

IN4.164 Technical Writing for CTE (online)

Syllabus Fall 2020 ➤ CRN: 43527

Instructor: **Adam Karnes**

Email: karnesa@linnbenton.edu

Class Hours: **Asynchronous**

Office Hours: **Mondays 2-3pm, Saturdays 11am-noon, or by appointment (meetings via [Zoom](#) or similar)**

***No required textbook; all course materials posted on Moodle**

***No prerequisites; please contact me if you need extra help**

Welcome to IN4.164 (Technical Writing for CTE): This course focuses on writing workplace documents commonly written by technicians, such as: emails, memos, descriptions, customer intake documents, documentation of work completed, instructions, summaries, accident reports, and employment documents. IN4 covers processes and fundamentals of technical writing, including structure, organization and development, audience analysis, diction and style, revision and editing, mechanics and standard usage required for successful workplace writing.

OUTCOMES

Upon successful completion of this course, students will be able to:

1. Write technical documents using a variety of strategies, such as description, definition, classification, description, examples, process analysis, cause and effect, and persuasion.
2. Identify and target an audience, purpose, and situation.
3. Write in a variety of formats including emails, letters, accident reports, summaries, and bids.
4. Revise and edit their material to reflect college-level grammar, syntax, spelling, and punctuation.
5. Review and analyze technical reports.

COURSEWORK

- Short weekly readings and lessons
- Short weekly writing assignments
- Quizzes
- Online forums

ASSIGNMENTS (by week):

*Note: due to the spring term being shortened, Weeks 6-10 are labeled differently in the textbook.

- Week 1 - Introductions
- Week 2 - Email
- Week 3 - Intake Documents
- Week 4 - Instructions
- Week 5 - Documenting Work Completed
- Week 6 - Accident/Incident Reports
- Week 7 - Resumes
- Week 8 - Cover Letters
- Week 9 - Final Quiz prep
- Week 10 - Final Cumulative Quiz

GRADE SCALE - Final course grades are calculated in the following way:

A = 90 - 100%; **B** = 80 - 89%; **C** = 70 - 79%; **D** = 60 - 69%; **F** = 59% or less

LATE WORK POLICY

- **I don't accept late work.** Stay organized and complete your work on time.
- However, I know that sometimes the unforeseeable interferes. You are allowed to submit **two** late assignments in this class. Save this for an emergency. Notify me by email if you need more time to complete an assignment.
- Quizzes must be completed on time to receive credit.

REWRITES/REVISION

- You may revise and resubmit assignments.
- Revisions must be sent to my email: karnesa@linnbenton.edu.
- All changes you made to the work must be **highlighted**.
- Rewrites are due within **two weeks** of the day I post the assignment grade.

ACCESSING MOODLE

To start work on Moodle, please do the following:

1. Go to Moodle (elearning.linnbenton.edu)
2. Log on. Your username is your LB email (first.last.1234@mail.linnbenton.edu). If you are new to Moodle, the password is your birthday in 6 digit format (MMDDYY).
3. After logging in please update your password.
4. Add a photo to your profile if you'd like.
5. To proceed in the class, just follow the instructions listed for each week.
6. If you have questions, feel free to email me at karnesa@linnbenton.edu or call me (503) 881-5603.

Having trouble logging into Moodle? Call the Student Help Desk at 541-917-4630.

HOW TO REACH ME

- I am happy to talk to you about this class. Call, email, or visit my remote office hours.
- If you cannot attend my office hours, we can schedule an alternative time to meet.
- I check and respond to emails at least once a day, Monday through Friday. I will not always respond to emails after business hours, on weekends, or on holidays.

ACCESSING GRADES

- I will do my best to grade and return your work promptly.
- I am always happy to talk to you about your grade if you have questions.
- I will post assignment grades on Moodle, which will tally a running coursework average for the term.

TO SUCCEED IN THIS COURSE

You should:

- Log into Moodle at least twice a week
- Complete all reading and assignments
- Talk me if you are having difficulties
- Be kind and respectful toward everyone in the class (even if you don't like them).

You shouldn't:

- Cheat or plagiarize. Seriously, don't do it! Violations in academic honesty will result in failure of an assignment or failure of the course. [Click here for more information on plagiarism.](#)
- Put off your assignments until the last minute--writing is always better when it gets drafted and then revised.
- Hesitate to contact me if you have any questions or run into any problems.

ADDITIONAL RESOURCES

LBCC Writing Center

The LBCC Writing Center can help you take your writing to the next level. You may submit your writing [online](#) where you will receive a response within 1-2 business days.

CFAR

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Rights (CFAR) and would like to use your accommodations, please contact me as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with CFAR, please visit the [CFAR website](#) for steps on how to apply for services. Online course accommodations may be different than those for on-campus courses, so it is important that you make contact with CFAR as soon as possible.

Roadrunner Resource Center

Get connected to resources that can help with: childcare, food, emergency housing, healthcare, taxes, utilities, textbooks and school supplies, transportation, and more. Contact Student Resource Navigator Amanda Stanley at stanlea@linnbenton.edu or (541) 917-4877. Please also feel free to talk about these issues with me if you are comfortable doing so.

LBCC NON-DISCRIMINATION POLICY

“Everyone is welcome at LBCC, regardless of whether they are black, white, Latino, native, gay, straight, Christian, Muslim, Jewish, irreligious, male, female, transgendered, married, disabled, a veteran, a non-English speaker, an immigrant, or any number of other categories not listed here. What is more, LBCC sees our differences as a source of strength and an important part of education.”