

**ROWAN COLLEGE OF SOUTH JERSEY  
CUMBERLAND CAMPUS**

**Course: EN 103: Technical Writing**

**Credits:** 3

**Prerequisites**

EN 101, designed for students in all AAS programs

**Description**

Students will focus on aspects of technical communication both written and oral. This writing course will provide students with the basic skills and techniques necessary to write clear reports, instructions, manuals, abstracts, brochures and definition documents, as well as deliver oral presentations.

**Learning Outcomes**

At the completion of this course, students will be able to:

- Discuss professional and technical communications
- Communicate effectively in both speech and writing
- Prepare and deliver a presentation to an audience
- Design and present graphics and visuals
- Compose a variety of technical documents using the correct style, content and format

**Related General Education Outcomes**

**Information Literacy**

- Students will identify and address an information need
- Students will access information effectively and efficiently
- Students will evaluate and think critically about information
- Students will use information ethically and legally

**Written and Oral Communication**

- Students will explain and evaluate what they read, hear, and see
- Students will state and evaluate the views of findings of others
- Students will logically and persuasively state and support orally and in writing their points of view or findings
- Students will evaluate, revise, and edit their communication

**Topical Outline**

- General technical and professional communication strategies
  - Explaining technical communications
  - Recognizing ethical issues in technical communication
  - Understanding the writing process
- Research strategies

- Accessing information
- Documenting information according to APA style
- Technical strategies
  - Utilizing graphics and visuals
  - Defining terms
  - Giving instructions
  - Analyzing a process
  - Preparing manuals and product-support items
- Professional strategies
  - Composing memos and letters
  - Preparing cover letters, resumes, interviews
  - Writing reports and proposals
  - Producing fliers and brochures
- Presentation strategies
  - Designing and outlining presentations
  - Delivering presentations

**Required Texts and Other Materials**

Gurak, L. J. & Lannon, J. M. (2016). *Strategies for Technical Communication in the Workplace* (3<sup>rd</sup> ed.). Boston, MA: Pearson.

**Student Assessment**

| <b>Individual instructors may include the following assessment(s):</b>  | <b>Proposed grading distribution:</b>   |
|---|---|
| Attendance/participation<br>Oral presentations<br>Exams/quizzes<br>Written assignments such as: <ul style="list-style-type: none"> <li>● APA style citations</li> <li>● Graphics, visuals</li> <li>● Fliers, brochures, newsletters</li> <li>● Cover letters, resumes, interviews</li> <li>● Definitions</li> <li>● Instructions</li> <li>● Reports, proposals</li> <li>● Manuals, product support items</li> <li>● Websites</li> <li>● Memos, letters</li> </ul> | 5% Attendance/participation<br>5% Visual aid<br>5% APA citations<br>5% Oral presentation<br>5% Definition paper<br>10% Brochure<br>10% Resume<br>10% Midterm exam<br>10% Manual<br>15% Instructions<br>20% Proposal |

**Academic Integrity**

Participants are responsible for unwavering integrity in the completion, content and submission of all their academic work. All instructors will impose a course penalty to students who engage in academic dishonesty. Incidents of academic dishonesty will be

submitted to the Academic Affairs Office and students who have multiple violations of academic integrity are subject to institutional disciplinary sanctions.

The following are some examples of violations of Academic Integrity:

- Receiving or giving assistance not authorized by the instructor during quizzes, examinations, lab assignments, class assignments or home assignments.
- Taking or attempting to take, or otherwise procuring in an unauthorized manner, any material pertaining to a class, including but not limited to quizzes, examinations, laboratory equipment, audiovisual equipment, grade books or roll books.
- Selling, giving, lending or otherwise furnishing questions or answers to any examination, without permission of instructor.
- Plagiarizing. Plagiarism is presenting in written work, in public speaking, and/or oral reports the ideas or exact words of someone else without proper documentation, whether intentional or unintentional.

### **Affirmative Action Statement**

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV related illnesses.

For questions concerning discrimination, contact Almarie J. Jones, Special Assistant to the President, Diversity and Equity/Title IX and Compliance, 856-415-2154 or [ajones@rcsj.edu](mailto:ajones@rcsj.edu) or (Cumberland) Nathaniel Alridge, Jr., JD, Director, Diversity and Equity/Title IX and Judicial Affairs, 856-691-8600, ext. 1414 or [nalridge@rcsj.edu](mailto:nalridge@rcsj.edu). For disability issues or any barriers in the learning or physical environment related to a document condition/disability please contact: Gloucester campus – Dennis M. Cook, Director, Department of Special Services, ADA/504 Officer at 856-415-2265 or [dcook@rcsj.edu](mailto:dcook@rcsj.edu); or Cumberland Campus – Meredith Vicente, Senior Director, Physical & Learning Disabilities, Center for Academic & Student Success (CASS) at 856-691-6900 ext. 1282 or [mvicent1@rcsj.edu](mailto:mvicent1@rcsj.edu)

### **Department of Special Services**

The Department of Special Services, located in the Enrollment and Student Services building, within the Testing Center, welcomes students of all abilities. The staff members

in Special Services are committed to providing support services and ensuring equal access to eligible students with documented conditions/disabilities as outlined by the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act with Amendments Act (ADAAA). For more information, please visit our website-[Department of Special Services](#) or call 856-691-8600 x1445 or x1487.

**Lockdown Guidelines**

“Rowan College of South Jersey/Cumberland Campus values the safety and well-being of its campus community. Accordingly, strategies for lockdown preparation and drills have been developed to help guide behavior in the event of an actual lockdown. Instructors should discuss with their students the roles and responsibilities each will have during the event of a lockdown using the college’s guidelines and postings.”

**Before Withdrawing From This Course**

“If a student experiences adverse circumstances while enrolled in this course and considers withdrawing, s/he should see an advisor (division or advisement center) BEFORE withdrawing from the class. A withdrawal may cause harmful repercussions to completion rate standards and overall GPA which can limit or eliminate future financial aid in addition to causing academic suspension.”

**Reporting Allegations of Sexual Assault Resource Referrals (8/2020)  
Cumberland Campus**

There are multiple safe places for students to report allegations of sexual assault, both on and off campus. Reports of sexual assault can be made to any of the following offices listed in the chart below.

All students are encouraged to report alleged crimes on campus. Employees must report crimes that pose an immediate threat to the campus to the Security Office, the local Police Department or the Sheriff’s Office.

| Service   | Resource  | Phone Number/Location/Website  |
|---|---|--|
| <b>Non-Confidential Reporting</b><br><br><b>Law Enforcement</b> | Vineland Police Dept.                               | 856-691-4111   |
|   | Millville Police Department                         | 856-825-7010   |
|   | Cumberland Co. Sheriff’s Office                     | 856-451-4449   |
|   | Cumberland County Emergency Services                | <b>9-1-1</b>   |
|   | Cumberland Campus Security<br>856-200-4706 (Direct) | Andres Lopez, Director<br>Safety and Security<br>856-691-8600, ext. 1777 |

| Service   | Resource  | Phone Number/Location/Website   |
|---|---|---|
| <p><b>Non-Confidential</b></p> <p>On-Campus Reporting Support Services</p>  | <p>Almarie J. Jones<br/>Special Assistant to the President<br/>Diversity and Equity, Title IX and Compliance</p> <p>Nathaniel Alridge, Jr., JD, Director<br/>Diversity and Equity, Title IX and Judicial Affairs</p> <p>Kellie W. Slade<br/>Executive Director<br/>Student Services, Student Life</p> | <p>856-415-2154<br/>College Center, room116<br/><a href="mailto:ajones@rcsj.edu">ajones@rcsj.edu</a></p> <p>856-200-4712<br/><a href="mailto:nalridge@rcsj.edu">nalridge@rcsj.edu</a><br/>Academic Building, 2<sup>nd</sup> floor</p> <p>856-200-4615<br/><a href="mailto:kslade@rcsj.edu">kslade@rcsj.edu</a><br/>Student Life Building (near gym)</p> |
| <p><b>Confidential</b></p> <p>On-Campus Counseling and Support Services</p> | <p>Heather Bense, LCSW, ACS<br/>Director</p> <hr/> <p>John Wojtowicz, LSW, VACW<br/>Mental Health Counselor</p> <p><b>Student Counseling and Wellness Center</b></p>  | <p>856-200-4759<br/><a href="mailto:hbense@rcsj.edu">hbense@rcsj.edu</a><br/><a href="#">Academic Building downstairs</a></p> <hr/> <p>856-200-4760<br/><a href="mailto:jwojtowicz@rcsj.edu">jwojtowicz@rcsj.edu</a></p> <p><b>Academic Building – 1<sup>st</sup> floor</b></p>   |
| <p><b>Confidential</b></p> <p>Off-Campus Full-Service Support</p>           | <p><b>Center for Family Services – Services Empowering Rights of Victims (SERV)</b></p>   | <p>24/7 Hotlines<br/><b>Cumberland Co. – 1-800-225-0196</b></p> <p>Camden &amp; Glo. Co. 1-866-295-7378<br/><a href="http://centerffs.org/serv">centerffs.org/serv</a></p>  |
| <p><b>Sexual Assault Nurse Examiner on Site</b></p>                         | <p><b>Inspira Medical Center<br/>Vineland</b></p>   | <p><b>1505 W. Sherman Ave., Vineland, NJ<br/>856-641-8000</b></p>   |