

ENGLISH 30503

Technical & Professional Writing



At a Glance

UNIVERSITY OF
ARKANSAS®

Course Overview

Students will **build on the writing and rhetorical skills** developed in Composition 1 and 2 to **explore writing tasks in career-focused projects**. Students **learn strategies** including document design, usability testing, communication ethics, and cooperative writing. Students **practice** drafting, revision, editing, and proofreading.

Course Goals

- Utilize principles of ethical professional communication in both formal and informal workplace genres;
- Apply professional communication strategies to a variety of workplace situations;
- Analyze audiences and purposes for various professional documents;
- Conduct effective research, integrate evidence, and cite sources;
- Plan, draft, and revise professional documents such as memos, resumes, correspondence, proposals, pitches, reports, and presentations;
- Determine document organization, design, and style that considers both 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

Reflective Memos (10%)

Students write two reflective memos at the beginning and end of the semester. In the Course Goals Memo (Week 1), students set goals for the course and share them with the instructor in memo format. In the Self-Assessment Memo (Week 15), students evaluate their personal progress towards those goals.

Correspondence (20%)

Students practice professional correspondence by writing two different types of letters. In the inquiry/claim letter, students write as an individual to an organization. In the adjustment/response letter, students write as a representative of an organization, in response to an inquiry/claim.

Career Documents (20%)

Students use their rhetorical skills to find and analyze job ads. They choose a specific ad and create career documents (a resume and a cover letter) for that job.

Proposal (20%)

Students practice problem-solving with technical writing by defining a problem they would like to solve, then researching and proposing a solution to that problem.

Report (20%)

Students write in a group to turn one of their proposals into a report. Together, they will research, design, and create a report designed to inform a specific audience.

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

Please consult the 30503 syllabus for more details:
<https://tinyurl.com/4a9tjjs5>

Resources

30503 Course Info:
<https://tinyurl.com/3vsj765f>

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

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