

Syllabus for Fall 2016

Course No.	400.511		CRN	N/A			
Course Title	Technical English Communication for Engineers					Credit	3
Class Time	Friday, 14:00-16:50		Classroom	38-422			
Professor	Name			Homepage	http://gece.or.kr/		
	E-mail	gece@snu.ac.kr		Phone No.	02-880-1545		
	Office			Office Hours			
Course Objectives	<p>This class covers the fundamental aspects of technical communication necessary for professional scientists and engineers in academia, industry, and government. This course will be comprised of lecturing, student presentations, and, peer/paper workshops. Workshops are designed both to practice editing skills as well as to emulate aspects of peer and technical review.</p> <p>The primary goal of this class is to provide students with the proper tools for effective technical writing as well as the space to practice using these tools on their current work. While mainly geared towards writing for technical papers, this course still covers other aspects of technical communication, including but not limited to: proposals, correspondence, instructions, and presentations.</p>						
Textbook and Bibliography	<p><u>Required:</u></p> <ol style="list-style-type: none"> 1. Alley, Michael. <i>The Craft of Scientific Writing</i>. 3rd ed. New York, NY: Springer, 1998. 2. Raimes, Ann. <i>Grammar Troublespots: A Guide for Student Writers</i>. New York, NY: Cambridge University Press, 2004. <p><u>Recommended:</u></p> <ol style="list-style-type: none"> 3. Perelman, Leslie C., James Paradis, and Edward Barrett. <i>Mayfield Handbook of Scientific and Technical Writing</i>. Mountain View, CA: Mayfield Publishing Co., 1998. 4. Markel, Mike. <i>Technical Communication</i>. 7th ed. New York, NY: Bedford/St. Martin's, 2003. 						
Grading	Attendance	Assignments	Midterm	Final exam	Participation	Etc.	Total
	10%	80%	%	%	10%	%	100%
	Remarks	Attendance policy will not distinguish between excused and unexcused absences. Because this course primarily focuses on in-class work, absences will not only detract from students' attendance grade but in all other grading criteria.					
Note for Students	<p>Prerequisites: Students on the MS or Ph.D track that have initial research results toward publication are eligible for this class. Student work will be the focus of edits, review, and workshops.</p> <p>The course will be taught in English, and you can find lecture materials on DropBox after each lecture.</p>						
Lecture Plans	Week	Topics Covered					
	1	<ul style="list-style-type: none"> ● General Introduction & Overview of Different Types of Technical Communication ● Introduction to the Basics of Technical Writing (Chapter 1 in <i>Craft</i>) - Constraints, Style 					
	2	<ul style="list-style-type: none"> ● Technical Writing Basics, Part 1 (Chapters 2 & 3 in <i>Craft</i>) - Organization, Transition, Emphasis ● Applying lessons to paper 					
	3	<ul style="list-style-type: none"> ● Technical Writing Basics, Part 2 (Chapters 4 & 5 in <i>Craft</i>) - Precision, Clarity ● Applying lessons to paper 					
	4	<ul style="list-style-type: none"> ● Peer Review, Proofreading 					

	<ul style="list-style-type: none"> ● Peer Workshop #1
5	<ul style="list-style-type: none"> ● Technical Writing Basics, Part 3 (Chapters 6 & 7 in <i>Craft</i>) - Tone, Familiarity ● Applying lessons to paper
6	<ul style="list-style-type: none"> ● Technical Writing Basics, Part 4 (Chapters 8 & 9 in <i>Craft</i>) - Concision, Fluidity ● Applying lessons to paper
7	<ul style="list-style-type: none"> ● Editorial/Managerial Review ● Peer Workshop #2
8	<ul style="list-style-type: none"> ● Additional Technical Conventions - Illustration: Tables, Figures ● Final In-class Paper Edits
9	<ul style="list-style-type: none"> ● Other Writing: Correspondence, Proposals ● Applying lessons in class
10	<ul style="list-style-type: none"> ● Peer Workshop #3
11	<ul style="list-style-type: none"> ● Other Writing: Instructions, Presentations ● Applying lessons in class
12	<ul style="list-style-type: none"> ● Peer Workshop #4
13	<ul style="list-style-type: none"> ● Peer Workshop #5: In-class Student Presentations
14	<ul style="list-style-type: none"> ● Individual Conferences
15	<ul style="list-style-type: none"> ● Professional Documents (Resume, CV), Preparing for Interviews