



Course Syllabus
According to JORDAN National Qualification
Framework (JNQF)

Course Name: Technical writing

Course Number: 4033101, 403310

General Course Information:

Course title	Technical Writing
Course number	4033101,403310
Credit hours	2 credit hours
Education type	Online
Prerequisites/corequisites	
Academic Program	BSc
Program code	03
Faculty	Engineering
Department	Civil Engineering
Level of course	3 rd Year level
Academic year /semester	2021-2022/Spring
Awarded qualification	BSc
Other department(s) involved in teaching the course	Telecommunication and electronics, Renewable energy, Arch.
Language of instruction	English
Date of production/revision	27/02/2022

Course Coordinator:

Coordinator's name	Dr. Moawiah A. Alnsour
Office No	4339
Office Phone extension number	2445
Office Hours	
Email	Moawiah.alsour@iu.edu.jo

Other Instructors:

Instructor name	N/A
Office No	N/A
Office Phone extension number	N/A
Office Hours	N/A
Email	N/A

Course Description (English/Arabic):

English	Writing Styles, techniques, forms: reports, specification, progress, site visit, papers, books, professional/ business writing: letter& memo. Academic writing and presentation skills, Job interviews, citing references in research writing.
Arabic	أساليب الكتابة ، والتقنيات ، والنماذج: التقارير ، والمواصفات ، والتقدم ، وزيارة الموقع ، والأوراق ، والكتب ، والكتابة المهنية / التجارية: الخطابات والمذكرات. مهارات الكتابة والعرض الأكاديمي ، مقابلات العمل ، نقلاً عن المراجع في كتابة البحوث.

Textbook: Author(s), Title, Publisher, Edition, Year, Book website.

"A guide to writing as an engineer" by: David Beer and David McMurrey, 4th Edition, John Wiley & sons, 2014.
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References: Author(s), Title, Publisher, Edition, Year, Book website.

1. Instructor class notes and slides. All class related materials will be available on E-learning

Course Educational Objectives (CEOs):

1.	Assume progressive leadership and influential roles in the market, business, and the industry
2.	Role model professionals through effective communication, team work, ethics, and proactive involvement
3.	Distinguished professional engineers locally and internationally in the design and delivery of state-of-the-art technologies, systems, services, or projects
4.	Contribute to cutting edge solutions, install creativity, critical thinking and innovation

Intended Learning Outcomes (ILO's):

1.	Subject Intended learning outcomes (ILOs) describe what students are expected to know and be able to do at the end of the course. These outcomes are related to the knowledge, skill and competence that students acquire:	Relationship to CEOs	Contribution to PLOs	Bloom Taxonomy Levels*	Descriptors**
2. A	Knowledge and Understanding:				
3. A1	Providing the students with different basics of planning and producing documents, document types, design and presentation techniques	4	4	1	C
4. A2	Introducing different search techniques to increase the students' abilities of getting the right information they need.	4	4	1	C
5. A3					
6. B	Intellectual skills:				
7. B1					
8. B2					
9. B3					
10. C	Subject specific skills:				
11. C1	Write technical documents (memo, an email, letter, technical report, resume, presentation) and apply referencing and citation when writing document.	1,3	4	3	C
12. C2	Present work in oral format using appropriate media for the targeted audience.	2	3	3	S
13. C3					
14. D	Transferable skills:				
15. D1					
16. D2					
17. D3					

***Bloom Taxonomy Levels**

Level #	1	2	3	4	5	6
Level Name	Knowledge	Comprehension	Application	Analysis	Evaluation	Synthesis

**** Descriptor (National Qualification Framework Descriptors): K : Knowledge, S: Skill, C: Competency.**

Program Learning Outcome (PLOs):

**** Descriptors according to the national qualifications framework (K: knowledge, S: skill, C: Competency)**

Program Learning Outcomes describe what students are expected to know and be able to do by the time of graduation. These relate to the knowledge, skills, and behaviours that students acquire as they progress through the program. A graduate of the () program will demonstrate:		Descriptors**		
		K	S	C
1.	An ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics	*		
2.	An ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors			*
3.	An ability to communicate effectively with a range of audiences		*	
4.	An ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts			*
5.	An ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives		*	
6.	An ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions		*	
7.	An ability to acquire and apply new knowledge as needed, using appropriate learning strategies	*		*

Weekly Schedule (please choose the type of teaching)

☐ **Online (2 Lectures Synchronous +1 lecture Asynchronous)**

Week	First Lecture (Synchronous)	Second Lecture (Synchronous)	Third Lecture (Asynchronous)	Ach. ILOs	Ach. PLOs	Descriptors**
1	Definition of Technical Writing, Characteristics of Effective Technical Communication	Accuracy, Coherence, Appropriateness.		A1	4	C
2	Document Purpose, Problem Statement,	Audience type and level of expertise		A1	4	C
3	Developing a Detailed Outline, Drafting and Revising a	18. Format, Layout Examples of Page Layout and review		A1	4	C

	Technical Document, Document Design:					
4	E mail, Memoranda,	19. Meeting, Letters		C1	4	C
5	Search types, how to search about what you need Research Articles,	20. Reports, Research Reports, Progress Reports		A2	4	C
6	Mid exam	21. Sections and Subsections, Headings and Subheadings Front Matter,		A1 A2	4	C
7	Title and Title Page, Abstract, Table of Contents, List of Figures	22. Acknowledgments		C1	4	C
8	Body, Introduction, Problem Statement, Scope, Sample Title and Introduction, Report Background, Theory, work plan,	23. Results, Discussion, Conclusion, Recommendation, End matter, References, Appendixes, Indexes.		C1	4	C
9	Citing and Listing Reference Using the Language of Source Appropriately	24. Acknowledging Sources basic Structure and Formats of Citation Styles		A2	4	C
10	Common Graphics, Tables, Bar Graphs, Illustration, Diagrams, Photographs, Schematic Graphs	25. Flowcharts, Timetables Guidelines for Graphics		A1	4	C
11	Punctuation Commas, Colons, Semicolons, Hyphen Mechanics capitalization, abbreviation	26. Acronyms, numbers, enumeration, equation, spelling		A1	4	C
12	Style Guides Dictionaries	27. Grammar and Usage Electronic Sources		A2	4	C
13	Guides for Effective Graphs and Text Formats	Information on Specific Topics Useful Table		A2	4	C
14	Project Presentation	28. Project Presentation		C2	3	S
15	Resume	29. CVs		C1	4	C

Teaching Methods and Assignments:

Development of ILOs is promoted through the following teaching and learning methods:

- Interactive videos
- Practice Labs
- Discussion Forums
- Quizzes
- Other Interactive online activities
- Reports

Course Policies:

A- Attendance policies:

The maximum allowed absences is 15% of the lectures.

B- Absences from exams and handing in assignments on time:

Midterm exam can be retaken based on approval of excuse by the instructor's discretion.

Not handing assignment on time will incur penalties.

C- Academic Health and safety procedures

D- Honesty policy regarding cheating, plagiarism, and misbehaviour:

Cheating, plagiarism, misbehaviour will result in zero grade and further disciplinary actions may be taken.

E- Grading policy:

- All homework is to be posted online through the e-learning system.
- Exams will be marked within 72 hours and the marked exam papers will be handed to the students.
- Online Activities (Course Videos, Practice labs, Discussion Forums, Quizzes) **20%**
- Midterm **30%**
- Final Exam **50%**

F- Available university services that support achievement in the course: **E-Learning Platform, Labs, Library.**

Required equipment:

- **PC / Laptop with webcam and mic**
- **Internet Connection**
- **Access to the IU E-Learning Platform at: <https://elearn.iu.edu.jo/>**
- **E-learning plan**
- Satisfaction questionnaires for online and face-to-face learning
- Software for e-learning
- Training

Assessment Tools implemented in the course:

- Final Exam
- Midterm Exam
- Quizzes
- Homework

Responsible Persons and their Signatures:

Course Coordinator	Dr Moawiah A. Alnsour	Completed Date	27/ 02 / 2022
		Signature	
Received by (Department Head)	Dr Ibrahim Varouqa	Received Date	27 / 02 /2022
		Signature	