

IN4.164 Technical Writing for CTE

FALL 2023 > CRN: 25362 > ONLINE/REMOTE

Instructor: **Will Fleming**

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Format: **REMOTE** (online asynchronous)

Office Hours: **Zoom:** [Mondays, 10:00 - 11:00 am](#) and [by appointment](#)

In-person: **Tuesdays 11:00 a.m. - 12:00 p.m. and by appointment**

Textbook: [IN4/WD4 free e-textbook](#) (additional course materials posted on Moodle)

Prerequisites: No prerequisites; contact me if you think you might need extra help.

Welcome to Technical Writing for CTE: This course focuses on writing workplace documents commonly written by technicians, such as: emails, memos, descriptions, customer intake documents, instructions, summaries, accident reports, and employment documents.

OUTCOMES

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

1. Write technical documents using a variety of strategies.
2. Identify and target an audience, purpose, and situation.
3. Write in a variety of formats, including emails, letters, reports, summaries, and descriptions.
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 every few weeks
- Online forums

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

- Assignments (except quizzes and forums) may be turned in up to two weeks late without penalty.
- Work later than two weeks will be subjected to being docked a letter grade (10%).
- Late assignments may not be revised/resubmitted.

REWRITES/REVISION

- You may rewrite and resubmit any assignment where the original grade is 82% or lower. Please [email me](#) the revised copy.

TECHNOLOGY (Minimum Equipment Requirement): This equipment is the minimal necessary to be successful in the class:

- Broadband internet connection
- Computer with at least 128GB hard drive, 8GB of RAM, and an i3 or equivalent processor (CPU)
- Device with a camera, microphone, and speaker
- Word-processing software, such as MS Word or Google Docs

ACCESSING MOODLE

To start work on Moodle, please do the following:

- Go to [Moodle](#)
- Log on (your username is your LB X# and Single Sign-On password). *If you are new to Moodle, you'll need to first claim your account by providing identifying information, setting security questions, and creating a new password. If you haven't yet done so, you can claim your account at the [Password and Account Management Portal](#). You can find additional [account setup instructions here](#). You may also contact the **Student Help Desk at (541) 917-4630** for more help.

HOW TO REACH ME

- I am happy to talk to you at any point in the term—in-person, on Zoom, by email, or by phone.
- If you cannot attend my office hours, we can schedule an appointment.
- **Email** is usually the best way to contact me. I check and respond to emails at least once a day on weekdays. I often do not respond to emails after business hours or on weekends and 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 readings and assignments
- Talk to me if you are having difficulties or falling behind

you SHOULD NOT:

- Cheat or plagiarize. Violations in academic honesty will result in failure of an assignment or failure of the course (see academic integrity statement below or [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.

ACADEMIC INTEGRITY

Academic integrity is the principle of engaging in scholarly activity with honesty and fairness, and participating ethically in the pursuit of learning. Academic integrity is expected of all learners at LBCC. Behavior that violates academic integrity policies at LBCC includes cheating, plagiarism, unauthorized assistance or supporting others in engaging in academic dishonesty, knowingly furnishing false information, or changing or misusing college documents, among others. LBCC students are responsible for understanding and abiding by the College's academic integrity policy.

PLAGIARISM

Plagiarism is a type of academic dishonesty that involves the theft of another person's idea, words, images, music/sounds, or creative works and/or deceit in the representation of who created the work by not properly crediting sources. Plagiarism, one form of cheating or dishonesty, is not just the failure to give credit for an exact quotation. Plagiarism includes both intentional and unintentional acts, such as:

- Obtaining a paper on the Internet and turning it in as your own work; this is obviously intentional.
- Handing in a paper you have submitted for another class; this is self-plagiarism.
- Copying sections of another's original document, photographs, artwork, songs/sounds, film, video images, lab project, or electronic files and putting the source material or text into one's own work without documentation, as if it were one's own original work;
- Copying a sentence, or an important exact phrase of two words or more, or a coined word (which may or may not have copyright protection) without the use of quotation marks and credit;
- Copying the structure of another's argument or premise, thesis, theory, design, or composition and merely translating key parts;
- Using another's results in one's own words without giving him or her credit, failing to document any borrowing when quoting, paraphrasing, summarizing or importing and placing a graphic, sound bite, or another medium.

*Plagiarized work will result in an award of "0" points on the assignment.

Ghostwriting is submitting work generated by machine, such as ChatGPT or other AI applications, as your own and is also unacceptable. If the work you submit at any point is suspected to be AI-generated, either by an AI checker or by me, you may be asked to provide documentation or evidence that your assignment is independent and original work. Assignments deemed to be AI-generated will result in an award of "0" points on the assignment.

**Incidents of plagiarism or ghostwriting may require intervention by LBCC's Manager of Student Conduct and Retention.

LBCC STATEMENT OF INCLUSION

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

[LBCC Equal Opportunity and Non-Discrimination Policy](#)

LBCC EQUAL OPPORTUNITY & NON-DISCRIMINATION POLICY

Linn-Benton Community College does not discriminate based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws in its programs or activities. For further information see [Board Policy 1015](#) and [Administrative Rule 1015-01](#).

TITLE IX REPORTING POLICY

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can [report](#) a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

ADDITIONAL RESOURCES

LBCC WRITING CENTER

[The LBCC Writing Center](#) provides one-on-one writing support for any enrolled student at the college. Tutors are available by appointment, on a drop-in basis, and asynchronously through the [Online Writing Lab](#) where you will receive a response within 1-2 business days.

ACCESSIBILITY RESOURCES

Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency should speak with their instructor during the first week of class. If you believe you may need accommodations but are not yet registered with Accessibility Resources, please visit [their website](#) or call (541) 917-4789 to apply.

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, at (541) 917-4877. Please also feel free to talk to me about these issues if you are more comfortable doing so.

ASSIGNMENT & QUIZ DUE DATES

(Due on Tuesdays at 11:59 p.m. unless otherwise noted)

<u>Week</u>	<u>Assignments</u>	<u>Due dates</u>
WEEK 1:	Forum post and replies	Posts DUE 9/30; Replies DUE 10/3
WEEK 2:	Email Assignment (2-part)	DUE 10/10
WEEK 3:	Intake Document	DUE 10/17
WEEK 4:	Instructions	DUE 10/26 (*Due Thursday for additional time)
WEEK 5:	Bad News Letter	DUE 10/31
WEEK 6:	Project Completion	DUE 11/7
WEEK 7:	Accident Report	DUE 11/14
WEEK 8:	Technical Descriptions	DUE 11/21
WEEK 9:	Resumes	DUE 11/28
WEEK 10:	Cover Letters	DUE 12/5 (*Final deadline for all work)

	<u>Quizzes</u>	<u>Due dates</u>
WEEK 2:	#1 Capitalization	DUE by 10/10
WEEK 5:	#2 Apostrophes	DUE by 10/31
WEEK 7:	#3 Quotation Marks	DUE by 11/14
WEEK 9:	#4 Misspelled Words	DUE by 11/28
FINALS:	FINAL QUIZ	DUE by 12/5