21W783 Scientific and Engineering Writing for Phase II
Spring 2004
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Office hour: W 11-12 and by appt.

Text: handouts from instructor and web materials

A grade of "B" or better satisfies Phase II of the Writing Requirement.

Subject Description: 21W783 is designed to help students pass Phase II of the Writing Requirement, while at the same time providing participants guidance in writing technical documents.

Writing Assignments: You will be required to write a number of individual short documents throughout the semester. The due dates are indicated on the syllabus. Please pay careful attention to the deadlines. For the third class, you will form groups, create a "company," and begin work on a group project. You will produce two major collaborative papers regarding your project. The first is a substantive collaborative proposal for your final project. The final paper is the group report that you will present in oral and written form.

Assessment of Writing: You will receive grades on all assignments. Since everyone's goal is to achieve at least a "B," you will have the opportunity to revise both your proposal and final project to increase your probability of earning a "B" (or "A") in the class.

Grading: Short individual assignments = 15%; Proposal = 15%; Final Project = 45%; Oral Presentation = 10% participation (not just attendance) = 15%.

Schedule: The class meetings are slightly irregular so please pay attention to the schedule below. For the first two classes the entire class will meet together. At the second meeting students will be assigned into two groups. Thereafter, the class will be split into two. Please attend the class meetings to which your group is assigned.

SCHEDULE FOR GROUP I:

2/3: Introduction to Tech Writing. For 2/10 read over the Introductory materials and the Writing Exhibits in the handouts. Write a one page critique of one of the writing exhibits.

2/10 In-class workshop on writing exhibits. Critiques due. Overview of business communication.

2/24 In-class formation of “companies.” For 3/9: Write a group “company” overview and project statement, and an individual job description within your “company.”

3/9 Company statements and job descriptions due. Overview of proposals. For 3/30: Write a collaborative proposal for your company’s final project.

3/30 Proposals due. Overview of presentations. In-class “strategy session.” For 4/13: Write an individual progress report on your activities within the group.

4/13 Progress Reports due. Overview of elements of formal report.

4/27 Group presentations & critiques.


SCHEDULE FOR GROUP II:
2/3: Introduction to Tech Writing. For 2/10 read over the Introductory materials and the Writing Exhibits in the handouts. Write a one page critique of one of the writing exhibits.

2/10 In-class workshop on writing exhibits. Critiques due. Overview of business communication.

3/2 In-class formation of “companies.” For 3/16: Write a group “company” overview and project statement, and an individual job description within your “company.”

3/16 Company statements and job descriptions due. Overview of proposals. For 3/30: Write a collaborative proposal for your company’s final project.

3/30 Proposals due. Overview of presentations. In-class “strategy session.” For 4/13: Write an individual progress report on your activities within the group.

4/13 Progress Reports due. Overview of elements of formal report.

4/27 Group presentations & critiques.

5/4 Group presentations & critiques. **Final hardcopy of group projects due May 10.**