

Fall 2018

Writing for Engineers

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The logo for The City College of New York is displayed within a rectangular frame. The text "The City College of New York" is centered on a dark purple background. "The" and "College" are in white, "City" is in yellow, and "of New York" is in white. To the right of the purple background is a light gray rectangular area.

The City College of New York

Course Description The purpose of this course is to develop your skills in technical writing that will contribute to your success in your academic and professional careers. We will analyze and discuss the various technological formats that are common in the engineering discipline. The exercises and assignments are designed to improve your analytical skills and assist you in becoming strong communicators within your field. Collaboration is an important part of this process and together through exchange and interaction we will learn to communicate our knowledge, plans and ideas in a professional manner.

This class is also a **hybrid online course**. In this class, we will combine in-class, person-to-person communication and exercises with online-based assignments, communication and class sessions. This means that a portion of our classes will meet through the online platform, Blackboard. You will be required to ensure that your Blackboard (Bb) account is accessible and functioning.

Course Learning Outcomes

- acknowledge your and others' range of linguistic differences as resources, and draw on those resources to develop rhetorical sensibility
- enhance strategies for reading, drafting, revising, editing, and self-assessment
- negotiate your own writing goals and audience expectations regarding conventions of genre, medium, and rhetorical situation
- develop and engage in the collaborative and social aspects of writing processes
- engage in genre analysis and multimodal composing to explore effective writing across disciplinary contexts and beyond
- formulate and articulate a stance through and in your writing

- practice using various library resources, online databases, and the Internet to locate sources appropriate to your writing projects
- strengthen your source use practices (including evaluating, integrating, quoting, paraphrasing, summarizing, synthesizing, analyzing, and citing sources)

Required Material

No textbook is required for this course. All reading material will be provided.

City College Blackboard: Other reading and writing materials, PowerPoint slideshows and videos will be posted online on BB during the semester. **Please Note: You must use your CCNY email address in Bb (log in to the CCNY Portal, click Blackboard, then Update Email in the Tools menu). If you add a non-CCNY domain email address in this window, you will not receive important course announcements.**

Assignment Grade Weights

Low-stakes, in-class and online assignments	12%
Formal Letter of Introduction	5%
Memo	10%
Lab Report Analysis	13%
Technical Description	15%
Final Project (group collaboration)	
Engineering Proposal	15%
Presentation	10%
Digital Portfolio	20%

Grading Scale		
A+97-100 %	A 93-96 %	A- 90-92 %
B+ 87-89 %	B 83-86 %	B- 80-82 %
C+77-79 %	C 73-77 %	C- 70-72 %
D 60-69 %		
F < 60 %		

Plagiarism: Plagiarism is the unacknowledged use of anybody else’s material (words or even ideas). Any paper with your name on it signifies that you are the author- that the wording and ideas are yours, with exceptions indicated by quotation marks and citations. In academic environment where thinking is of primary importance, stealing the thoughts of others and passing them off as your own is not tolerated and is subject to highest penalties. Evidence of

plagiarism will result in one or more of the following: a failing grade from the assignment, the course or a report with the college, and disciplinary action. In the era of easily available materials on the Internet, plagiarism – a serious offense – can become enticing to students. Students are asked to use this potentially wonderful resource with caution. Students can consult a writing manual on incorporating secondary research. They can also talk to the professor during office hours for more information about acknowledging references (especially when uncertain about the rules).

Course Policies

CCNY's Statement on Community Standards

<https://www.ccnycunyc.edu/studentaffairs/community-standards>

Late Policy on Major Assignments: Assignments are due on stated dates by 2PM. I will still accept your paper and only 10% will be deducted from your grade as long as you submit it within 1 week of the due date. If you miss this deadline you will be deducted 20%, during the second and final week after submission. No papers will be accepted after 2 weeks. This policy applies regardless of you being absent or not, so you should still attend class even if you have not completed an assignment! And, again, if there are extenuating circumstances, please contact me immediately.

Note: No late policy on homework assignments.

Contacting Your Instructor

I encourage you to contact me during my office hours. If you are unable to meet during office hours, please speak to me before or after class so that we can arrange a meeting. You may, also, contact me via email with questions. I will try to respond within 24 hours of receiving your email, but not more than 72 hours.

CLASSROOM RULES

- 1. Attendance:** It is MANDATORY to attend all sessions. You are allowed 4 absences for any reason, but you must email me to inform me of your absence. If you miss 5 classes your final grade will be deducted a half point. If you miss 6 classes, your grade will be deducted a full point. If you miss 7 or more classes, you run the risk of failing the course.
- 2. Punctuality:** All students are expected to be on time and seated in the room when the class starts. Actually, it is better to be in time than on time. Give yourself five minutes to relax and socialize with your classmates and the professor before the class starts. In addition, 3 late arrivals equal one absence. Arriving to class more than 30 minutes late, leaving more than 30 minutes early, or leaving the classroom for a total of 30 minutes or more during a given session will result in a marked absence. If you foresee difficulty in arriving on time (for ANY reason), see me about withdrawing from class. If you are absent, you are still required to submit an assignment on time.

- 3. Early Departures:** Any students leaving the class without permission is absent for the day. Stay for the whole class unless you have notified the instructor earlier, or in case of an emergency.
- 4. Participation:** Class participation is MANDATORY, and necessary for your own learning. It includes writing in class, working in pairs and groups, reviewing peers' papers, speaking up in class discussions, asking interesting questions. To participate:
 - * *Presence:* You should be present physically in all classes for the whole session and arrive and leave on time. "Showing up is eighty percent of life," said Woody Allen. I agree with him because you learn a lot from just being present and listening in the class.
 - * *Mindfulness and Engagement:* You should be present mindfully. That means you want to be awake, attentive, and responsive. Follow the lectures, be engaged in class activities such as writings, readings, discussions, cooperate in group works and be a team player by being both a leader and a follower. Ask and answer questions, and speak up in class. Come to class equipped with a pen, notebook, and the course texts. My classroom is a forum for the free exchange of ideas. Therefore, students are encouraged to challenge one another's ideas with respect.
- 5. Cellphones and Electronic Devices:** All cell phones must be off or silent. If you are in the midst of a potential family emergency (such as illness of a child or other loved ones), you may ask the professor at the beginning of a particular class to adapt the cell phone policy and make an exception that day. However, no student is ever to answer a cell phone or leave the classroom without explicit permission. You are allowed to use laptops or tablets for classroom purposes such as taking notes, reading the course texts, or research.
- 6. Avoiding Disruption:** Know that disrespectful or childish behavior will not be tolerated. Students demonstrating consistent disruptive behavior will be dropped from class. Remember that your instructor has the right to take classroom behavior into consideration when determining final grades and, if necessary, refer students to the Dean of Students for disciplinary action.
 - * Avoid side-talks and personal conversations during class. We can discuss personal matters outside class.
 - * Avoid doing another class work, reading newspapers or magazines, or attending online spaces: facebook, chatting, shopping, texting, etc .
 - * Avoid boredom: falling asleep, placing heads on desks, leaning on the wall, looking at the clock, or cellphones. What is worse is that boredom is contagious. Sit up, be alert and mindful during the class.
 - * Avoid setting a dining table in the class. Have a quick snack, non-aromatic and non-noisy. Drinking is permitted (warm or cold) and non-alcoholic.
 - * Avoid bringing visitors and children in class at any time.
 - * Avoid packing up and preparing to leave before the instructor has dismissed the class.

ONLINE PORTION OF THE CLASS

- * Our class is an asynchronous hybrid class, so when we are out of the classroom, we can post at any time up until the due date. For the month of September, we will meet at the regular class time on Tuesday and Thursday. From the sixth week on, we will meet once a week in class on Tuesday and Thursday class will meet online. What this means is that the due dates on your assignments are important. **Failure to submit online assignments on time will be considered as an absence. Absences from the online classes can affect your grade because you are given 3 days to complete the assignment for that class. Online assignments are due the Saturday following the online class.** There are **no late submissions** for online assignments. The online discussion forum will also be an essential part of this face to face class as discussion from the classroom will continue on the discussion board. There will be weekly discussions and blogs that are due online as well as the discussions that we have in the classroom. Students are encouraged to engage and challenge each other's ideas with respect.
- * I will generally log in Sunday through Thursday and check the Q&A forum (Discussion board) for questions about the class as well as interact with the participants in the ongoing discussion. Questions that are not relevant to the rest of the class can be directed at me through email. **When you send an email please make sure to include the class information in the subject line as Writing for Engineering Hybrid.**
- * Note: **Your email contact address** is the email address you use for Blackboard. Be sure to check your email at your Blackboard address and **Notifications** in Bb every day to avoid missing important communications.

Resources for Student Writers:

The Writing Center

The CCNY Writing Center provides a supportive learning environment where students can have one-on-one tutoring sessions with experienced writing consultants. The Writing Center is located on the third floor of the North Academic Center (NAC). Students can schedule and appointment either by going to the Center in person, or by calling (212) 650-8104. This is a free resource available to all students and recommended for all writing assigned in this class. The Center also has a computer lab open to students where students can use computers and printers during operating hours (up to 15 pages a day). For more information on hours, location and services, please visit the official website of the CCNY Writing Center:

<http://www.ccnycuny.edu/writing/>

Free Access to Microsoft Word: <https://citymail.ccnycuny.edu/pdf/About-Office-365.pdf>

Free Access to The New York Times: <https://myaccount.nytimes.com/verification/edupass>

Computer Labs: Several computer labs are available to students at CCNY. For a full list of these labs, go to <http://www.ccnycuny.edu/it/hours.cfm>

Student Support Services:

Gateway Advising Center, NAC 1/220

<http://www.ccnycuny.edu/gateway/>

Students without a declared major can receive academic advising, especially if you have questions about your course of study, core requirements, etc.

AccessAbility Center Tutoring Services, NAC 1/218

<http://www.ccnycuny.edu/accessability/>

Provides one-on-one tutoring and workshops to all registered students with learning or physical disabilities.

SEEK Peer Academic Learning Center, NAC 4/224

Phone: 212-650-5786; email: seekpals@ccny.cuny.edu

Offers counseling and peer tutoring for students in need of academic and financial support who have registered for the SEEK Program.

Special Needs and Accommodations

For a complete list of Student Support Services please check the college website at <http://www.ccnycuny.edu/sssp>

	Weekly Schedule	
Date	Assignment Due	In Class
Week 1		
Tuesday, 8/28		Introduction to the course Syllabus Review Student Survey Academic Commons & Digital Portfolio
Thursday, 8/30	Introduction to Professional Communication Writing Technical Documents.	Introduction to Formal Letter Writing Different types of professional communication and their audience Start thinking about issues on campus or in your community that would be a good topic to address in a Memo
Week 2		
Tuesday, 9/4	-Letter of Introduction to instructor due on BB (college major and career goals) Writing Correspondence APA Paraphrasing	Discussion: Writing Correspondence Plagiarism Discussion: Organizing a Memo
Thursday, 9/6	Library Class Research and the CCNY database	Learning to navigate the CCNY online database.
Week 3		
Tuesday, 9/11	NO CLASS	
Thursday, 9/13	Bring in a draft of your Memo. Post a copy to BB.	-peer review the memo -Technical Writing
Week 4		
Tuesday, 9/18	NO CLASS	
Thursday, 9/20	Final Memo due on BB Read the Veldt Post to BB discussion: Does the technology in The Veldt seem strange or unusual? What comparisons can be made to	Writing Technical Descriptions cont'd Graphics and Technical Description -Discuss the Veldt

	today? Comment on 2 other posts in your group.	
Week 5		
Tuesday, 9/25	-Bring your prewriting, your primary and secondary sources, and your pictures for the technical description	Technical Description workshop
Thursday, 9/27	Bring in your 1st draft of your technical description	Peer review the technical description
Week 6		
Tuesday, 10/2	LIBRARY Session	Work on setting up your portfolio in Academic Commons
Thursday, 10/4 ONLINE	Conventions of the Lab Report	The lab report, a form of communication. -Audience and language
Week 7		
Tuesday, 10/9	Bring in your 2nd draft of your technical description. Post to BB. Conventions of the Lab Report cont'd	-Peer review -Group Assigned for Final Project -Personality and Group Dynamics (personality test)
Thursday, 10/11 ONLINE	The writing process	-Editing and proofreading
Week 8		
Tuesday, 10/16	-Final draft of Technical Description Due on BB Analyzing the lab report. Bring 2 lab reports from the CCNY database to class (5-10 page limit)	Annotating Analysis
Thursday, 10/18 ONLINE	-HW: Lab report analysis exercise due on BB -Writing Collaboratively -Brainstorming for proposal	Discussion: Writing Collaboratively

Week 9		
Tuesday, 10/23	-First draft of Lab Report analyses due	-peer review -Group Workshop: Topic discussion
Thursday, 10/25 ONLINE	Group Topic	Group Workshop Elements of a proposal
Week 10		
Tuesday, 10/30	-2nd draft of Lab Report analyses due. Post to BB. Proposal development	Group workshop Writing a proposal outline
Thursday, 11/1 ONLINE	Emphasizing Important Information, Designing Print and Online Documents	Group workshop
Week 11		
Tuesday, 11/6	LAST DAY TO WITHDRAW WITH "W"	- Creating an effective PowerPoint slideshow -Group Workshop
Thursday, 11/8 ONLINE	Emphasizing Important Information, Designing Print and Online Documents cont'd	Group Workshop
Week 12		
Tuesday, 11/13	-Final draft of Lab Report analyses due. Post to BB -Making Oral Presentations	Group workshop
Thursday, 11/15 ONLINE	-Read Leonardo Da Vinci. Post on group board.	Group workshop
Week 13		
Tuesday, 11/20	-Proposal 1st draft due.	-peer review Discussion: Making Oral Presentations cont'd Group Meeting
Thursday, 11/22	NO CLASS	
Week 14		
Tuesday, 11/27	--Proposal 2nd draft due. Post to BB. Group Work	-peer review and group work
Thursday, 11/29	Group work	TBD
Week 15		

Tuesday, 12/4	Presentations	
Thursday, 12/6	Presentations	
Week 16		
Tuesday, 12/11	LAST DAY OF CLASS Final presentation proposal due. Hard copy and post on BB. -peer review Self-Reflection -peer evaluation due (group) -Course evaluation	

NOTE: This syllabus is subject to change throughout the semester. Any changes made to assignments, due dates, etc. will be communicated through Blackboard and in class.