

Technical Writing (AGE 1510)
Course syllabus
(2019/2020)

Instructor: Dr. Abdelouahab Bentrchia

OFFICE: S111

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Website: <http://faculty.ksu.edu.sa/abentrchia/home>

Class Timings: see time table on my website or on the office door.

Office Hours: see time table on my website or on the office door

Textbook:

- Beer, David and David McMurrey, "A Guide to Writing as an Engineer ", John Wiley, 2013, 4th ed.

Pre-requisite:

- None

References:

- Mike Markel, "Technical Communication", Bedford/St. Martin's, 2012. 10th ed.

Grading Criteria:

- 20% Homework (worst HW will be cancelled for each student)
- 20% Project(s) (worst project will be cancelled for each student)
- 20% Midterm Exam I
- 40% Final Exam

Credit hours:

- 2(2,1,0) hours

Tentative Schedule

Textbook	week	Topics to be covered
Chapter 1	1	1. Engineers and Writing
Chapter 2	2	2. Eliminating Sporadic Noise in Engineering Writing
Chapter 3	3	3. Guidelines for Writing Noise-Free Engineering Documents
Chapter 4	4	4. Letters, Memoranda, Email, and Other Media for Engineers
Chapter 5	5,6	5. Writing Common Engineering Documents
Chapter 6	7,8	6. Writing Research and Design Reports
Chapter 7	9	7. Constructing Engineering Tables and Graphics
Chapter 8	10	8. Accessing Engineering Information
Chapter 9	11	9. Engineering Your Speaking
Chapter 10	12	10. Writing to Get an Engineering Job
Chapter 11	13	11. Ethics and Documentation in Engineering Writing
	14	General Review for the Final Exam

Course Learning Outcomes

1. Know how to follow the stages of the writing process (prewriting/writing/rewriting) and apply them to technical writing tasks. (f,g)
2. Produce a set of documents related to technology and writing in the workplace and will have improved their ability to write clearly and accurately. (f,g)
3. Demonstrate and know the basic components of definitions, descriptions, process explanations, and other common forms of technical writing. (f,g)
4. Show a familiarity with basic technical writing concepts and terms, such as audience analysis, jargon, format, visuals, and presentation. (f,g)
5. Read, and interpret material on technology. . (f,g)
6. Show ability with basic sources and methods of research and documentation on topics in technology, including on-line research. (f,g)

Course Policy

- **General policies**

1. Course material such as lecture slides, homework ...etc. will be posted on my website; however posted material is not a substitute for the text book. Therefore, students are expected to purchase the textbook.
2. The student is responsible to check his email (university email) daily for any class announcements.
3. Use of mobile phone or other electronic devices or equipment is not allowed during class. All such systems must be turned off or silenced and not used during classes without prior permission from the instructor.
4. It is the student's responsibility to ask questions, for me if you don't ask questions then I assume that you are happy. If for one reason or another, my answer is not satisfactory for you, then you are welcome to visit my office for more discussions and details.

- **Attendance**

1. Only excuses obtained from the Students Affairs Dept. are accepted. Personal excuses are not accepted.
2. Three late arrivals = One absence.
3. Any student who misses more than 25% of all lectures will not be allowed to enter the final exam.

- **Makeup policy**

1. No make-up will be provided for exams unless an official excuse exists which should be validated from the student affairs Dept.
2. Any official excuse should be presented to the instructor within one week from the absence.

- **Assignments Policy**

1. HWs will be announced in class and will be sent to you through LMS along with the deadline for submission.
2. All HWs should be submitted on time. Any late homework will be subject to a late penalty as follows: 20% for one day late, 60% for two days late and 100% for three days late.
3. All HWs should be submitted to the TA.
4. The HW solution will be posted online after one week from the due date of the homework.