

Course Syllabus

Department : Occupational Safety & Health Technology
Course Title : ETWR 1302: Introduction to Technical Writing
Section Name : WB 2
Start Date : 10/17/ 2011
End Date : 12/05/ 2011
Modality : Online
Credits : Three

Instructor Information

Name : Lynn Reese
OC Email : lreese@odessa.edu
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Course Description : Introduction to the principles, techniques, and skills needed for scientific, technical, and business writing. Discuss the elements of technical writing; determine the purpose of a technical document; research information; prepare an outline, construct technical documents using graphical elements.

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Course Objectives: This course is designed to serve as a comprehensive review of the principles used in writing the English language.

Prerequisites/Corequisites

None.

Scans

2, 6, 9

Required Readings/Materials

Web Access

There is no text for this course.

Course Requirements (Lectures, Assignments and Assessments)

This is a modified, self-paced class. There are no due dates. However, all assignments must be turned in no later than December 5, 2011. It will be very wise to turn in at least two assignments each week. You may finish in one week or eight weeks. There is a lot of writing in this class; so don't let yourself get behind as it will be hard to finish if you wait until the last week or two. All assignments may be found under the "Assignments" heading.

Grading Policy

The two intermediate exams will each count 10 percent of your grade.

The final exam will count 10 percent of your grade.

Completion of the assignments and discussions (if any) will count 70 percent of your grade. No assignment is complete until you are satisfied with your grade or the end of the semester arrives. You may resubmit any homework assignment or exam if you are dissatisfied with the outcome. The purpose of this class is for you to become a proficient writer. Practice, practice, and more practice is what it takes to write proficiently.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the Learning Resources Center, provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).
