ENGLISH 3053

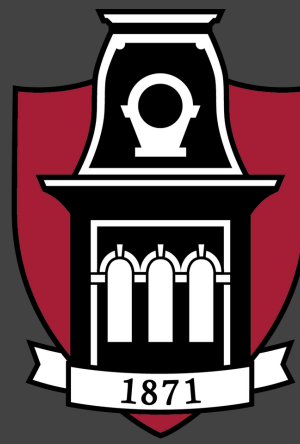## At a Glance

UNIVERSITY OF ARKANSAS

Course Overview

Students will **hone reading**, **thinking**, and **writing** skills taught in 1013 and 1023/1033. They will **apply** these **skills** to **writing-focused tasks** in **career-related fields**. Assignments and group work are oriented towards **refining career-focused communication skills**.

Course Goals

- **Apply concepts** and **strategies** of technical communication.
- **Analyze audiences** and **purposes** for technical documents.
- **Conduct research**, **integrate** and **cite** sources.
- **Plan**, **draft**, and **revise** documents, i.e. memos, descriptions, business letters, proposals, and formal reports.
- **Use document organization**, **design**, and **style** to meet genre conventions and audience expectations and needs.

Textbook

Practical Strategies for Technical Communication, **3rd edition.**

Handbook of Technical Writing, **12th edition.**

Schedule

DO add/change

- due dates
- course updates
- additional readings
- important semester dates (breaks, drop/add, etc.)

DO NOT change

- overall course objectives
- weekly objectives (you can **move** these, but do not **change** them)
- number of assignments
- number of conferences

Assignments

Rhetorical Analysis (15%)

Students rhetorically analyze 2-3 pieces of professional writing in their field, exploring styles, purposes, and audiences. Then, they compose an argument about the core rhetorical strategies used in each document and what those strategies reveal about writing in the discipline.
Rhetorical Analysis (4-5 pages)

Proposal (20%)

Students work collaboratively to identify a workplace problem and to propose a solution. They will write an external, unsolicited proposal, which must convince the reader that there is a problem and that the proposed solution will work. External proposals should be formatted like a business letter and include at least 3 sources.
Proposal (5-8 pages)

Correspondence (15%)

Students imagine and report on a workplace scenario in their career field. They will report on their task in-house (in the workplace) through a memo, and also to outside stakeholders through a letter. Students must account for audience, purpose, and genre conventions.
Memo (1 page)
Letter (1 page)

Recommendation Report (20%)

Students use their proposal to create an individually-written formal report. Front matter includes letter of transmittal, cover, abstract, table of contents, list of illustrations, & executive summary. Body includes introduction, methods, results, and conclusions. Back matter includes glossary, appendices, transcripts, questionnaires, references.
Recommendation Report (7-10 pages)

Policies

Your syllabus should include the following policies:

- Disability accommodations
- Discrimination & sexual harassment
- Course recording
- Academic integrity
  - Reusing classwork
  - ChatGPT
  - Providing materials to course sites
- Absences
- Religious accommodations
- Classroom disruptions
- Inclement weather
- Emergency procedures
- Communications
- Feedback

Resources

3053 Course Info:
https://tinyurl.com/3vsj765f

TA Handbook:
https://tinyurl.com/bddaap5u

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