2020

Writing for Engineers

Alexander J. Moser
CUNY City College

English 210-07: Writing for Engineers
Section: R   **Room:** NAC 5/150

Tuesday/Thursday: 3:30 p.m. – 4:45 p.m.
Course Site:
https://amosersp2020.commons.gc.cuny.edu/

Contact Info:

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Office Hours: NAC 6/363
                Thursday: 4:45 p.m. – 6:00 p.m.
                Or by appointment.

Course Description:
In this course we will learn various forms of technical writing specific to the engineering profession. We will read and discuss texts on engineering, technology, technical communication and science in order to explore ideas and identify compositional strategies. We will learn how to communicate our technical knowledge, plans, and ideas effectively and clearly in a professional manner to a variety of audiences. Assignments will include a *technical description, a memo, a lab report, an engineering proposal, a presentation of the proposal, and a digital portfolio*. You will create some of these individually and produce others in teams. You will also produce a number of short written assignments, contribute posts to the course group forum, and review your peers' work.

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 Text
This is a Zero Textbook Cost course. All assigned readings can be found on Blackboard.

Course Policies

CCNY's Statement on Community Standards
https://www.ccny.cuny.edu/studentaffairs/community-standards

Attendance
Students are expected to attend every class session of this course and to be on time. You are allowed four unexcused absences. If you miss five classes, your final grade will be dropped by one-half of one letter (a 90 to an 85, for example). If you miss six classes, your final grade will be dropped one full letter. If you miss seven classes, you may not be able to pass the course. Consistent late arrivals and early departures will have a negative impact on your grade. I will notify you by email if course absences (for full or partial classes) are having an impact on your grade. If you have special circumstances, please see me. I'm happy to work with you to help you complete this course.

Respectful Learning Environment
You may encounter challenging, thought-provoking, and sometimes invigorating work that you may not agree with over the course of the semester. That said, when analyzing a piece, concentrate on how things are being said rather than what things are being said. We're all here to become better writers. Disagreement is encouraged so long as it remains thoughtful and, more importantly, respectful.

Still, I want to make this a comfortable and safe learning environment for all members of the class. If there is something that bothers you about the readings, or the content, please let me know so we can find a solution to our problems.

Formatting
All essays must be submitted in standard MLA format, 12-point font, Times New Roman, and one-inch margins. We can go over in class the exact specifics of MLA style and format.

Late Assignments
Assignments will be due on Blackboard the morning of class time. Late assignments, including discussion board posts, reflection essays, and papers will be docked points for each day of lateness.

Additional Policies
- Eating (small snacks) and Drinking are allowed if you need to, as long as it does not disturb the other students. Please be aware that some of your classmates may have allergies and remember to clean up after yourself.
- The use of electronics is encouraged in this class, you can use it to at articles, other course content, or take notes. Just remember to be respectful and engaged in the class.
- Please contact me privately if you need to discuss any sort of special accommodation as soon as possible. I'm happy to meet during office hours or chat via phone or email.

STUDENT RESOURCES

Student Support Services Program, NAC 6/148   https://www.ccny.cuny.edu/sssp
SSSP invites new students, especially incoming freshmen and transfers at the start of fall, to join us up to our 500-student cap. SSSP students should be either first-generation college students OR have a family income below a certain threshold. SEEK students are not eligible to join as SSSP's services in many ways mirror SEEK's. To apply, complete the application at https://www.ccny.cuny.edu/sssp/sssp_application. Accepted students have full access to SSSP's services, which include academic advising, personal counseling, and tutoring in the Academic Resource Center in Marshak 1104. Tutoring supports all disciplines, and offers SSSP students the only online, 24/7 writing review service currently offered at City. Students requesting in-person writing tutoring are assigned to the same tutor for a series of meetings which can be weekly or customized to the students' schedule of due dates.

Gateway Advising Center, NAC 1/220   http://www.ccny.cuny.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, NAC 1/218 http://www.ccny.cuny.edu/accessability/
The Access Ability Center/Student Disability Services (AAC/SDS) ensures full participation and meaningful access to all of City College's services, programs, and activities.

The Writing Center, NAC, Third Floor (entrance off the Amsterdam Avenue plaza)
https://www.ccny.cuny.edu/writing
The City College Writing Center offers one-on-one assistance for students working on writing assignments and projects from any discipline.

SEEK Peer Academic Learning Center, NAC 4/224 https://www.ccny.cuny.edu/seek
Offers counseling and peer tutoring for students in need of academic and financial support who have registered for the SEEK Program.

The Counseling Center   https://www.ccny.cuny.edu/counseling
The Counseling Center at CCNY offers individual and group counseling and crisis intervention to students. Students will meet with a counselor for an intake appointment during which time the counselor will discuss the student's concerns and help to identify an appropriate plan for treatment.

Public Safety   https://www.ccny.cuny.edu/safety
The Department of Public Safety is located in NAC 4/201. The general information number is 212 650 6911. The emergency number is 212 650 7777.

Your Grades

Breakdown
Assignment Grade Weights

- Technical Description   **10%**
- Memo   **15%**
- Lab Report   **15%**
- Engineering Proposal   **20%**
- Team reports and Self-Assessment Drafts   **15%**
- Presentation   **10%**
- Digital Portfolio/Self-Assessment Final   **15%**

Schedule

Note: All readings and assignments are due on the date listed. For example, you are to read "Introduction to Technical Communication" by January 30!

Week 1
1/28 – Course expectations; syllabus, introductions, etc.
1/30 – Read Chapter 1 "Introduction to Technical Communication" (2-16); CUNY Academic
        Commons refresher

Week 2
2/4 – Read Chapter 2 "Understanding Ethical and Legal Issues Related to Social Media" (17-39)
2/6 – Read Chapter 20: "Writing Definitions" (533-551); Introduce Technical Description
Assignment

Week 3
2/11 – ***Before class, choose an object, mechanism, or process that you want to write about in
your Technical Description assignment. If possible, bring the object or photograph of the object,
mechanism, or process to class***
2/13 – Read Chapter 3 "Writing Technical Documents" (41-56); Technical Description terms
and why

Week 4
2/18 – **Technical Description First Draft.** Bring a hard copy to class; Peer Review.
2/20 – Descriptive Writing Workshop

Week 5
2/25 – **Technical Description Final Draft Due**; Introduce Digital Portfolio and Self-Assessment
Assignment; Work on Portfolio
2/27 – Read selection from Chapter 14: "Writing Memos" (372-374); Introduce Memo
Assignment; Memo topics and research strategies

Week 6
3/3 – Read Chapter 5: "Analyzing Your Audience and Purpose" (84-111)
3/5 – **Memo First Draft**. Bring a hard copy to class; Peer Review.

Week 7ññ
3/10 – Read Chapter 6: "Researching Your Subject" (114-143)
3/12 – **Memo Final Draft Due**; Work on Research Topics

Week 8
3/17 – Read Chapter 19: "Writing Lab Reports" (515-532); Introduce Lab Report
3/19 – Read Chapter 9: "Emphasizing Important Information" (192-212); Focus research information

Week 9
3/24 – **Lab Report First Draft Due.** Bring a hard copy of Lab Report first draft to class; peer review.
3/26 – Read Chapter 16: "Writing Proposals" (419-443); Introduce Engineering Proposal

Week 10
3/31 – Read Chapter 4: "Writing Collaboratively" (57-77); Create Engineering teams
4/3 – **Lab Report Final Draft due.** Plan work in teams; Develop Proposal ideas

Spring Break
4/7 – No class
4/9 – No class
4/14 – No class
4/16 – No class

Week 11
4/21 – Read Chapter 17: "Writing Informational Reports" (445-464); Organizing timelines
4/23 – Transitioning Lab Report to Engineering Proposal.; Post team progress report by Friday.

Week 12
4/28 – Engaging an Audience with proposals.
4/30 – **Engineering Proposal First Draft Due.** Post team progress report by Friday

Week 13
5/5 – Read Chapter 21: "Making Oral Presentations" (576-601); Create presentation schedule
5/7 – Go over Portfolio/Self-assessment; Post team progress report by Friday

Week 14
5/12 – Presentations.
5/14 – Presentations. **Engineering Proposal Final Draft due**.

Finals Week
5/22 – **Digital Portfolio Due**