



## ENG 351W Technical and Report Writing (3 credits)

Fall 2025, In Person

### SaraBecca Martin

Office Hours: On [my personal zoom](#) or in my office Monday and Wednesday from 3:00 – 3:50 pm or by appointment using [my booking page](#) Email: [Martin\\_s@heritage.edu](mailto:Martin_s@heritage.edu)

Cell: (okay to text, identify yourself first) 509-388-6523 (9 am – 9 pm)

Class time: Monday and Wednesday from 4:00 – 5:15 pm in Petrie Hall room 1112

### Course Description

Techniques of collecting, analyzing, and organizing data for technical reports. Expository writing skills necessary for accurately reporting information. Practice in writing typical of that required in all disciplines/professions. Offered Fall and Spring semesters. Prerequisite(s): ENG 102

### Land Acknowledgement

Heritage University occupies its home on the traditional lands of the Yakama People. These ancestral homelands are the Yakama, Palouse, Pisuouse, Wenatshapam, Klikatat, Klinquit, Kow- was-say-ee, Li-ay-was, Skin-pah, Wish-ham, Shyiks, Ochechotes, Kah-milt-pa, and Se-ap-cat, who today are represented by the Confederated Tribes and Bands of the Yakama Nation [TREATY OF 1855] and, whose relationship with this land continues to this day. Heritage University, grounded in the vision of the two Yakama women founders, respects Indigenous peoples as traditional guardians of the lands and the enduring relationship that exists between Indigenous peoples and their traditional territories. We offer gratitude for the land itself, for those who have stewarded it for generations, and for the opportunity to study, learn, work, and be in community on this land. We acknowledge that our University's history, like many others, is fundamentally tied to the first colonial developments in the Yakima Valley. Finally, we respectfully acknowledge and honor past, present, and future Indigenous students who will journey through this home called Heritage University.

### Learner Outcomes, Heritage Outcomes, Performance Indicators

What will I do in this class? (Performance Indicators/Behaviors)	What knowledge/skills will I gain? (Course-Specific Learner Outcomes /Competencies)	How does this work apply to my major or program of study? (Program and/or GUCR Student Learning Outcomes)
Prepare and critique professional emails, memos, letters, and proposals for communicating with individuals and groups.	Demonstrate effective, clear, respectful written communication skills typical of professional careers.	GUCRs 2c, 3b, 3d, 4c Psychology 4.1 Criminal Justice 4, 5
Prepare, present, and critique professional written materials (listed above), using technology, including but not limited to MyHeritage, Anthology Portfolio, Library Reference software, email, Microsoft Word.	Demonstrate use of technology to communicate in clear, understandable writing styles common to professional careers.	GUCRs 2c, 2d Psychology 4.1 Criminal Justice 4,5
Develop an analytical report, using Heritage Online Library databases and RefWorks, reading and summarizing academic sources, and demonstrating mastery of APA Style.	Develop and demonstrate mastery of research skills, report writing skills, and academic documentation skills.	GUCRs 2a, 2b, 2c, 2d, 3d, 4c Psychology 4.1 Criminal Justice 4,5
Apply rubrics to written assignments prior to submission.	Analyze your own professional communication documents with rubrics.	GUCR 2a; PSY 4.1; CRMJ 4,5
Demonstrate ethical writing; practice using artificial intelligence tools to support your own original ideas and your own writing.	Exhibit personal, professional, and academic ethics.	GUCR 4c; PSY 4.1; CRMJ 4,5

### Texts, Materials, and Technology

**Text(s):** This class uses Open Educational Resources (OER) and does not require purchase of a textbook.

**Technology:** Access to a laptop or desktop and reliable internet access will be needed. Laptops can be checked out from the library (Unfortunately, iPads, tablets, and chrome books are not laptops.) Our Learning Management System (LMS) called MyHeritage will be used to communicate ideas/instructions and to upload assignments. Your faculty member will help you.

### Course Guidelines and Expectations

**Participation Requirement.** Attending class, participating in in-class discussion, and submitting assignments on time is vital for your success in this class. Students who attend class will earn extra credit points for each day they are in attendance. *Communication is essential! Text or email me if you will be absent or if need special arrangements to meet a deadline.*

**Due dates.** All assignments are due Sundays at 11:55 pm, PST, with the exception of discussion forums.

**Discussion Forums.** You will write several original discussion forum posts during the semester. All posts are due by Thursday at 11:55 pm. Responses to other posts are due by Sunday at 11:55 pm. Your responses can be informal, conversational, and welcoming, but must be in full sentences with correct spelling and punctuation. All discussion forum original posts should be at least 175 words, and replies must be at least two sentences.

**Quizzes (essay and multiple choice).** There will be a few short quizzes in this class. They are “open book” because my intention is for you to learn the content and learn where to go to find answers. Most of the quizzes are essay quizzes, and are required to be written in full sentences with correct spelling and punctuation.

**Short assignments.** You will write several short assignments (including discussion forums) using semi-formal, Standard English with conventional grammar, punctuation, and spelling rules. All assignments must be submitted in Word format (unless explicitly stated otherwise). Assignments submitted in other formats will be returned ungraded.

**Formal Analytical Report.** You will write an analytical report on an ethical or social justice topic in your academic discipline. The foundation for this report consists of a review of scholarly sources. You’ll complete this project in several stages, and each stage of the assignment requires accurate reference to sources. Meeting each deadline is crucial to your success.

#### Grading and Late Assignments.

**Grading.** I commit to grading and providing written feedback/corrections within two weeks of receipt of assignments turned in on time. Late assignments may not be returned as quickly. Assignments will be graded in the order received.

**Late assignments.** You may request extra time on assignments prior to the due date. If extra time is not requested, a late penalty of 1% per day late will apply to the final grade for the assignment. Late assignments will only be accepted up to two weeks past the original due date, if extra time is not requested prior to the due date; after that time the assignment will be scored 0 points.

#### Revision Policy.

Any written assignment that receives a score below 70% will be returned with feedback and instruction for revision, and the grade will not be recorded at that time. The assignment must be revised within two weeks of the date it is returned in order to be re-graded and receive a higher grade. If the revised assignment includes mistakes corrected in the original assignment, no grade revision will be issued and the initial grade will be recorded. If the assignment is not revised within two weeks of the date it is returned, the initial grade will be recorded. Any written assignment that receives a score of 70% to 90% may be revised at the student’s request within two weeks of the date it is returned. The grade on any revised written assignment will be final. If you need help understanding the corrections and feedback, make an appointment or email me.

### Assignments and Grading

Assignment Title	Points
Multiple choice quizzes	18
Essay quizzes	22
Discussions	25
Professional Email	20
Professional Letter	45
Cover Letter and Resume	55
Analytical Report: Topic Statement & Research ?s	30
Analytical Report: APA Reference List	35
Analytical Report: Source Analysis Forms (1-5)	50
Analytical Report: Introduction section	75
Analytical Report: Collected Data section	50
Analytical Report: Conclusion section	50
Analytical Report: Final Analytical Report	100
<b>Total</b>	<b>575</b>

Grade	Points	Percent
A	575 - 541	94-100%
A-	540 - 523	91-93.8%
B+	522 - 501	87-90.8%
B	500 - 472	82-86.8%
B-	471 - 454	79-81.8%
C+	453 - 431	75-78.8%
C	430 - 403	70-74.8%
C-	402 - 380	66-69.8%
D+	379 - 362	63-65.8%
D	361 - 345	60-62.8%
D-	344 - 328	57-59.8%
F	343 - 0	00-56.8%

EXTRA CREDIT: Professional Photo on MyHeritage: 5 points

EXTRA CREDIT: Participation: 2 points per week for attending class (30 total possible)

#### Assignment due dates

Multiple Choice Quiz: Syllabus Quiz .....	Aug 31
Unit 1 Discussion .....	Aug 31
Essay Quiz: Technical Communication & the Why of ENG 351W .....	Aug 31
Professional Email .....	Aug 31
Professional Letter .....	Sep 7
Job description, cover letter and resume .....	Sep 14
Unit 5 Discussion .....	Sep 18; 21
Analytical report overview and topic selection .....	Sep 21
Unit 6 Discussion .....	Sep 25; 28
Essay Quiz: APA References Formatting Practice .....	Sep 28
Multiple Choice Quiz: Research and APA Quiz .....	Sep 28
Analytical Report: APA References, descriptive abstracts, and in-text citations .....	Oct 5
Analytical Report: Source Analysis Worksheets 1-5.....	Oct 12; 19; 26; Nov 2
Analytical Report: Introduction section of an Analytical Report .....	Nov 9
Analytical Report: Collected Data section .....	Nov 23
Analytical Report: Conclusion section .....	Nov 30
Analytical Report: Final Analytical Report .....	Dec 12

## 15-week Course Schedule

**This is a summary.** Full assignment and course schedule details can be found on MyHeritage.

### Week 1 (8/25-31)

**Unit 1: Introductions** and definitions; why this class matters; syllabus overview

**Unit 2: Professional email** instructions and assignment; start thinking about analytical report topic

### Week 2 (9/1-7)

**Unit 3: Professional letter;** parts of a letter

### Week 3 (9/8-14)

**Unit 4: Cover letter and resume** parts of a resume; cover letter, resume; using AI in your job search

### Week 4 (9/15-21)

**Unit 5: Analytical report topic** ethical or social justice issue/problem: Analytical report topic brainstorming

### Week 5 (9/22-28)

**Unit 6: APA References** evaluating resources; 5 Ws; CRAAP test; review assignment instructions; APA formatting overview; in-text citations review

### Week 6 (9/29-10/5)

**Unit 6: APA References** evaluating resources; 5 Ws; CRAAP test; review assignment instructions; APA formatting overview; in-text citations review

### Week 7 (10/6-12)

**Unit 7: Source Analysis** worksheets; summarizing and paraphrasing; work in reading and analyzing sources (worksheet 1)

**No midterm in this class; assignments through unit 6 included in midterm grade**

### Week 8 (10/13-19)

**Unit 7: Source Analysis** work in reading and analyzing sources (worksheet 2)

### Week 9 (10/20-26)

**Unit 7: Source Analysis** work in reading and analyzing sources (worksheet 3)

### Week 10 (10/27-11/2)

**Unit 7: Source Analysis** work in reading and analyzing sources (worksheets 4 and 5)

### Week 11 (11/3-9)

**Unit 8: Introduction** background, purpose, method, limitations, scope, prediction of conclusion

### Week 12 (11/10-16)

**Unit 9: Collected Data** section of report; organizing for readers

### Week 13 (11/17-23)

**Unit 9: Collected Data** section of report; organizing for readers

### Week 14 (11/24-30)

**Unit 10: Conclusion section** summary of findings, interpretation of findings, recommendations

### Week 15 (12/1-7)

**Unit 11: Final Analytical Report** abstract, letter of transmittal, table of contents

**Finals Week 12/8-12 (Monday -Friday) No final in this class**

You are encouraged, but not required, to complete and submit assignments early. You will never be penalized for turning something in early! The more you work ahead, the more prepared you will be to handle any unanticipated life situations that may arise.

### Attendance

Regular participation in classes is expected and considered essential for successful academic work. See Participation above for details. **Communication is essential! Text or email me if you will be absent or if need special arrangements to meet a deadline.** Heritage regularly updates its full attendance policy available in the current catalog: [Attendance Policy](#). Remember that Heritage University Student Affairs is ready to help solve problems that interfere with attending class. Email them at [studentaffairs@heritage.edu](mailto:studentaffairs@heritage.edu).

### Reasonable Accommodation for Religious Holidays

Consistent with Heritage University's mission and values and pursuant to RCW [28B.137.010](#) as amended, and Substitute Senate Bill 5166, HU allows student reasonable absences for reasons of faith or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. The student requesting an excused absence for reasons of faith must submit the Request for Absence for Reasons of Faith Form to their instructor(s) at least two (2) weeks prior to the beginning of the semester in which the absence is anticipated to occur. The form is located on the Student Forms page under the Students Tab in MyHeritage. Full policy and procedures are located in the current catalog under Academic Policies, Attendance.

### Support and Resources

**Tutoring at the Academic Skills Center** [[Log into MyHeritage before using links](#)]

The ASC has in-person and online appointments, drop-in services also both in-person and online. To view our schedule, or make an in-person or online appointment, visit the ASC page on MyHeritage under Student Services. To learn more about any of these services, call the ASC at (509) 865-8517 or email us [ASC@heritage.edu](mailto:ASC@heritage.edu)

### Library

The librarians are here to assist you! Use the online chat: [HU Library Website](#). For research and general assistance, feel free to stop by, call a reference librarian at (509) 865-8520, or email [Library@heritage.edu](mailto:Library@heritage.edu)

### Credit Hour Requirements

Federal regulations require that all courses follow the Heritage University definition of a credit hour as described in HU Policy. For the current policy, see the catalog: [credit hour policy](#)

### Online Course Exchange Appeals Process

Online Course Exchange students who wish to appeal an instructor's or facilitator's decision or request assistance with academic issues (such as requesting an incomplete or an extension) should contact HU's Online Course Exchange Liaison at [Acadeum@heritage.edu](mailto:Acadeum@heritage.edu).

### Academic Honesty

Heritage University students have the responsibility to adhere to academic honesty in all their educational endeavors. Faculty has the responsibility to model academic honesty and to prevent, detect, and confront students who violate it. See [Academic Honesty Policy](#) and [Academic Honesty Procedure Diagram](#)

### Campus Security & Safety

In an emergency, call 911. If you need campus security assistance between 8 a.m. and 5 p.m. , please call 509-865-8555 or ext. 8555 from any campus landline or email: [CampusSecurity@heritage.edu](mailto:CampusSecurity@heritage.edu). For a list of Campus Security services and Crisis Response Steps, see the [Safety and Security webpage](#)

### Accommodations

For information about student disability services on campus, please visit the [Office of Disability Services \(ADA\) | Heritage University](#) webpage; or email [Officeofdisabilityservices@heritage.edu](mailto:Officeofdisabilityservices@heritage.edu)

## University-wide Student Learning Outcomes

The University-wide student learning outcomes addressed in the course are highlighted below.

### 1. **Knowledge of the Physical World and of Human Cultures**

- a. Students possess the knowledge of the physical world and scientific methodology necessary to engage in informed discussions regarding currently relevant issues in science and society.
- b. Students explain contributions and impacts of, as well as the connections among, history, the arts, social sciences, and cultural elements such as religion, philosophy, and literature.

### 2. **Intellectual and Practical Skills**

- a. Students employ the appropriate methods to find, evaluate, produce, share, and use information.
- b. Students ask questions, demonstrate their ability to think systematically, and answer their questions by analyzing literature or conducting investigations.
- c. Students demonstrate communication skills in one or more areas including reading, writing, speaking, listening, and use of visual media in a variety of contexts.
- d. Students construct valid and sound arguments.
- e. Students demonstrate the mathematical and technological knowledge and skills necessary to succeed in their disciplines and to contribute to their communities and to society.
- f. Students express themselves creatively through experience in the arts.

### 3. **Personal and Social Responsibility**

- a. Students demonstrate increasing emotional competence, self-awareness, and resilience to maintain a sense of well-being.
- b. Students interpret and explain issues impacting society, including issues of sustainability and justice.
- c. Students demonstrate knowledge of the interconnections among ecological, social, and economic systems.
- d. Students respect, with dignity, the similarities and differences among people with whom they live and work.

### 4. **Integrative and Applied Learning**

- a. Students synthesize and apply the knowledge and skills gained through their university experience in the contexts of their fields [*to be achieved by the time the baccalaureate is completed*].
- b. Students apply personal and social responsibility outside the campus community.
- c. Students exhibit personal, professional, and academic ethics.

### **Specific Criminal Justice Program Outcomes**

4. Research and Communication: Students will be able to illustrate their research, writing, and comprehension skills.

5. Critical Thinking and Communication: Students will be able to explain and analyze complex problems and practice essential communication skills (written and verbal).

### **Specific Psychology Program Outcomes**

4.1 Demonstrate effective writing for different purposes