	Farkas		Instructions comparison post (7-2)	PPT: Instructions  PPT: Writing Steps  Example instructions

## Week 8: Technical Instructions

Date	Topics	Readings	Assignments	Forum Discussion	Materials
10/6	Quick reference cards (QRC)	Quick Reference Guides		QRC proposal post (8-1)	PPT: QRCs Example QRCs
10/8	Writing day			QRC CRAP post (8-2)	

## Week 9: Usability

Date	Topics	Readings	Assignments	Forum Discussion	Materials
10/13	Usability	Ch. 13 Krug Videos: example usability tests		Usability post (9-1)	PPT: Usability PPT: Writing a Usability Test Plan PPT: During the Usability Test
10/15	Usability testing day		Draft of QRC and usability test plan memo due	Usability test plan post (9-2)	

## Week 10: Usability and Informational Reports

Date	Topics	Readings	Assignments	Forum Discussion	Materials
10/20	Usability testing day				
10/22	Informational reports	Ch. 17		Usability Reflection Post (10-1)	PPT: Informational Reports  Example usability portfolios

## Week 11: Technical Research

Date	Topics	Readings	Assignments	Forum Discussion	Materials
10/27	Writing day		QRC and portfolio due		
10/29	Technical proposals	Ch. 16  Recommendation report prompt		Recommendation report informal proposal post (12-1)	PPT: Formal Proposals  Example proposal for a recommendation report

## Week 12: Technical Proposals

Date	Topics	Readings	Assignments	Forum Posts	Materials
11/3	Technical research	Ch. 6		Research experience post (11-2)	PPT: Research
11/5	Writing day		Draft of recommendation report proposal memo due		

## Week 13: Recommendation Reports

Date	Topics	Readings	Assignments	Forum Posts	Materials
11/10	Peer review day		Peer review due	Recommendation report proposal revision plan post (13-1)	Example recommendation reports
11/12	Writing recommendation reports	Ch. 18 Recommendation report prompt Example recommendation reports	Recommendation report proposal memo due		PPT: Writing Reports for Decision Making  PPT: Tables  PPT: Evaluation Criteria and Decision Matrices

## Week 14: Recommendation Reports

Date	Topics	Readings	Assignments	Forum Posts	Materials
11/17	Conferences / Writing Day				
11/19	Conferences / Writing Day			Recommendation report strategy post (14-1)	

## Fall Break | Nov 21 - 29



## Week 15: Recommendation Reports

Date	Topics	Readings	Assignments	Forum Posts	Materials
12/1	Writing day		Draft of recommendation report due	Decision matrix and evaluation criteria post (15-1)	
12/3	Peer Review Day		Peer review due	Skills update post (15-2)	

## Week 16: Finals Week

Date	Topics	Readings	Assignments	Forum Posts	Materials
Mon, Dec 7			Final recommendation report due		