PLEASE NOTE:

This syllabus serves more than one function. It is designed to be both a typical syllabus and an object of analysis throughout the course. A large part of our classroom effort is geared toward analyzing document design: what choices were made, why they were made, what restrictions were imposed, and how these things have affected the clarity, tone, ethos, etc. of the document. The shortcomings of a pure-text document become more obvious as the semester continues, especially when there are a large number of multimodal readings online (due to the format, hypertext links are forbidden, and URLs are often too long to be placed in the itinerary). Other limitations exist in plenty, and students are encouraged to find them.

In short: this is a highly unorthodox syllabus format--but it is designed this way on purpose.

TECHNICAL WRITING

```
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*=                                                                     =*
*-      INSTRUCTOR ............. Nathan Riggs                          -*
*=      EMAIL ................... riggs2@g.clemson.edu                 =*
*-      OFFICE .................. Strode Tower, Basement Office        -*
*=      I'LL BE THERE ........... M-F, 2:30pm - 3:30PM                 =*
*-      CATS .................... Detka, Pilgore, Droogie, Marat       -*
*=      NOM DE GUERRE .......... Snake                                 =*
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*=          * R E Q U I R E D   M A T E R I A L S *                    =*
*-                                                                     -*
*=      - David McMurray's /Online Technical Writing/ (OTM)           =*
*-         @  https://www.prismnet.com/~hcexres/textbook/             -*
*=      - various handouts and resources                              =*
*-      - Marshall McLuhan's "The Medium is the Massage"              -*
*=      - A Magic Portable Reckoning Box w/ internets (Laptop)        =*
*-      - Various FREE Softwares; we will discuss                     -*
*=                                                                     =*
*-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-*
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*-          * T A B L E   O F   C O N T E N T S *                      -*
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                 ENGL-3140 Section 022
              MWF 3:35pm - 4:25pm Fall 2017
                   Daniel Hall 210
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   This syllabus is /almost/ written in plain-text format, also known as
ASCII format (*A*merican *S*tandard *C*ode for *I*nformation *I*nterchange).   see no   hear no   speak no   lol
This standard was derived from morse code and first established in 1963,   evil   evil   evil   evil
eventually becoming *the* standard for digital documents. Each character
is represented by a series of bits. *Extended* ASCII has 256 possible
characters, and that is what we are using here.
```

# About This Document

This syllabus is /almost/ written in plain-text format, also known as ASCII format (*A*merican *S*tandard *C*ode for *I*nformation *I*nterchange). This standard was derived from morse code and first established in 1963, eventually becoming *the* standard for digital documents. Each character is represented by  a series of bits. *Extended* ASCII has 256 possible characters, and that is what we are using here.

In some very rare cases, you still may be required to write documents in ASCII format, especially when applying for certain jobs. Such documents are often *extremely* strenuous to read because they are particularly hard to format in a legible way. On the other hand, ASCII is often seen as a form of art (as well as its sister format, ANSI) due to both the difficulty as well as the precise control the writer has over the layout of the document. You may also find this format used when writing computer code, although we now have syntax highlighting to help us along, as well as languages that are entirely made up of special characters (for instance, check out emojicode @ http://www.emojicode.org). We have come a long way since the glory days of ASCII, in any case.

So what's the point? It's simple: know the proper format for the document that you are writing, and make sure it follows the codes and conventions of the situation perfectly. Is this the best format for a syllabus? Probably not--but if not, then what is? Why are these sorts of documents all formatted in the same fashion, and often in the most boring way possible? Does the typical design of a syllabus make you want to read it? To look at it? Does it help in understanding the material being presented? Does it lend the writer credibility or trust? Why and why not; how and how not?

These are the questions we will be constantly asking throughout the next 16 weeks in this course, among many others. Prepare for it!
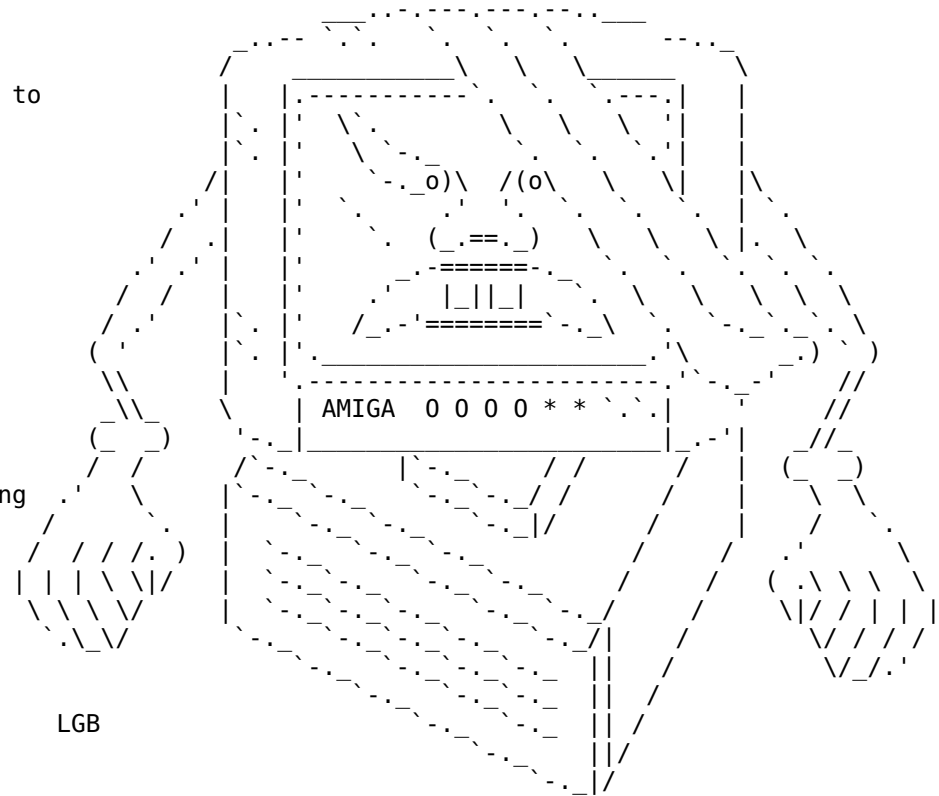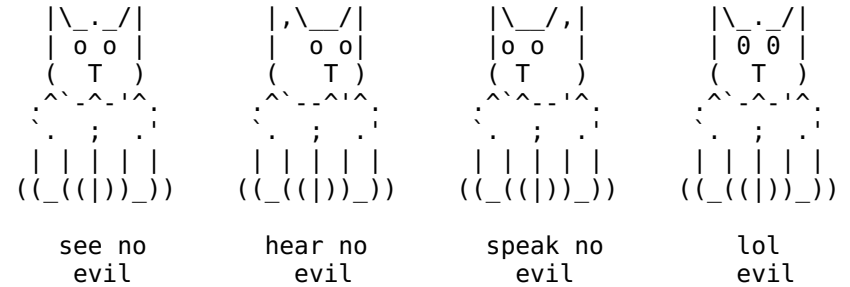
```
                    AMIGA  0 0 0 0 * *
                             LGB
```

COURSE AND OBJECTIVES

C O U R S E   N O T E

This is a course that falls within the discipline of /English/. It may surprise you to learn that the English language, as well as most any spoken language, contains words and phrases that are not appropriate for every situation. We will be discussing these words in the classroom as well as using them frequently, and you should prepare for that. The goal is to not forbid you from using certain language--or myself!--but to understand how language develops and why some words are acceptable in one situation yet not acceptable in another.

Many words, of course, are patently offensive in most situations. We will also discuss these, and determine why they are generally forbidden, and why we will not be using them in the classroom. Until then, try to keep in mind that when you *say* something, you are *doing* something, and that those actions, made up of words, have consequences: for you as well as for those around you, and for both benefit and harm.

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||||  Good character    :   and patient      ||||
||||  is not formed     :   effort is        ||||
||||  in a week or a    :   needed to        ||||
||||  month. It is      :   develop good     ||||
||||  created little    :   character.       ||||
||||  by little, day    :                    ||||
||||  by day.           :      - Heraclitus  ||||
||||  Protracted        :                    ||||
||||                    :                    ||||
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||||_____   :  _____ ||||
||/==================\:/==================\||
 `--------------------~___~-------------------'
```

CURSES!

O B J E C T I V E S

Technical writing is designed to introduce you to the theory and practice of technical communication. By the end of this course, we should be able to:

*- Analyze the audience, purpose and context in a host of (rhetorical!) communicative situations

*- Identify and write in common technical writing genres with appropriate technologies

*- Design usable and persuasive technical documents

*- Understand the conventions behind a variety of workplace and other technical documents.

*- Collaborate through a wide variety of technical means

*- Be critically aware of the ways in which the media we use shape what can be said and who can say it

*- Learn how to use new software and create unfamiliar document types on your own (autodidactically)

ATTENDANCE POLICY

This class is highly focused on participation (as you will see in the next section), and participation is next to impossible without first being sure to attend the class regularly. Almost without fail, the single most determining factor concerning how well a student does in my courses is how often they attend and participate in the classroom. If you have poor attendance, you will have a correspondingly poor grade. The general rules for this are:

*- You may have two absences without recourse, but it is up to you to procure notes for the class, and any assignments due on the day missed will suffer for being turned in late.

*- After these two absences, each additional absence will result in 5% of your grade being deducted.

*- Excessive tardiness is not an option. After the first two late arrivals, subsequent tardies will be counted as absences.

*- If you attend but do not participate, then you really aren't attending at all. See the next section concerning participation.

All that said: if there is a problem, talk to me. Rules cannot always be broken, but they are meant to be bent. That is, if you *COMMUNICATE* with me, you are likely to fare much better than otherwise. We all have complicated lives, and sometimes things don't always work out--that is part of the reason we communicate and work together as a community in the first place!

```
                                EVALUATION PROCEDURE
```

We will be using the University's letter grading scale, which is:

```
A . . . . . . . . . . . . . . . . . . . . . . . . . 100% - 90%
B . . . . . . . . . . . . . . . . . . . . . . . . .  89% - 80%
C . . . . . . . . . . . . . . . . . . . . . . . . .  79% - 70%
D . . . . . . . . . . . . . . . . . . . . . . . . .  69% - 60%
F . . . . . . . . . . . . . . . . . . . . . . . . .  59% -  0%
```

These percentages will be calculated from a point system that contains /around/ 1000 cumulative points (this is subject to change). These points can be further categorized by the type of assignment or material, and these will roughly correspond to the total grade as such:

```
Participation . . . . . . . . . . . . . . . . . 20% (200 points)
Weekly Quizzes . . . . . . . . . . . . . . . . . 10% (100 points)
Minor Assignments: . . . . . . . . . . . . . . . 10% (100 points)
Major Assignment 1: Self-Analysis . . . . . . . .  5% ( 50 points)
Major Assignment 2: Applications . . . . . . . .  8% ( 80 points)
Major Assignment 3: Instructions . . . . . . . . 12% (120 points)
Major Assignment 4: Software Manuals (group) . . 15% (150 points)
Major Assignment 5: Final Technical Document . . 20% (200 points)
```

It would be wise to note that it is not possible to receive an "A" grade, and you are unlikely to receive a "B" grade, without a high participation score. Also note that as the course develops, your major assignments become worth more, so if you have a rocky start, there is still plenty of time to make up for the loss--but not the other way around!

*note: unless dictated otherwise, assignments will be turned in
       via Canvas; current grades will also be available there.

```
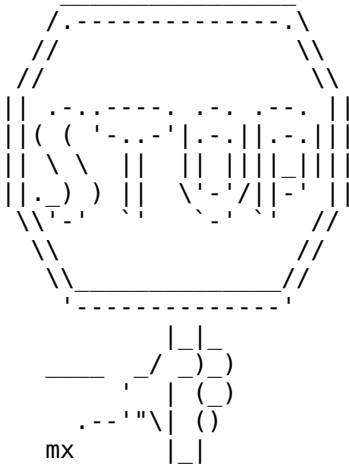            _____
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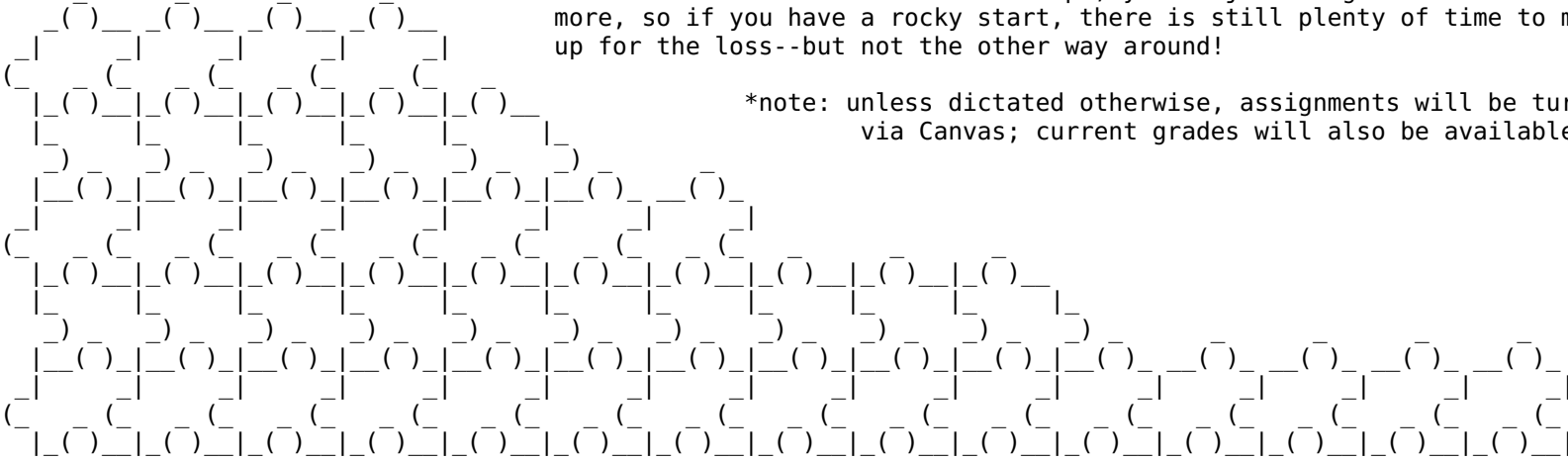
ACADEMIC INTEGRITY

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As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a "high seminary of learning." Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.

Especially of note concerning this class in particular: do *NOT* use assignments completed in other courses for this course's assignments. I am aware that certain technical documents are constructed in other classes, and students have tried to turn these in as original work done for this course in the past. This is unacceptable, and it is plagiarism.

STUDENTS WITH DISABILITIES

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Clemson works to provide accommodations for you if you need additional resources in the classroom. These may include extra time on exams, note-taking services, and so on. Students with disabilities requesting accommodations should make an appointment with Dr. Margaret Camp (656-6848), Director of Disability Services, to discuss specific needs within the first month of classes. Students should present a Faculty Accommodation Letter from Student Disability Services when they meet with instructors. Accommodations are not retroactive and new Faculty Accommodation Letters must be presented each semester. Please find complete information at the Office SDS: @ http://www.clemson.edu/campus-life/campus-services/sds/.

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MAJOR ASSIGNMENTS

1. Self-Analysis -- due Sep. 6, 2017

You may have been required to write a self-analysis essay before, especially in an English course, but this is slightly different, and it is not necessarily a personal essay (though it may be approached this way). The purpose of this essay is not to analyze your "self," per se, but instead your online persona: the mask you have developed (in latin, persona literally refers to an actor's mask) to present to the world online. Today, this probably takes place most on social media networks such as Facebook, Twitter, LinkedIn, etc., and those should probably be the focus of your attention.

2. Application Materials -- due Sep 18, 2017

For this assignment you will be finding either three actual job postings that you would perhaps apply to in the future, or three graduate schools to which you might be interested in applying, and then assembling the documents required to the best of your ability (the documents in question are contingent on the position; we will cover this in detail). This will require an extensive amount of research on the position(s). Also please note: at this point, you should not actually apply for the position--but after doing this assignment, you may be prepared to do so!

3. Instructions -- due Sep 29, 2017

Here you will be writing detailed instructions on how to complete a task that is related to your field or discipline of interest. This must be a task that your fellow classmates can complete without having to pay for certain software or have specialized equipment to do the job. It is important to remember that these instructions should be 1) practical, and 2) repeatable! Your grade is partially determined by how well others are able to follow.

4. Manual Writing -- due Oct 27, 2017

In a group, you will write a manual for a piece of software that none of your group members know how to use. This software will be open-source, and you will publish your manual online. Additionally, the manual should have multimedia components--primarily video--that aid users in understanding the software.

5. The Technical Report -- due Dec 8, 2017 (prospectus due Nov 10)

Your final major assignment will be to write a detailed technical report that is specific to your (desired) profession or endeavor. You should keep in mind that the intended audience should be those professionals who would read such a report--but remember still that not all of them are experts! We will discuss this in much greater detail in class, and a prospectus must first be approved before the writing of the document begins.

```
  -                                                                                  -
 -~                   ITINERARY                                                     ~-
  -                   ````````````````````````                                      -
```

-~=<{ A FEW THINGS TO NOTE FIRST! }>=~-

*- This itinierary is subject to change at any time for any reason, including pure whimsy.

*- Except in the case of surprises (and there will be a few), quizzes will be given on
        Fridays. This does *not* mean that you should cram all of your reading into
        Thursday evening; if I suspect a large number of people have not done the reading,
        I will give the quiz immediately.

*- At the end of the Itinerary is a list of links that correspond to each week's tasks. For
        example: On the Monday of Week 2 you will see "Video: Audience Analysis" in the
        "OTHER" section for the day. The link for this particular video will be in the
        "Week 2" section of the link list at the end. Of course, this is inconvenient--but
        don't fret. All of these are available to click on our Canvas site.

*- I would suggest using the Canvas link list instead of this hard copy; we may add or delete
        content as the semester runs its course.

*- At times, I may feel old-fashioned and actually provide a hard copy of something, made of
        paper and everything! These are called "handouts," and it is an ancient practice
        from the mystical art of pedagogy. On the itinerary, anything I hand out like this
        will have an "[H]" beside it.

*- As noted well above this section, all assignments will be turned in via Canvas unless you
        are notified otherwise.

*- Your minor assignments are as follows, in order: Oral Presentation, Prospectus, Group Presentation
        on Ethics and Document Design, Find Errors in Course Documents, and a Personal Response
        to Robots. Each is worth 20 points.

```
              WELCOME                         \_____/                    ANALYSIS
         WEEK 1 -- AUG 23 - AUG 25             ./                 WEEK 2 -- AUG 28 - SEP 1
                                               \-
MONDAY, AUG 21                                 ./         MONDAY, AUG 28
                                               \-
  *************************************************  ./      *- READINGS DUE:
  *************************************************  \-             - Assignment Sheet #1
  *************************************************  ./             - OTM: Introduction
  *************************************************  \-             - Article: 5 concepts
  *************************************************  ./
  *************************************************  \-      *- ASSIGNMENTS DUE:
  *************************************************  ./             - Begin research for first major assignment
  *************************************************  \-
  *************************************************  ./      *- OTHER:
  *************************************************  \-             - Video: Audience Analysis
                                               ./
WEDNESDAY, AUG 23                              \-         WEDNESDAY, AUG 30
                                               ./
  *- READINGS DUE: none.                       \-            *- READINGS DUE:
                                               ./                  - OTM: "Writing Process"
                                               \-
  *- ASSIGNMENTS DUE: none.                    ./            *- ASSIGNMENTS DUE:
                                               \-                  - keep research and begin writing
                                               ./                  - Facebook: post an analysis of the video
                                               \-                    watched for today
                                               ./
  *- OTHER: introductions, syllabus            \-            *- OTHER:
                                               ./                  - Video: Corporate Training
                                               \-
FRIDAY, AUG 25                                 ./         FRIDAY, SEP 1
                                               \-
  *- READINGS DUE: this syllabus               ./            *- READINGS DUE:
                                               \-                  - Article: Rhetorical Analysis
                                               ./
  *- ASSIGNMENTS DUE: join our facebook group, post  \-     *- ASSIGNMENTS DUE:
         a more detailed introduction of yourself    ./          - Keep writing! Major assignment #1 is
                                               \-                    due on September 6th!
                                               ./
                                               \-
  *- OTHER: Q & A, language usage, course overview   ./     *- OTHER:
                                               \-               - post something funny to facebook.
                                               ./               - Video: Work
                                               \-               - remember to take the online quiz!
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```
                    APPLICATIONS              \_____/               AND INSTRUCTIONS
              WEEK 3 -- SEP 4 - SEP 8           ./            WEEK 4 -- SEP 11 - SEP 15
                                                \-
   MONDAY, SEP 4 -- LABOR DAY                    ./      MONDAY, SEP 11
                                                \-
      *- READINGS DUE:                           ./         *- READINGS DUE:
          - OTW: Business Correspondence & Resumes  \-          - OTW: Types of Technical Reports
          - OTW: Resume Examples                 ./             - OTW: Task-Analysis
          - OTW: Application Letters             \-
          - Article: CV vs. Resume               ./
                                                \-          *- ASSIGNMENTS DUE:
      *- ASSIGNMENTS DUE:                         ./             - begin crafting your resume. Do *NOT* use a
                                                \-                 template!
                                                 ./             - on facebook, share a personal horror story
                                                \-                 about an interview. This can be yours or
      *- OTHER:                                   ./                "someone you know"
          - Video: Recruiters                    \-
          - Video: Cover Letters                 ./
                                                \-
   WEDNESDAY SEP 6                                ./      WEDNESDAY, SEP 13
                                                \-
      *- READINGS DUE:                            ./         *- READINGS DUE:
          - OTW: Document Design                 \-             - Article: Cover Letter Workshop
          - Article: Rhetorical Situations        ./
          - Article: What's Technical About Technical Writing?  \-
                                                 ./
      *- ASSIGNMENTS DUE:                        \-          *- ASSIGNMENTS DUE:
          - Major Assignment #1 due by midnight!  ./             - Minor assignment: oral presentation (20 pts)
                                                \-                - make sure that you are posting to facebook
                                                 ./                 twice a week, and responding to the posts
                                                \-                  of others!
      *- OTHER:                                   ./
          - Video: Job Interview                 \-
                                                 ./
                                                \-
   FRIDAY SEP 8                                   ./      FRIDAY, SEP 15
                                                \-
      *- READINGS DUE:                            ./         *- READINGS DUE:
          - OTW: Oral Presentations              \-             - OTW: Instructions
            (in the applications of tech writing section)  ./  - OTW: Instructions Examples
          - Read Assignment sheet for 2nd major assignment  \-
                                                 ./
      *- ASSIGNMENTS DUE:                        \-          *- ASSIGNMENTS DUE:
          - begin researching actual job listings or  ./        - Oral presentations, cont.
            graduate schools                     \-             - post a response to today's video on facebook;
          - make sure to research the values of the institution ./  then respond to the posts of two others
            as well as the people involved!      \-
      *- OTHER:                                   ./         *- OTHER:
          - Video: Death by Powerpoint           \-             - Video: The American Dream
                                                 ./             - Resume and CV are due on Monday!
```

```
                    LANGUAGE                    \_____/              PROPOSALS / PROSPECTUS
              WEEK 5 -- SEP 18 - SEP 22          ./               WEEK 6 -- SEP 25 - SEP 29
                                                 \-
       MONDAY, SEP 18                            ./       MONDAY, SEP 25
                                                 \-
          *- READINGS DUE:                       ./          *- READINGS DUE:
             - OTW: Translating Technical Information \-         - OTW: Proposals
             - Article: Design Fails               ./            - OTW: Business Plans
             - Article: Terrible Website           \-
                                                 ./
          *- ASSIGNMENTS DUE:                    \-          *- ASSIGNMENTS DUE:
             - Major Assignment #2 is due by midnight! ./        - It's early, but start thinking about your final
             - Read Assignment sheet for Major Assignment #3 \-     project. You have to write a prospectus for
             - Find a massive design failure and post to facebook; ./   it, and that is due on Oct. 9th!
                comment on the posts of others    \-
          *- OTHER:                              ./           *- OTHER:
             - Video: Writing Instructions        \-            - Video: Technical Document Proposals (boring)
                                                 ./            - Video: The Structure of Technical Reports
                                                 \-
       WEDNESDAY SEP 20                          ./       WEDNESDAY, SEP 27
                                                 \-
          *- READINGS DUE:                       ./           *- READINGS DUE:
             - Article: Explaining Technical Things \-          - OTW: Titles, Abstracts, Introductions & Conclusions
             - OTW: Common Grammar, Usage & Spelling Problems ./    - Article: Technical Report Prospectus
                                                 \-
                                                 ./
          *- ASSIGNMENTS DUE:                    \-          *- ASSIGNMENTS DUE:
             - Find a bad instruction manual and bring it to class ./  - On facebook, tell a workplace horror story. If you
                We will Analyze these in groups   \-               don't have one of your own, find friends and
                                                 ./                family who do--there are a lot of them!
                                                 \-             - Resond to the posts of others
          *- OTHER:                              ./
             - Video: Jargon and Communication    \-          *- OTHER:
             - Video: Communication Between Fields ./            - Video: Asking for Money
                                                 \-
       FRIDAY SEP 22                             ./       FRIDAY, SEP 29
                                                 \-
          *- READINGS DUE:                       ./           *- READINGS DUE:
             - OTW: Information Structures         \-            - Article: Introduction to Grant Writing
             - compile a list of jargon in your own discipline ./   - Read Minor Assignment Prospectus handout
                and be prepared to discuss it in class \-
                                                 ./
          *- ASSIGNMENTS DUE:                    \-          *- ASSIGNMENTS DUE:
             - Figure out what you'll be writing instructions on. ./  - Major Assignment #3 is due by midnight!
                Remember to follow the assignment guidelines! \-  - Discuss today's video on facebook.
             - begin writing said instructions    ./
                                                 \-
          *- OTHER:                              ./           *- OTHER:
             - Video: Talking to Sales People     \-            - Video: On Work (strong language)
                                                 ./
```

```
              USER GUIDES / HANDBOOKS            \_____/              SOFTWARE WORKSHOP
              WEEK 7 -- OCT 2 - OCT 6             ./                   WEEK 8 -- OCT 9 - 13
                                                 \-
    MONDAY, OCT 2                                 ./       MONDAY, OCT 9
                                                 \-
        *- READINGS DUE:                          ./           *- READINGS DUE:
            - OTW: User Guides                     \-               - Openoffice.org User Guide (skim over)
            - OTW: Handbooks                       ./               - OTW: User Guide Examples
                                                 \-               - OTW: Progress Report Examples
                                                 ./
        *- ASSIGNMENTS DUE:                       \-           *- ASSIGNMENTS DUE:
            - Bring a hard copy of your instructions to class;  ./        - minor assignment: prospectus due (20 pts)
                other students will be following them   \-        - Be prepared to discuss the design of the
                                                 ./                    openOffice.org User Guide
                                                 \-
        *- OTHER:                                 ./
            - Post something funny to facebook    \-
                                                 ./
                                                 \-
    WEDNESDAY OCT 4                               ./       WEDNESDAY, OCT 11
                                                 \-
        *- READINGS DUE:                          ./           *- READINGS DUE:
            - Article: The DudeBro Manifesto (google memo)  \-        - The GNU Manifesto
            - Article: DudeBro Response           ./               - Howard, Who "Owns" Electronic Texts?
            - OTW: Progress Reports               \-
                                                 ./
        *- ASSIGNMENTS DUE:                       \-           *- ASSIGNMENTS DUE:
            - Be prepared to thoroughly discuss the articles  ./        - begin quest to find a piece of software
                read for today, as well as their implications  \-           to write a user guide for as a group
            - Respond to the important videos on facebook   ./        - find a user guide for a piece of open-source
                                                 \-                    software to discuss in class
        *- OTHER:                                 ./
            - Watch: Some Important Videos        \-
                                                 ./
                                                 \-
    FRIDAY OCT 6                                  ./       FRIDAY, OCT 13 -- MIDTERM EVALUATIONS
                                                 \-
        *- READINGS DUE:                          ./           *- READINGS DUE:
            - OTW: Standard Operational Policies and Procedures  \-        - Revisit texts on Jargon!
            - Guerilla Open-Access Manifesto      ./
            - Open-Access Wikipedia Page          \-
                                                 ./
        *- ASSIGNMENTS DUE:                       \-           *- ASSIGNMENTS DUE:
            - work on that prospectus! It is due on Monday.   ./        - begin assembling software manual as a group
                                                 \-
                                                 ./
                                                 \-
        *- OTHER:                                 ./
            - Video: The Importance of SOPP       \-
            - Finish that prospectus! It is due on Monday   ./
```

```
                    GROUPTHINK                    _____/                          ETHICS
                WEEK 9 -- OCT 16 - OCT 20          ./                        WEEK 10 -- OCT 23 - OCT 27
                                                   \-
MONDAY, OCT 16 -- FALL BREAK                       ./        MONDAY, OCT 23
                                                   \-
################################################### ./           *- READINGS DUE:
################################################### \-               - Overview of Ethics
################################################### ./
################################################### \-
################################################### ./
################################################### \-           *- ASSIGNMENTS DUE:
################################################### ./               - think about the ethical dimensions of what you
################################################### \-                 are writing as a group; work on minor
################################################### ./                 assignment
################################################### \-           *- OTHER:
################################################### ./               - Video: The Trolley Problem
                                                   \-
                                                   ./
                                                   \-
WEDNESDAY OCT 18                                   ./        WEDNESDAY, OCT 25
                                                   \-
    *- READINGS DUE:                               ./           *- READINGS DUE:
        - OTW: Strategies for Peer-reviewing & Team-writing  \-     - none!
        - Article: Teamwork Skills                ./
                                                   \-
                                                   ./
    *- ASSIGNMENTS DUE:                            \-           *- ASSIGNMENTS DUE:
        - group work on major assignment #4        ./               - minor assignment due: group presentation
                                                   \-                 on ethical issues in document (20 pts)
                                                   ./
                                                   \-
    *- OTHER:                                      ./
        - Video: Brown Eyes Blue Eyes (racist language)  \-
        - Video: Groupthink                       ./
                                                   \-
FRIDAY OCT 20                                      ./        FRIDAY, OCT 27
                                                   \-
    *- READINGS DUE:                               ./           *- READINGS DUE:
        - none!                                    \-               - Katz, "The Ethic of Expediency"
                                                   ./
                                                   \-
                                                   ./
    *- ASSIGNMENTS DUE:                            \-           *- ASSIGNMENTS DUE:
        - group work on major assignment #4        ./               - Your group's software manual is due by midnight!
        - post which group member you are as described  \-           (this is major assignment #4)
          in the "Team Dynamics" video; coinfirm or deny  ./        - be prepared to discuss Katz article
          what others in your group post about themselves.  \-
    *- OTHER:                                      ./           *- OTHER:
        - Video: Milgram Experiment Update         \-               - By now, you should have been approved to start
        - Video: Team Dynamics                     ./                 your final assignment (prospectus approved).
        - Video: Stanford Prison Experiment                          Get on that!
```

```
              TECHNICAL REPORTS REDUX          \____/                    PRECISION
              WEEK 11 -- OCT 30 - NOV 3         ./                WEEK 12 -- NOV 6 - NOV 10
                                                \-
MONDAY, OCT 30 -- LAST DAY TO DROP A COURSE     ./       MONDAY, NOV 6 -- SPRING REGISTRATION BEGINS
                                                \-
    *- READINGS DUE:                            ./           *- READINGS DUE:
        - Article: Guide to Technical Report Writing \-          - OTW: Basic Patterns and Elements of Sentences
        - OTW: Technical Report Examples        ./
        - Re-read OTW: Technical Documents: An Overview \-
                                                ./
    *- ASSIGNMENTS DUE:                         \-           *- ASSIGNMENTS DUE:
        - none                                  ./              - In the video today, you'll hear a lot of what is
                                                \-                 called malapropism, spoonerism, and freudian
                                                ./                 slip. Post further examples of these on
                                                \-                 facebook!
    *- OTHER:                                   ./           *- OTHER:
        - Video: The Structure of Technical Reports \-          - Video: The Importance of Language Conventions
                                                ./                 (explicit language, and this kind of speaking
                                                \-                 is quite all right in certain contexts!)
WEDNESDAY NOV 1                                 ./       WEDNESDAY, NOV 8
                                                \-
    *- READINGS DUE:                            ./           *- READINGS DUE:
        - Recommendation and Feasibility Reports \-             - OTW: Libraries, Documentation, Cross-referencing
        - Recommendation Report Examples        ./              - The Impotence of Proofreading
        - Primary Research Report Examples      \-
                                                ./
    *- ASSIGNMENTS DUE:                         \-           *- ASSIGNMENTS DUE:
        - none                                  ./              - in-class work: Clemson Library Portals
                                                \-
                                                ./
                                                \-
    *- OTHER:                                   ./
        - Video: Importance of Feasibility Studies \-
                                                ./
                                                \-
FRIDAY NOV 3                                    ./       FRIDAY, NOV 10 -- VETERANS' DAY (Saturday)
                                                \-
    *- READINGS DUE:                            ./           *- READINGS DUE:
        - Technical Specifications Examples     \-             - Report and Section Introductions
                                                ./
                                                \-
                                                ./
    *- ASSIGNMENTS DUE:                         \-           *- ASSIGNMENTS DUE:
        - keep working on your final major assignment! ./        - minor assignment #4 is due; find errors in your
                                                \-                 class documents (this class or others) (20 pts)
                                                ./
                                                \-
    *- OTHER:                                   ./           *- OTHER:
        - Video: Progress Reports               \-
        - Video: US Govt Progress Report        ./
```

```
                    WRITING                          \_____/                      ONE DAY
              WEEK 13 -- NOV 13 - NOV 17               ./                    WEEK 14 -- NOV 20 - NOV 24
                                                       \-
         MONDAY, NOV 13                                ./          MONDAY, NOV 20
                                                       \-
            *- READINGS DUE:                           ./             *- READINGS DUE:
                - Windsor, "Engineering Writing / Writing Engineering" \-        - Begin Reading "Ethically Aligned Design." You
                                                       ./                            should have this finished by next Wednesday.
                                                       \-
                                                       ./
            *- ASSIGNMENTS DUE:                        \-             *- ASSIGNMENTS DUE:
                - none. We may being work on informal fallacies.  ./        - Today is an optional conference day. I will
                                                       \-                        be in my office during normal class time
                                                       ./                        for conferencing.
                                                       \-                      - Keep working on your technical document!
            *- OTHER:                                  ./
                                                       \-
                                                       ./
                                                       \-
         WEDNESDAY NOV 15                              ./          WEDNESDAY, NOV 22 -- THANKSGIVING BREAK
                                                       \-
            *- READINGS DUE:                           ./      ##############################################################
                - Article: An Illustrated Book of Bad Arguments  \-  ##############################################################
                                                       ./      ##############################################################
                                                       \-      #################        ####################################
                                                       ./      ###############     )     ###################################
            *- ASSIGNMENTS DUE:                        \-      ###############  (    #####################################
                - be prepared to talk about informal fallacies! ./  #############   ___  #####################################
                                                       \-      ########    .-'_ =\     ###############################
                                                       ./      #### jgs   c=<___\-_)    ##############################
                                                       \-      ########  ~~~~~~~~~~~   ###############################
            *- OTHER:                                  ./      ##############################################################
                                                       \-      ##############################################################
                                                       ./      ##############################################################
                                                       \-
         FRIDAY NOV 17                                 ./          FRIDAY, NOV 24 -- THANKSGIVING BREAK
                                                       \-
            *- READINGS DUE:                           ./      ##############################################################
                                                       \-      ##############################################################
                                                       ./      ##############################################################
                                                       \-      ##############################################################
                                                       ./      ##############################################################
            *- ASSIGNMENTS DUE:                        \-      ##############################################################
                - Bring a rough draft of your final assignment ./ ##############################################################
                    to class for peer review!         \-      ##############################################################
                                                       ./      ##############################################################
                                                       \-      ##############################################################
            *- OTHER:                                  ./      ##############################################################
                                                       \-      ##############################################################
                                                       ./      ##############################################################
```

```
                    THE FUTURE OF WORK            \_____/                    END TIMES
                 WEEK 15 -- NOV 27 - DEC 1         ./                   WEEK 16 -- DEC 4 - DEC 8
                                                   \-
     MONDAY, NOV 27 --                             ./          MONDAY, DEC 4
                                                   \-
        *- READINGS DUE:                           ./             *- READINGS DUE:
           - *skim* The Future of Employment (72 pages!)  \-          - Article (book): The Medium is the Massage
                                                   ./
                                                   \-
                                                   ./
        *- ASSIGNMENTS DUE:                        \-             *- ASSIGNMENTS DUE:
           - be prepared to discuss reading.       ./                - be prepared to discuss how media work!
                                                   \-                - Make sure to do your course evaluations!
                                                   ./
                                                   \-
        *- OTHER:                                  ./
           - Video: AI and your Future Job         \-
           - Video: The State of AI                ./
                                                   \-
     WEDNESDAY NOV 29                              ./          WEDNESDAY, DEC 6
                                                   \-
        *- READINGS DUE:                           ./             *- READINGS DUE:
           - You should have finished the IEEE's   \-                - Heidegger, The Question Concerning Technology
              "Ethically Aligned Design" by now    ./
                                                   \-
                                                   ./
        *- ASSIGNMENTS DUE:                        \-             *- ASSIGNMENTS DUE:
           - be prepared to discuss reading        ./                - Be prepared to discuss whatever it was you just
                                                   \-                   read
                                                   ./
                                                   \-
        *- OTHER:                                  ./
           - Video: Machines and Ethics            \-
                                                   ./
                                                   \-
     FRIDAY DEC 1                                  ./          FRIDAY, DEC 8
                                                   \-
        *- READINGS DUE:                           ./             *- READINGS DUE:
           - Article: Universal Basic Income       \-
                                                   ./
                                                   \-
                                                   ./
        *- ASSIGNMENTS DUE:                        \-             *- ASSIGNMENTS DUE:
           - minor assignment #5: 750-1000 words on your  ./         - Your final major assignment is due. No exceptions!
              thoughts on machine ethics (20 pts). There  \-
              are no wrong answers as long as it is well   ./
              thought and well-written!           \-
        *- OTHER:                                  ./             *- OTHER:
                                                   \-
                                                   ./
```

WEEKLY LINKS

(these correspond to the dates on the itinerary)

WEEK 1: WELCOME -- AUG 23-AUG 25

    This Syllabus.

WEEK 2: ANALYSIS -- AUG 28-SEP 1

 /OTW/ (/Online Technical Writing/ book)

  Introduction:
   @ https://www.prismnet.com/~hcexres/textbook/intro.html#about
  Writing Process (all links in middle section):
   @ https://www.prismnet.com/~hcexres/textbook/process_over.html

 ARTICLES

  5 Concepts:
   @ http://thevisualcommunicationguy.com/2013/08/07/5-concepts-you-need-to-understand-to-communicate-persuasively/
  Rhetorical Analysis:
   @ https://en.wikibooks.org/wiki/Rhetoric_and_Composition/Rhetorical_Analysis

 Videos

  Audience Analysis:
   @ https://www.youtube.com/watch?v=Hfue7l-WuJ4
  Corporate Training:
   @ https://www.youtube.com/watch?v=WYjgHLFZMa0
  Work:
   @ https://www.youtube.com/watch?v=PZ4VzhIuKCQ
  Etiquette:
   @ https://www.youtube.com/watch?v=PMqyEUDhl30

WEEK 3: APPLICATIONS -- SEP 4-SEP 8

 /OTW/

  Business Correspondence and Resumes
   @ https://www.prismnet.com/~hcexres/textbook/lettov.html
  Resume Examples
   @ https://www.prismnet.com/~hcexres/textbook/models.html#resumes
  Oral Presentations
   @ https://www.prismnet.com/~hcexres/textbook/oral.html
  Application Letters
   @ https://www.prismnet.com/~hcexres/textbook/models.html#application_letters
  Document Design (all sections!)
   @ https://www.prismnet.com/~hcexres/textbook/#design

 Articles

  CV vs. Resume:
   @ http://writingcenter.unc.edu/handouts/curricula-vitae-cvs-versus-resumes/
  Dobrin, What's Technical About Technical Writing? (pdf on Canvas)
  Rhetorical Situations:
   @ https://owl.english.purdue.edu/owl/resource/625/01/

 Videos

  Recruiters:
   @ https://www.youtube.com/watch?v=xFngomrq58o
  Cover Letters:
   @ https://www.youtube.com/watch?v=Ev9JJS7M2yM
  Job Interviews:
   @ https://www.youtube.com/watch?v=oYZEYsOeRDM
  Death by Powerpoint:
   @ https://www.youtube.com/watch?v=KbSPPFYxx3o

WEEK 4: AND INSTRUCTIONS -- SEP 11-SEP 15

 /OTW/

  Types of Technical Reports
   @ https://www.prismnet.com/~hcexres/textbook/otherep.html
  Task-Analysis
   @ https://www.prismnet.com/~hcexres/textbook/task_analysis.html
  Instructions
   @ https://www.prismnet.com/~hcexres/textbook/instrux.html
  Instructions Examples
   @ https://www.prismnet.com/~hcexres/textbook/models.html#instructions

 Articles

  Cover Letter Workshop: @ https://owl.english.purdue.edu/owl/resource/723/03/

 Videos

  The American Dream:
   @ https://www.youtube.com/watch?v=xGH3029HI58&list=PLghL9V9QTN0gCZia2u-YnLxhetxnC_ONF&index=47

WEEK 5: LANGUAGE -- SEP 18-SEP 22

 /OTW/

  Translating Technical Information
   @ https://www.prismnet.com/~hcexres/textbook/translating.html
  Common Grammar, Usage, and Spelling Problems
   @ https://www.prismnet.com/~hcexres/textbook/gramov.html
  Information Structures
   @ https://www.prismnet.com/~hcexres/textbook/structov.html

 Articles

  Design Fails:
   @ https://creativemarket.com/blog/design-fails
  Terrible Website:
   @ http://www.arngren.net
  Explaining Technical Things:
   @ https://theout.fit/updates/explaining-technical-things-to-not-so-technical-people

 Videos

  Writing Instructions:
   @ https://www.youtube.com/watch?v=cDA3_5982h8
  Jargon and Communication:
   @ https://www.youtube.com/watch?v=8Umy8CbUxak
  Communication Between Fields:
   @ https://www.youtube.com/watch?v=F6Srzcm8EEg
  Talking to Sales People:
   @ https://www.youtube.com/watch?v=_NeJ3Kg6OUo

WEEK 6: PROPOSALS / PROSPECTUS -- SEP 25-SEP 29

 /OTW/

  Proposals
   @ https://www.prismnet.com/~hcexres/textbook/props.html
  Business Plans
   @ https://www.prismnet.com/~hcexres/textbook/busplan.html
  Titles, Abstracts, Introductions & Conclusions
   @ https://www.prismnet.com/~hcexres/textbook/partsov.html

 Articles

  Introduction to Grant Writing:
   @ https://owl.english.purdue.edu/owl/resource/981/1/
  Technical Report Prospectus:
   @ https://www.tu-chemnitz.de/phil/english/sections/linguist/independent/kursmaterialien/TechComm/acchtml/props.html

 Videos

  Technical Document Proposals:
   @ https://www.youtube.com/watch?v=lP3duRTL-kM
  On Work:
   @ https://www.youtube.com/watch?v=z_TC4nEBYuI
  Asking for Money:
   @ https://www.youtube.com/watch?v=N6Zz-Nkkaxc
  The Structure of Technical Reports:
   @ https://www.youtube.com/watch?v=HvWmK_eTa7w

WEEK 7: USER GUIDES / HANDBOOKS -- OCT 2-OCT 6

 /OTW/

  User Guides
   @ https://www.prismnet.com/~hcexres/textbook/user_guides.html
  Handbooks
   @ https://www.prismnet.com/~hcexres/textbook/handbook.html
  Standard Operational Policies and Procedures
   @ https://www.prismnet.com/~hcexres/textbook/orgpols.html
  Progress Reports
   @ https://www.prismnet.com/~hcexres/textbook/progrep.html

 Articles

  The Dudebro Manifesto (white paper)
   @ https://gizmodo.com/exclusive-heres-the-full-10-page-anti-diversity-screed-1797564320
  Opposition Piece
   @ https://medium.com/@yonatanzunger/so-about-this-googlers-manifesto-1e3773ed1788
  Open-Access Wikipedia Page:
   @ https://en.wikipedia.org/wiki/Open_access
  Guerilla Open-Access Manifesto:
   @ https://archive.org/stream/GuerillaOpenAccessManifesto/Goamjuly2008_djvu.txt

 Videos

  The Importance of SOPP:
   @ https://www.youtube.com/watch?v=9yslB3BkDm8
  Some Important Videos:
   @ https://www.youtube.com/watch?v=q6EoRBvdVPQ&list=PL7XlqX4npddfrdpMCxBnNZXg2GFll7t5y

WEEK 8: SOFTWARE WORKSHOP -- OCT 9-OCT 13

 /OTW/

  Progress Report Examples
   @ https://www.prismnet.com/~hcexres/textbook/models.html#progress_reports

 Articles

  The GNU Manifesto:
   @ https://www.gnu.org/gnu/manifesto.en.html
  OpenOffice.org User Guide:
   @ https://www.openoffice.org/documentation/manuals/OOo2.x/user_guide2_draft.pdf
  Howard, "Who 'Owns' Electronic Texts?" (pdf on Canvas)

WEEK 9: GROUPTHINK 00 OCT 16-OCT 28

 /OTW/

  Strategies for Peer-reviewing and Team-writing
   @ https://www.prismnet.com/~hcexres/textbook/team.html

 Articles

  Teamwork Skills:
   @ https://www.kent.ac.uk/careers/sk/teamwork.htm

 Videos

  Groupthink:
   @ https://www.khanacademy.org/test-prep/mcat/behavior/social-psychology/v/conformity-and-groupthink
  Stanford Prison Experiment:
   @ https://www.youtube.com/watch?v=sZwfNs1pqG0
  Milgram Experiment Remake:
   @ https://www.youtube.com/watch?v=JnYUl6wlBF4
  Team Dynamics:
   @ https://www.youtube.com/watch?v=K7agjXFFQJU
  Brown Eyes Blue Eyes:
   @ https://www.youtube.com/watch?v=KHxFuO2Nk-0

WEEK 10: ETHICS -- OCT 23-27

 Articles

  Katz, "The Ethic of Expediency" (pdf on Canvas)
  Overview of Ethics:
   @ http://www.iep.utm.edu/ethics/

 Videos

  The Trolley Problem:
   @ https://www.youtube.com/watch?v=yg16u_bzjPE

WEEK 11: TECHNICAL REPORTS REDUX -- OCT 30-NOV 3

 /OTW/

  Technical Report Examples
   @ https://www.prismnet.com/~hcexres/textbook/models.html#technical_reports
  Re-Read Technical Documents: An Overview
   @ https://www.prismnet.com/~hcexres/textbook/otherep.html
  Recommendation and Feasibility Reports
   @ https://www.prismnet.com/~hcexres/textbook/feas.html
  Recommendation Report Examples
   @ https://www.prismnet.com/~hcexres/textbook/models.html#recommendation_reports
  Primary Research Report Examples
   @ https://www.prismnet.com/~hcexres/textbook/models.html#primrsch
  Technical Specifications Examples
   @ https://www.prismnet.com/~hcexres/textbook/models.html#tech_specs

 Articles

  Guide to Technical Report Writing:
   @ http://www.sussex.ac.uk/ei/internal/forstudents/engineeringdesign/studyguides/techreportwriting

 Videos

  The Structure of Technical Reports:
   @ https://www.youtube.com/watch?v=HvWmK_eTa7w
  Importance of Feasibility Studies:
   @ https://www.youtube.com/watch?v=nhFbNno9JqI
  Progress Reports:
   @ https://www.youtube.com/watch?v=w-vvrcQdpZQ
  US Govt Progress Report:
   @ https://www.youtube.com/watch?v=MxikFRQ4iKQ

WEEK 12: PRECISION -- NOV 6-NOV 10

 /OTW/

  Basic Patterns and Elements of Sentences
   @ https://www.prismnet.com/~hcexres/textbook/twsent.html
  Libraries, Documentation, Cross-Referencing
   @ https://www.prismnet.com/~hcexres/textbook/infoov.html
  Report and Section Introductions
   @ https://www.prismnet.com/~hcexres/textbook/models.html#intros

 Articles

  The Impotence of Proofreading:
   @ https://taylormali.com/poems/the-the-impotence-of-proofreading/

 Videos

  The Importance of Language Conventions:
   @ https://www.youtube.com/watch?v=dO1RLnJBQzc

WEEK 13: WRITING -- NOV 13-NOV 17

 Articles

  Windsor, "Engineering Writing / Writing Engineering" (pdf on Canvas)
  An Illustrated Book of Bad Arguments:
   @ https://bookofbadarguments.com/

WEEK 14: ONE DAY -- NOV 20-NOV 24

 Articles

  Ethically Aligned Design:
   @ http://standards.ieee.org/develop/indconn/ec/ead_v1.pdf

WEEK 15: THE FUTURE OF WORK -- NOV 27-DEC 1

 Articles

  Ethically Aligned Design:
   @ http://standards.ieee.org/develop/indconn/ec/ead_v1.pdf
  Universal Basic Income:
   @ https://www.cnbc.com/2016/11/18/elon-musk-says-robots-will-push-us-to-a-universal-basic-income-heres-how-it-would-work.html
  The Future of Employment:
   @ http://www.oxfordmartin.ox.ac.uk/downloads/academic/The_Future_of_Employment.pdf

 Videos

  The State of AI:
   @ https://www.youtube.com/watch?v=GVF7KiYvO1c
  AI and Your Future Job:
   @ https://www.youtube.com/watch?v=-naGYaiAlFA
  Machines and Ethics:
   @ https://www.youtube.com/watch?v=Yr_Duwm0uzc

WEEK 16: THE END OF TIMES -- DEC 4-DEC 8

 Articles

  The Medium is the Massage (book)
  Heidegger, The Question Concerning Technology (pdf on Canvas)

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(Hollow Knight, Copyright Team Cherry 2017)

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*- most of the ASCII art on this syllabus was obtained from the archive at
      http://www.chris.com.

*- The above image is from Hollow Knight, a metroidvania game published by
      Team Cherry. You should play it.

*- ASCII images are often randomly paired with the accompanying text; there
      is no hidden meaning.

*- Nintendo and the Pokemon company hold all rights to Pikachu.

*- I did not write this on an Amiga Computer.

*- if anything is on this syllabus that belongs to you, please do let me
      know and I will promptly update this syllabus with the proper
      attribution.

*- This syllabus is yes, a syllabus, but is also used in class as an
      object of analysis--thus the unorthodox form.

*- Apologies in advance for the formatting of the links sections--I am still
      trying to figure out how to best format that and retain the long URIs!