Writing for Engineering – Fall 2020

English 21007 – G
Class Number 55082
Mon/Wed 5:00pm – 6:15
Room: NAC 6/328
The City College of New York

Professor Thomas Barber
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Office Hours: M/W 5pm – 6:15
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Course Description: The purpose of this course is to further develop the technical writing skills that will contribute to success in your academic and professional careers. The emphasis will be on the writing process in the field of engineering and will focus on defining purpose in your writing with consideration to your readers and clients. You will be exposed to various forms of technical writing common in the workplace, while practicing writing effective sentences and paragraphs, composing drafts, peer reviewing and revising, and producing high-quality final products.

Course Outcomes:
- Acknowledge your and others' range of linguistic differences as resources, and draw on those resources to develop rhetorical sensibility
- Enhance strategies for reading, drafting, revising, editing, and self-assessment
- Negotiate your own writing goals and audience expectations regarding conventions of genre, medium, and rhetorical situation
- Develop and engage in the collaborative and social aspects of writing processes
- Engage in genre analysis and multimodal composing to explore effective writing across disciplinary contexts and beyond
- Formulate and articulate a stance through and in your writing
- Practice using various library resources, online databases, and the Internet to locate sources appropriate to your writing projects
- Strengthen your source use practices (including evaluating, integrating, quoting, paraphrasing, summarizing, synthesizing, analyzing, and citing sources)

Required Material:
- Access to Blackboard for readings, assignment handouts, and Safe Assign
- Access to CUNY Commons for the Web Portfolio assignment
- Valid CCNY email account
- This is a Zero Textbook Cost course – ALL readings will be provided by the professor

Grading:
- Quizzes: 10%
- Discussions: 10%
- Informal Writing Assignments: 10%
- Resume: 5%
- Cover Letter: 5%
- Process Description: 10%
- Lab Report: 15%
- Proposal: 15%
- Web Portfolio and Self-Assessment: 20%

Online Participation Policies:

- **Blackboard Posts** - I will post twice a week on Blackboard, Monday and Wednesday mornings, just like as if we were in a regular classroom. These posts will be arranged by date inside the "Daily Schedule" menu inside Blackboard, and will give instruction on the work to be done that day. Work might include reading an article, posting in a discussion, doing group work, or completing a writing assignment. Or a combination of things. I will be sure to give clear instructions in each post, including links to any outside material, but feel free to email me at any time if you don't understand.

- **Class work** - Plan to spend a half an hour reading and understanding each post, and an additional hour completing the daily task. Some days it might require a little more and other days it might be less, but expect there to be an assignment in each post. Which means you can expect at least two assignments each week and about three hours of work.

- **Blackboard Collaborate** – We will use Blackboard Collaborate to meet as a class, to facilitate group discussions, and occasionally for 1-on-1 meetings. I will announce these meetings well in advance and record them for those unable to join.

- **Discussions** - We will have many discussions in class using the "Discussions" tool in Blackboard. On average, you can expect a discussion every week, and most will require you to make one post of your own AND reply to someone else's post.

- **Writing Assignments** - This class will have many writing assignments (see Grading section above). All of these assignments must be turned in through Blackboard, except the Web Portfolio (which is a website and you will send the professor the URL).

- **Group Work** - Early in the semester, I will divide the class into Peer Review groups at random. Within these groups we will be sharing our writing in order to catch mistakes and help improve clarity. Your involvement in these groups is REQUIRED.

- **Due Dates** - Online learning allows for flexibility with due dates. I will post on Mon & Wed but that doesn't necessarily mean the assignments are due on those days. In each post I will include clear due dates for each assignment. Check Blackboard regularly and don't allow yourself to fall behind. Make a schedule that works for you and stick to it.

- **Late Work** – Late assignments will be dropped a minimum of a full letter grade. Late Discussion posts will be reduced by half. No exceptions. Turn in your work on time.

- **Office Hours** – I will be available during our regularly scheduled class time – 5 to 6:15pm Mon & Wed – for private 1-on-1 Blackboard Collaborate sessions. I am also available anytime via email at tbarber@ccny.cuny.edu and will do my best to respond within 24 hours.

Course Policies:

- **Plagiarism Policy:** Plagiarism is the unacknowledged use of anybody else's material (words or ideas). Any paper with your name on it signifies that you are the author—that the wording and the ideas are yours, except where indicated by quotation marks and appropriate citations. Plagiarism is subject to the highest penalties, including an F in the course.

- **Writing Center:** The CCNY Writing Center has writing consultants available to help students at every level and stage of the writing process. Find them at https://www.ccny.cuny.edu/writing

- **Gateway Advising Center:** Students without a declared major can receive academic advising, especially if you have questions about your course of study, core requirements, etc. Find them at http://www.ccny.cuny.edu/gateway/

- **Student Support Services Program:** SSSP invites new students, especially incoming freshmen and transfers at the start of fall, to join us up to our 500-student cap. SSSP students should be either first-generation college students OR have a family income below a certain threshold. SEEK students are not eligible to join as SSSP's services in many ways mirror SEEK's. Find them at https://www.ccny.cuny.edu/sssp

- **SEEK Peer Academic Learning Center:** Offers counseling and peer tutoring for students in need of academic and financial support who have registered for the SEEK Program. Find them at https://www.ccny.cuny.edu/seek

- **AccessAbility Center Tutoring Services:** The AccessAbility Center/Student Disability Services ensures equal access and full participation to all of City College's programs, services, and activities by coordinating and implementing appropriate accommodations. Find them at https://www.ccny.cuny.edu/accessability