

**Technical Writing (AGE 1510)**  
**Course syllabus**  
**Semester#1 (2024)**

**Instructor:** Eng. Abdulsalam Alsughayyir

**OFFICE:** S080

**Email:** [aalsughayyir@ksu.edu.sa](mailto:aalsughayyir@ksu.edu.sa)

**Website:** <https://faculty.ksu.edu.sa/Ar/Abdulsalam>

**Class Timings:**

Section# 194 Monday (6:00 p.m. to 9:00 p.m.)

Section# 1600 Wednesday (6:00 p.m. to 9:00 p.m.)

**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:**

- 10% Homework
- 20% Project(s)
- 10% Quizzes
- 20% Midterm Exam I
- 40% Final Exam

**Tentative Quizzes’ dates:**

- Will be posted on my website

**Credit hours:**

- 2(2,1,0) hours

## Tentative Schedule

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

## Course Learning Objectives

- Analyze the communication situation fully and accurately: needs, audiences, and users.
- Gather, interpret, and document information logically, efficiently, and ethically
- Develop professional work and teamwork habits.
- Design usable, clear, persuasive, accessible documents:
- Select the appropriate format for presenting information.
- Organize information using reader-based principles.
- Use graphics effectively.
- Develop an effective, clear writing style.

## Course Learning Outcomes

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

## 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. Most of these announcements will be posted on my website, therefore it is also recommended to visit my website at least once a week.
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. Students who miss a quiz or a deadline for homework submission because of an excused absence will not be allowed to make-up the quiz or the homework but instead the calculation of the quiz/homework grade will be adjusted so that the missed grade will not be counted.
3. 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 posted online along with the deadline for submission in my website or via email. Therefore, it is the student's responsibility to check my website regularly for any announcement (at least once a week).
2. All HWs should be submitted on time. Any late homework will be subject to a late penalty as follows: 20% for every one day late, that is, after 5 days no homework will be accepted.
3. All HWs should be submitted on the way that described.
4. The HW solution will be posted online after one week from the due date of the homework.