Technical Writing Syllabus

Instructor

Ms. Sara Kraft

Email

Sara.Kraft@k12.sd.us

Virtual Office Hours

Email will be checked and answered frequently; specific office hours for real-time discussion as needed.

Course Overview

This course focuses on workplace writing and will cover grammar/usage topics and writing techniques necessary to produce clear, focused workplace documents. The course consists of eight modules lasting 2-3 weeks each. A more specific list of content is found below. This course is delivered online using Google Classroom.

Required Text

None. All materials are available electronically.

Student Preparedness and Expectations

Students enrolled in a distance learning course need the maturity and self-discipline to be successful in on-line learning. A successful student should

- Have access to a computer and internet connection
- Be able to use email
- Commit to completing and turning in all assignments
- Be able to work independently
- Use proper etiquette when interacting on-line

Course Content

Module	Subject	Approximate Time Frame
Module 1	Introduction	2 weeks
Module 2	Writing Memos	2 weeks
Module 3	Writing Business Letters	2 weeks
Module 4	Writing Instructions	2 weeks
Module 5	Creating a Brochure	2 weeks
Module 6	Writing a Proposal	2 weeks
Module 7	Writing an Extended Definition	3 weeks
Module 8	Applying for a Job	3 weeks

Grading Policy

Grading will be completed by the instructor on a weekly basis. Grades assigned to this course will be based on a percentage, and the student's local school district will determine the letter grade that percentage represents based on district policy.

Academic Integrity

Academic integrity is a guiding principle of this course. Work submitted must be the student's own work. Students assume full responsibility for the content and integrity of the academic work they submit. Students who are found to be in violation of this policy will be dealt with on an individual basis.