ENG 249 | Fall 2023 | Online Schedule

The schedule below is subject to change (with advanced notice, when possible). Readings should be completed and assignments and other activities should be submitted on the days they are indicated. This schedule is devised to be a hybrid of synchronous/asynchronous learning. Students can work at their own pace as long as they synch up for peer review and revision, forum post responses, final project submission, and conferences in Week 14.

- **PowerPoints and forum posts are designed to be able to be completed in the space of 75 minutes.** Those who desire a more synchronous schedule can use the time that would normally be designated to meet in person to complete these course activities. Like with a face-to-face course, textbook readings are not included in the 75 minutes.
- **Assignments, drafts, and peer reviews are due by 11:59pm.** See prompts on Canvas for more information on each project, as well as expectations for drafts and peer review.
- **Discussion posts are due by 5pm; responses are due by 11:59pm.** See the prompt on Reggienet for more information about expectations for forum posts.
- **Each student will meet with me on Zoom during Week 14 for a mandatory conference on their final projects.** This is a complex project so I will check in with you to help strategize its completion.

Week 1: What is technical communication?

Date	Topics	Readings	Assignments	Discussion Posts	Materials
8/22	Introduction	Ch. 1 Memo of introduction prompt	Profile picture	Introductory post (1-1) Skills inventory post (1-2)	PPT: What is technical writing? Example memos
8/24	Correspondence	Ch. 14 Claim letter prompt		Claim letter proposal post (1-3)	Example claim letters
8/25			Memo of introduction due		

Week 2: Audience and Technical Documents

Date	Topics	Readings	Assignments	Discussion Posts	Materials
8/29	Audience and Persuasion	Ch. 5 and 8	Draft of claim letter due	Audience and persuasion post (2-1)	PPT: Audience and Persuasion
8/31	Peer review day	Ch. 10	Peer review due	Peer review reflection post (2-2)	PPT: Revising, editing, proofreading
9/1			Final claim letter due		

Week 3: Infographics

Date	Topics	Readings	Assignments	Discussion Posts	Materials
9/5	Technical documents	Ch. 3 and 9			
9/7	Infographics	NDDB Ch. 1 Infographic prompt			PPT: Infographics Example infographics

Week 4: Document Design

Date	Topics	Readings	Assignments	Discussion Posts	Materials
9/12	Design – Contrast and Repetition	NDDB Chs. 5 and 4		Infographic proposal post (4-1)	PPT: Contrast and Repetition Examples of contrast and repetition
9/14	Design – Alignment and Proximity	NDDB Chs. 3 and 2		Infographic analysis post (4-2)	PPT: Alignment and Proximity Examples of alignment and proximity

Week 5: Document Design

Date	Topics	Readings	Assignments	Discussion Posts	Materials
9/19	Design – Color and Typography	NDDB Ch. 7 NDDB (skim) Chs. 9, 10, 11, 12		CRAP design post (5-1)	PPT: Color Theory PPT: Typography PPT: Organizing Information
9/21	Writing Day		Draft of infographic due		

Week 6: Legal and Ethical Issues in Technical Communication

Date	Topics	Readings	Assignments	Discussion Posts	Materials
9/26	Peer review day		Peer review due		
9/28	Legal and ethical issues in technical communication	Ch. 2		Legal and Ethical Case Study Post (6-1, 6-2, 6-3, 6-4, 6-5)	PPT: Ethical and Legal Issues in Tech Comm Creative Commons website
9/29			Final Infographic due		

Week 7: Technical Descriptions

Date	Topics	Readings	Assignments	Discussion Posts	Materials
10/3	Technical Descriptions	Ch. 20 QRC Prompt		Technical description post (7-1)	PPT: Technical descriptions Example technical descriptions
10/5	Instructions	Farkas		Instructions comparison post (7-2)	PPT: Instructions and Writing Steps Example instructions

Week 8: Technical Instructions

Date	Topics	Readings	Assignments	Discussion Posts	Materials
10/10	Quick reference cards (QRC)	Quick Reference Guides		QRC proposal post (8-1)	PPT: QRCs Example QRCs
10/12	Writing day			QRC CRAP design post (8-2)	

Week 9: Usability

Date	Topics	Readings	Assignments	Discussion Posts	Materials
10/17	Usability	Ch. 13 Krug		Usability post (9-1)	PPT: Usability Testing Videos: example usability tests
10/19	Writing day		Draft of QRC and usability test plan memo due	Usability test plan post (9-2)	
10/20	Peer review day		Peer review due		

Week 10: Usability and Informational Reports

Date	Topics	Readings	Assignments	Discussion Posts	Materials
10/24	Usability testing day				
10/26	Informational reports	Ch. 17		Usability Reflection Post (10-1)	PPT: Informational Reports Example usability portfolios
10/27			Draft of final QRC and usability portfolio due		

Week 11: Technical Research

Date	Topics	Readings	Assignments	Discussion Posts	Materials
10/31	Peer review day		Peer review due		
11/2	Technical proposals	Ch. 16 Recommendation report prompt		Recommendation report informal proposal post (11-1)	PPT: Formal Proposals Example proposal for a recommendation report
11/3			Final QRC and usability portfolio due		

Week 12: Technical Proposals

Date	Topics	Readings	Assignments	Discussion Posts	Materials
11/7	Technical research	Ch. 6		Research experience post (12-1)	PPT: Research
11/9	Writing day		Draft of recommendation report proposal memo due		

Week 13: Recommendation Reports

Date	Topics	Readings	Assignments	Discussion Posts	Materials
11/14	Peer review day Zoom Conferences		Peer review due		Example recommendation reports
11/15	Zoom Conferences				
11/16	Writing recommendation reports	Ch. 18 Recommendation report prompt Example recommendation reports		Recommendation report proposal revision plan post (13-1)	PPT: Writing Reports for Decision Making
11/17			Recommendation report proposal due		

Fall Break | Nov 18 – 26

Week 14: Recommendation Reports

Date	Topics	Readings	Assignments	Discussion Posts	Materials
11/28	Evaluation Criteria and Decision Matrices			Recommendation report strategy post (14-1)	PPT: Tables PPT: Evaluation Criteria and Decision Matrices
11/30	Reading, Notetaking, Documentation Style	Appendix A Appendix B (skim)		Decision matrix and evaluation criteria post (14-2)	

Week 15: Recommendation Reports

Date	Topics	Readings	Assignments	Discussion Posts	Materials
12/5	Writing day		Draft of recommendation report due		
12/7	Peer Review Day		Peer review due	Skills update post (15-2)	
12/8			Final recommendation report due		