

Introduction to English 259

Welcome to English 259! We're excited to help guide you as you continue your college writing journey. This course is designed to help you improve and expand the foundational writing skills you acquired in ENG 101 so that you can apply them to more specialized writing situations within engineering, mathematics, and science.

Writing is often challenging, and you may even find that it is the most difficult of all your academic tasks. You may also feel uncertain about this course because you are unfamiliar with technical writing, but ENG 259 will support you every step of the way. The tools and guidance you receive in the course will equip you to manage and produce your technical writing documents. In the process, you may come to see technical communication as more important to our daily lives and to your future professional life than you previously considered. We also welcome the language diversity you bring to the classroom and encourage incorporating those abilities into your writing process.

Your instructor's syllabus is an important document where you will find performance objectives for the course and information about how your grade will be determined. Make sure to read it carefully and contact your instructor with any questions. We hope you enjoy this course!

At the end of this course, you will be able to...

1. Practice writing as a process that involves pre-writing, drafting, revising, editing, proofreading, critiquing, and reflection.
2. Write technical documents clearly, coherently, and concisely that demonstrate writing as a critical process. Produce various written documents reflecting academic (summaries, responses, research-oriented reports) and technical writing genres (memos, letters, charts, professional reports) that vary in length between 200 and 1500 words, using standard written English.
3. Identify and demonstrate the conventions of written communication practices within engineering, technical, and scientific-oriented professions.
4. Determine and adhere to the purpose for writing in order to formulate and clearly articulate a stance.
5. Utilize appropriate formats and rhetorical strategies in written documents to accommodate the target reading audience's expectations for genre conventions and need for information.
6. Analyze your own linguistic differences and communication practices and those of your target reading audiences to practice clear and culturally responsible communication.
7. Develop and hone your information literacy skills through applying effective research practices involving library databases and online sources.
8. Evaluate and synthesize research sources and integrate them effectively into written documents while employing the conventions of ethical attribution and avoiding plagiarism.
9. Advance your knowledge about global issues and consider opportunities for ethical engagement as global citizens and future professionals within engineering and technical and scientific fields.

What Will You Write?

Formal and Informal Writing

The formal, high stakes writing you will produce involves various technical documents that may include instructions, descriptions, memos, letters, reports, charts, or presentation slides. You will receive instruction that emphasizes the importance of achieving clarity, correctness, and conciseness and implementing effective visual elements (i.e. subheadings, bullets, or graphics) in your writing so that target reading audiences can easily read, comprehend, and retain your message. Your technical writing documents will range between 200-1500 words. You will build content toward your major assignments by producing informal writing assignments and drafts that will receive feedback from your instructor and/or peers. To find out the specifics of how your course grade will be determined, please consult the syllabus shared by your instructor.

References to Sources

The major assignment in the course is a global learning technical report that requires you to incorporate information from outside sources you find through library databases and other approved online sources. To successfully integrate these sources into your writing, you will build and strengthen the skills learned in ENA101 or ENG101 (Composition I) concerning strategies for integrating other people's thoughts through quotation, paraphrase, and summary. You will also be required to document and cite your sources through APA format. As such, you will also strengthen your ability to avoid plagiarism (for more information, see the handout, "[How Writers Build on the Ideas of Others](#)"). In accordance with [CUNY's Academic Integrity Policy](#), students who plagiarize are subject to penalties including a failing grade on an assignment or in the course.

Revisions

Since writing is a process and no one produces a perfect document on the first try, you will revise your high stakes documents based on feedback you receive from your instructor and/or your peers. You may also be asked to reflect on the changes you have made between drafts to better understand how and where your documents have improved, which will help you to replicate effective writing strategies for future writing tasks.

How Will You Be Successful?

Submitting Assignments

In order to do well in English 259, you must be actively engaged in the course. Complete your readings and submit all work and major assignments on time! To be sure you are able to meet expectations, communicate with your instructor along the way. Reach out through email and attend office hours if you need any help or are overwhelmed by assignments.

Attending Regularly

Class attendance is an essential piece of everyone's growth as writers. This course uses a writing studio model and is designed to enhance your skills as a writer in a writing community. In this course, we will do many in-class writing exercises designed to help us practice the writing skills that are crucial for the major and minor assignments. You will have the opportunity to grow as a writer by giving and receiving feedback about writing assignments. Our core essays build upon

group discussions of the readings. Although participation is a key portion of all these exercises, class attendance is the vital first step. Therefore, missing too many classes will influence your overall class performance and your final grade. This happens, in part, because there will be graded in-class assignments which are not reproducible and which cannot be made up. The English Department attendance policy is as follows:

In all English department courses, students can be absent without penalty for no more than two weeks' worth of class time during session I, and one week's worth of class time during session II. Absences begin to be counted on the first day of class, regardless of when you registered.

This means you can miss:

- 6 hours in a 3-hour per week course
- 8 hours in a 4-hour per week course

Students missing fewer than two weeks' worth of class time will not be penalized for those absences. However, student engagement, part of the overall course grade, relies on in-class activities such as low-stakes writing assignments, peer review, and in-class high stakes essays. Some of these cannot be made up outside of class and may affect the engagement grade. Students who exceed the two-week limit may receive a lower course grade. After four weeks of absence, students can no longer pass the course.

This policy applies equally across in-person, online-synchronous, hybrid and online-asynchronous courses. For hybrid courses, which meet once a week in-person and have a weekly asynchronous activity, missing the weekly asynchronous activity counts as an absence.

If an issue arises which is preventing you from coming to class on time, or if you know in advance that you will miss a class, please reach out right away.

Where Can You Get Additional Support?

The Writing Center (B-200), 718-482-5688, <https://www.laguardia.edu/writingcenter/>

The Writing Center is a free service available to all LaGuardia students. Professional tutors are available to help you write or revise papers, to brainstorm ideas, or to work on writing issues that give you problems. Tutoring appointments can be made through Navigate.

Library (E-101), 718-482-5426, <https://library.laguardia.edu/>

The Library is an excellent resource to all students! There you will find assistance finding and accessing textbooks, articles, journals, newspapers, media, and much more. Librarians offer numerous workshops including workshops on research and citation. Additionally, the library provides a space for study with the following three areas: The Silent Zone, The Quiet Zone, and The Group Zone.

Office of Accessibility (M-102), 718-482-5279, <https://www.laguardia.edu/students/office-of-accessibility/>

Federal law and CUNY policy prohibit discrimination on the basis of a disability. Under the guidelines of the Americans with Disabilities Act, the College will provide reasonable

accommodations to students with documented disabilities. Therefore, if you are in need of or have any questions regarding accommodations or services, please contact Jhony Nelson, Director of the Office of Accessibility, at 718-482-5260 or Jhonym@lagcc.cuny.edu (or visit M-102). Any information provided to the office is confidential and will not be released without your permission.

LaGuardia CARES (C-107), 718-482-5135, <https://www.laguardia.edu/cares/>

LaGuardia CARES (College Access for Retention and Economic Success) connects students with resources, referrals and local community services to overcome financial barriers, stay in school and graduate. Services (including food, healthcare, transportation and other benefits) are free and confidential.

Wellness Center (C-249), 718-482-5471, <https://www.laguardia.edu/students/the-wellness-center/>

Many students find balancing their academic, personal and professional lives quite challenging, and in some instances, overwhelming. If you or a peer experience this, mental health and wellness services are here to help. Email WellnessCenter@lagcc.cuny.edu or use the [English \[forms.office.com\]](#) or [Spanish \[forms.office.com\]](#) in-take form, and you will be contacted by a Counselor (you can also call 718-482-5471 or visit C-249). Peer-to-peer support is also available via the [Women's Center](#) (MB-08, 718-482-5188 or womencenter@lagcc.cuny.edu), or our [Multicultural Exchange Programs](#).