

**JAMESTOWN COMMUNITY COLLEGE**  
**State University of New York**

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**INSTITUTIONAL COURSE SYLLABUS**

**Course Title:** Introduction to Technical Writing

**Course Abbreviation and Number:** ENG 1580

**Credit Hours:** 3

**Course Type:** Lecture

**Course Description:** Students will write to suite the methods, forms, and standards required by the 21st century job market. They will compose documents designed to meet the needs of specific audiences and purposes in a variety of media: correspondence, proposals, short-reports, descriptions, outlines, instructions, and abstract. Clarity, conciseness, and correctness will be emphasized, and assignments will give students experience in collaborative writing, document design, and selecting sources for integrity and reliability. Students will also become familiar with composing related ethical and cyber-security issues appropriate to the workplace.

Prerequisite: ENG 1510.

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**Student Learning Outcomes:**

Students who demonstrate understanding can:

1. Summarize and explain technical information for a non-expert audience.
  2. Utilize an intentional writing process that emphasizes audience and context analysis.
  3. Collaborate with peers to design, develop and edit effective technical documents using specific professional conventions and guidelines.
  4. Exploit the affordances of various modalities for the purpose of document design.
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**Topics Covered:**

- Composing a document (planning, audience, stance, drafting, revising, proofreading, role of visuals and links)
  - Writing correspondence (professional voice, brevity, clarity)
  - Short writing: descriptions, definitions, instructions
  - Proposals (internal/external, research proposals, goods & service proposals, role of persuasion)
  - Short reports (informational, progress/status, recommendations)
  - Ethical considerations (copyright law, source identification, organizational code of conduct, social media policies)
  - Source selection and use
  - Writing as part of a team; writing with content experts
  - Cyber-security; using email and social media according to employer policy
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**Information for Students**

- Expectations of Students
    - [Civility Statement](#)
    - [Student Responsibility Statement](#)
    - [Academic Integrity Statement](#)
  - [Accessibility Services](#)  
Students who require accommodations to complete the requirements and expectations of this course because of a disability must make their accommodation requests to the Accessibility Services Coordinator.
  - [Get Help: JCC & Community Resources](#)
  - [Emergency Closing Procedures](#)
  - Course grade is determined by the instructor based on a combination of factors, including but not limited to, homework, quizzes, exams, projects, and participation. Final course grade can be translated into a grade point value according to the following:

A=4.0	B+=3.5	B=3	C+=2.5	C=2	D+=1.5	D=1	F=0
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  - Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, VA appointments) are welcome and encouraged to communicate these to the instructor.
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**Effective Date:** Fall 2021