

University of Montana

ScholarWorks at University of Montana

University of Montana Course Syllabi

Open Educational Resources (OER)

Fall 9-1-2006

WTS 115.06: Technical Writing

Betsy Holmquist

University of Montana, Missoula, betsy.holmquist@umontana.edu

Follow this and additional works at: <https://scholarworks.umt.edu/syllabi>

Let us know how access to this document benefits you.

Recommended Citation

Holmquist, Betsy, "WTS 115.06: Technical Writing" (2006). *University of Montana Course Syllabi*. 10688.
<https://scholarworks.umt.edu/syllabi/10688>

This Syllabus is brought to you for free and open access by the Open Educational Resources (OER) at ScholarWorks at University of Montana. It has been accepted for inclusion in University of Montana Course Syllabi by an authorized administrator of ScholarWorks at University of Montana. For more information, please contact scholarworks@mso.umt.edu.

TECHNICAL WRITING COURSE SYLLABUS

WST 115.06

Instructor: Betsy Holmquist

243-4021

betsy.holmquist@umontana.edu

Office Hours: Monday and Wednesday 1:30 - 3 or by appointment

Required Materials:

Professional and Technical Writing Strategies

by Judith VanAlstyne, Sixth Edition

Little, Brown Compact Handbook

by Jane E. Aaron, Sixth Edition

Course Objectives:

1. Constructed text that accurately communicates technical information using appropriate technical writing constructs, document design, and graphic placement within technical formats.
2. An understanding of technical writing situation and appropriate formats.
3. Demonstrated mastery of a writing process that includes revising and editing.
4. Demonstrated working knowledge of *The Little, Brown Compact Handbook* for use as a tool in other writing classes.

Workload and Expectations:

This course focuses on the kind of writing that fills manuals—description, instruction, and analysis. We will read, write and discuss technical documents as well as materials about technical writing. There is a special focus on audience.

The writing, reading and discussing in this course fall into several areas: technical papers with revision days, business reports/letters, in class group work, student designed documents, sentence level assignments and quizzes, and ends with a comprehensive final paper evaluating all work done during the semester

All writing classes address writing conventions at some point. Punctuation problems are addressed through clauses and basic sentence structure, leading to a working knowledge of *The Little, Brown Compact Handbook*.

The technical papers are the core of this course and include a mandatory revision day. We work the writing process as we write these papers to better understand how we compose. There is nothing neat and tidy about writing and revising. In technical writing with the audience so important, we have to get feedback and adjust continually.

The in-class projects are designed to help build a writing community. We never write alone and technical writing especially needs input from others. We group up and help each other often. We think through writing problems and get ideas from each other. It is helpful to be in a group and analyze together. Groups can be good learning experiences.

Grading Scale:

94-100 A

92-90 A-

87-89 B+

86-83 B

82-80 B-

77-79 C+

76-73 C

72-70 C-

Course Policies

There will be no “make-up” tests, quizzes or in-class assignments that are not turned-in during the designated class period. This make-up policy is applied at the discretion of the Instructor.

Attendance is an expectation. Students who do not attend class do not perform as well as students who do attend class.

Format of all works produced will depend upon the specific assignment. All final drafts must be word processed. Save everything to disc for your own protection.

Plagiarism of any sort will result in a course grade of F. The UM Student Conduct Code defines plagiarism as “representing another person’s words, ideas, data, or materials as one’s own.”

Students may be asked for their research or sources at any time.

Disability Services: I am willing to provide accommodations for students with disabilities with the proper verification. Come see me.