106-476 Technical Writing and Editing

Credit Points:	12.50
Level:	9 (Graduate/Postgraduate)
Dates & Locations:	2009, This subject commences in the following study period/s: Semester 2, - Taught on campus.
Time Commitment:	Contact Hours: A 2-hour seminar per week Total Time Commitment: 2 contact hours/week, 8 additional hours/week. Total of 10 hours per week.
Prerequisites:	None
Corequisites:	None
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Student Support and Engagement Policy, academic requirements for this subject are articulated in the Subject Overview, Learning Outcomes, Assessment and Generic Skills sections of this entry. It is University policy to take all reasonable steps to minimise the impact of disability upon academic study, and reasonable adjustments will be made to enhance a student's participation in the University's programs. Students who feel their disability may impact on meeting the requirements of this subject are encouraged to discuss this matter with a Faculty Student Adviser and Student Equity and Disability Support: http://services.unimelb.edu.au/disability
Coordinator:	Dr Geoffrey Marnell
Contact:	Geoff Marnell **gmarnell@unimelb.edu.au (mailto:gmarnell@unimelb.edu.au)**
Subject Overview:	This subject teaches the writing and editing skills needed in the technical writing profession. The emphasis is on preparing instructional materials (also known as user documentation), both for printed and online delivery. Students will learn how to plan a documentation project, how to tailor writing for various audiences (local and international), how to write effective procedures, how to build subject-specific thesauri, and how to index and design documents.
Objectives:	# have a capacity for effective teamwork through group discussions and collaborative exercises; # have a cultural and ethical understanding through reflection and reading on issues of inclusive and non-discriminatory language and the ethical responsibilities of the editor; # have information technology literacy and an understanding of information management through participation in computer laboratory sessions and completion of exercises and assignments; # have a capacity for critical analysis through close engagement with a wide range of texts.
Assessment:	Class participation 10%; edited documentation, 500 words, 15% (due mid-August); product-specific thesaurus, 1500 words, 25% (due early October); user manual with an index, 2500 words, 50% (due early November).
Prescribed Texts:	A subject reader will be available.
Breadth Options:	This subject is not available as a breadth subject.
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees

Generic Skills:	# have a high-level of written and oral communication skills through contribution to class discussions, the completion of exercises and assignments, and wide reading on issues in contemporary technical and scientific communication practice; # have acquired skills in the deployment of visual materials both in traditional print genres and through digital media; # have skills in research, including the use of online as well as print-based materials in the course of exercises and assignments; # have skills in time management and planning through managing workloads for recommended reading, tutorial presentations and assessment requirements.
Notes:	This subject is only available to students enrolled in the Publishing and Communication Program, Media and Communications Honours or MA Programs. Students enrolled in other cognate PG Programs may seek approval from the course coordinator
Related Course(s):	Master of Arts (Science, Communication and Society) Master of Publishing and Communications Postgraduate Certificate in Arts (Editing and Communications) Postgraduate Diploma in Arts (Editing and Communications)