ST 530: Technical Communication for Teachers
Summer 2012
M-F, 1:00-4:00
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Office hours: M-F 4:00-5:00 and by appointment

Course Description:

Technical Writing for Teachers teaches skills in:

- Development, research, and writing in the teacher’s field and workplace
- Collaborative work, including peer reviews and respect for deadlines
- Understanding of the importance of audience and purpose as the starting points in Technical Communication
- Familiarity with various formats in technical writing that will be of use to teachers and their students

Required Texts and Materials


Pocket folder
New Mexico Tech TCC account

Strongly Recommended

A good hardbound dictionary, such as *Merriam Webster* or *The American Heritage Dictionary*

Course/Assignment Grading Percentages

- 10% Writing in Your Field – Individual work on step-by-step instructions to a lay audience
- 10% Collaborative Manual – Researching, writing, usability testing, and rewriting a manual (process in Microsoft Office)
- 10% Technical Research Report Draft
- 15% Technical Research Report
- 15% Technical Research Report Presentation
- 20% Attendance, timeliness, oral participation, peer review, textbooks
On each assignment, you will receive a grade as well as comments from me. Please take time to read these comments. If, after reading them, you have further questions, you are welcome to email me, see me after class, or meet with me in my office for help.

All major assignments must use standard formatting and documentation. Consult your handbook, a textbook, the *Chicago Manual of Style*, or the style guide for your field.

**Grades**
The graded assignments total 100 points with the following breakdown on the grading scheme:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>70-80</td>
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<tr>
<td>D</td>
<td>60-70</td>
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<tr>
<td>F</td>
<td>59 points and below</td>
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</tbody>
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On each assignment, you will receive a grade as well as comments from me. I work hard to provide you with feedback that not only explains why you received a particular grade but also gives you areas to work on and suggestions for improvement for future assignments. Please take the time to read these comments. If, after reading these comments, you have further questions, you are welcome to see me during my office hours or set an appointment with me to discuss them.

**Revision**
This course places emphasis on revision during the writing stages rather than revising final products. As a result, it is very important that you work hard on drafts and provide useful feedback when responding to classmates’ drafts during peer review. Unless announced otherwise, once they have been graded, assignments may be revised once.

**Assignment Credit:** You must complete and submit, in order, each major assignment to pass the course.

**Late Papers:** Late assignments will not be accepted. Submit them to me--or by email in case of an emergency--on the day they are due. If you have a personal crisis or a medical emergency, you must clear this with me prior to class. If your emergency takes place just before class, leave a message with Liza Apache, CLASS secretary, 835-5445 or email me at jkieffer@nmt.edu.
Collaborative Work and Participation
We will spend class time discussing strategies for effective collaboration, and some of your assignments will require you to work together with your classmates. You will be expected to participate regularly in class discussions and engage in class activities and peer review. Failure to participate in the above activities will result in points deducted from related assignments.

Computer Classroom Etiquette
While we will spend some class time using the classroom computers, please refrain from web surfing, email checking, or working on other assignments during class discussions, presentations, or lectures. Students who are caught doing this will be asked to leave the class.

Computer Classroom and Assignments: Since class meets for three hours, I will give you time to work on assignments then. However, assignments are homework, so you will come to class on days that assignments are due with good drafts of the assignment. I will check to see whether you have done the homework.

Attendance Policy
Because we will meet for only two weeks and will be doing a great deal of planning, drafting, and peer reviewing during class time, regular attendance is crucial to succeeding in this course. Missing class more than one day, even at the beginning of the course, will affect your grade and could result in a failing grade. If you are ill or must miss class for another valid reason, please speak with or email me about excusing your absence.

Rough Course Schedule (subject to change according to needs of the class)

**Week 1**  
Technical Research

Writing in Your Field – Individual work on step-by-step instructions to a lay audience

Collaborative Manual – Researching, writing, usability testing, and rewriting a manual (process in Microsoft Office)

**Week 2**  
Technical Research Report Draft

Technical Research Report

Technical Research Report Presentation