

**Linn-Benton
Community College**
6500 Pacific Blvd. SW
Albany, Oregon 97321

Winter Term 2018
3 Credits

CRN
33450

Location
MKH-201

Instructor
Joyce Bower

Office Hours
W 5:30-6:00 p.m. and
by appointment

Office Location
SSH-210

E-mail Address
bowerj@linnbenton.edu
(E-mail is the best way to
contact me.)

Writing 227: Technical Writing

COURSE DESCRIPTION

With this class, you'll learn processes to gather, evaluate, organize, and present written technical information to professional and technical audiences. Class activities emphasize revision, problem-solving, and teamwork.

Prerequisite: WR121

REQUIRED SKILLS

Before taking this class, you should know:

- Basic computer skills
- Basic word processing skills
- Basic internet skills

COURSE OBJECTIVES

- To introduce you to technical writing conventions so you may prepare a variety of documents appropriate in technical fields, including descriptions, instructions, proposals, and analytical reports. Any of these documents may use primary and secondary research, for a combined length of approximately 16-20 single-spaced pages over the term.
- To help you design a technical research project and use a systematic research process to collect, analyze, synthesize, and present the information in a format commonly accepted in technical writing.
- To help you understand how to revise any technical document for thoughtful content, logical organization, clarity and the relevance of your own and others' work.
- To encourage you to think critically about information you gather and to use primary and secondary information to solve problems.
- To help you become an independent, self-motivating learner.
- To increase your awareness of the impact of computers on your personal and professional lives and on society in general.

COURSE OUTCOMES

By the end of this course, successful students will be able to:

- Demonstrate technical writing skills
- Design a technical research project
- Collect and evaluate technical information
- Draft and revise technical reports
- Integrate computers into your academic, professional, and personal lives
- Demonstrate control of mechanics and format in the final formal research paper

NOTE: This syllabus (both class information and the assignment schedules) may change at my discretion.

Required Texts and Materials

- Markel, Mike. *Practical Strategies for Technical Communication*. 2nd ed. Bedford/St. Martin's, 2016.
- Computer, or access to one, with the internet
- **3 or more** ways (CD-ROMs, jump drives, e-mail) for storing your work.
- **Note: Computer problems are not a valid excuse for being late, being unprepared, or turning in late assignments.**

RESOURCES TO HELP YOU SUCCEED

- The **Writing Center**, located on the second floor of Willamette Hall, provides help with writing. Please remember, however, the people are there not to proofread your papers, but to *help* you with your writing. For more information, go to <http://www.linnbenton.edu/go/learning-center/writing-help>. You can also use the Writing Center online through the **Online Writing Lab (OWL)**.
- The **library**, located on the first floor of Willamette Hall, will be helpful when doing research for your projects. Also take advantage of OSU library, or whatever college library is around your area, and the public libraries.
- **Counseling Services** If you ever need to talk with someone about school or life situations, you can contact any of LBCC's counselors. Counseling services is located in Takena, room 101, and can be reached by phone at 541-917-4780.
- **Students with Disabilities** Students who have any emergency medical information the instructor should know of, who need special arrangements in the event of evacuation, or students with documented disabilities who may need accommodation should make an appointment with the instructor as early as possible, no later than the first week of the term. If additional assistance is required, the student should contact LBCC's Office of Disability Services.

Statement from Office of Disability Services

The Office of Disability Services (ODS) provides reasonable accommodations, academic adjustments and auxiliary aids to ensure that qualified students with disabilities have access to classes, programs and events at Linn-Benton Community College.

Students are responsible for requesting accommodations in a timely manner. To receive appropriate and timely accommodations from LBCC, please give the Office of Disability Services as much advance notice of your disability and specific needs as possible, as certain accommodations such as sign language interpreting take days to weeks to have in place. Contact the Disability Coordinator at Linn-Benton Community College, RCH-105, (541) 917-4690 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232.

MISCELLANEOUS NOTES

- **Permission to Use Student Work**
I will be using examples from student papers, which will be anonymous. Please contact me within the first week of class if you do not want your work to be used.
- Note: This syllabus may change at my discretion.
- **My Degrees**
I received my Bachelor of Arts degree in English with an emphasis in Writing from Franciscan University of Steubenville, Ohio, and my Master of Arts degree in English with an emphasis in

Rhetoric and Professional Communication from New Mexico State University.

WHAT I EXPECT FROM YOU

- Attend class, and **be punctual**.
- Be prepared for class (i.e., have the assignments completed and have your assignments, texts, and materials with you).
- Be considerate toward me and your peers.
- Care about the class and the work you turn in.
- Use the resources available to you.
- **Ask questions.** I believe this is the best way to learn. Please ask if you have a question, even if it seems off topic.
- Be familiar with the syllabus. (Note: Please come see me as soon as possible if you have any problems or questions about anything in this syllabus.)

WHAT YOU CAN EXPECT FROM ME

- Attend class, and be punctual.
- Be prepared for class.
- Be considerate to you and other students.
- Care about the class and the work you turn in.
- Be available to help you in any way I can.
- Ask questions.
- Give honest feedback.
- Listen to your concerns.
- Return assignments within a week, on average. (I may return them a little sooner or a little later, but I always try my best to get them back to you within a week.)
- Answer e-mails within two business days.

ATTENDANCE

- **Attendance is a must!** Attendance at all classes is important not only for the valuable information you will receive in classes, but also because classes will involve in-class work, discussions, and group work that are part of your grade.
- **Missing any class negatively affects your grade** because of the information you miss. Missing more than two weeks of classes may result in failing the class because of the amount of information and class activities and quizzes missed. (Keep in mind we only have 11 weeks of classes.) Those who miss more than two weeks of classes may want to withdraw from the class to avoid a failing grade.
- In-class work, freewriting, quizzes, and any other participation *cannot* be made up; therefore, your participation grade will decrease. In the case of **peer reviews**, points will be deducted from your grade for that paper, as you will be missing a major part of the writing process. This also applies to coming unprepared on a peer review day.

What are peer reviews?

On peer review days, you will bring a typed copy of your paper. **This draft should be what you would consider a final draft, ready to turn in to me.** You will exchange papers with each of the two other people in your group and provide feedback (both written and oral) to each of the two people in your group about their papers, and they each will provide you with feedback about your paper.

- Please keep in mind that not only are you missing valuable information, but also your ideas and input are very important to this class. Your groups and this class will be missing valuable input if you miss a class.
- If you are absent, please contact me. In addition, you are responsible for getting the information that you missed in class. **Please exchange information (e-mail, phone number, etc.) with others in the class, so you have people to contact.**
- Please be punctual and stay for the entire class period. Late arrivals and leaving early disrupt the class and are inconsiderate. **If you arrive later than five minutes after class begins, you are counted as absent for that day.**

PARTICIPATION

- Participation will be averaged into the final grade. Participation is considered
 - Active involvement in group work
 - Readiness for class (Read the material and write assignments *before* class.)
 - Completion of your journal, peer reviews, and in-class work
 - Active discussion in class (Your ideas are important, so speak up. I should hear your voice at least a few times during the term.)
 - Alertness, i.e. being totally present: body, mind, and spirit

- Group work is vital to this class, and the only way the group is effective is if all members of the group participate. It is important that you be present on days of peer critiquing, not only for your benefit, but also because your group members are counting on your input. Each instance of being unprepared for group work will result in a deduction from your class participation and in-class work grade.

- Cell phones and other such devices are disruptive to the class. These gadgets, therefore, should be silenced and placed out of view before class. If you need to use your phone during class, please step out of the room. **If you have your phone out during class, you will be marked as being absent.**

- Since writing and reading go together, I expect critical discussion from you concerning the reading assignments.

- Announced and surprise quizzes will occur throughout the term.

- Expect to work around **SIX hours** per week outside of class.

- Respect not only me as your instructor but also your peers as equals. We are all unique individuals entitled to our own opinions and beliefs; however, any comments, jokes, or remarks that denigrate the worth of an individual's physical/mental ability, body size, religion, race, creed, ethnic background, sexual preference, or gender are inappropriate and will not be tolerated. If you are disrespectful to your peers or me, you may be asked to leave the class for the remainder of that class period.

ASSIGNMENTS

- **Major assignments are due at the BEGINNING OF CLASS on the day they are due. Late assignments are an *inconvenience to both you and me*.** If there is something that is making it difficult to finish an assignment on time, please contact me *in private*.
- Late Major Assignments: If an assignment is turned in late, that document will be deducted 10 percent for each day late and is *not* eligible for revision. (If you are absent, please submit your assignment electronically *before* the class begins to have it be considered on time.)

Revisions

If you are unhappy with your grade on a document, you may revise for a better grade. Whatever you earn on your revision is your new grade for the document. For example, if you receive 75 percent on your first document and revise, you can potentially receive 100 percent on that document if your revision is a perfect document (and all other requirements have been met).

Revisions must include:

1. Revised document with revisions and editing
2. Graded document
3. Brief explanation of what you revised, why you revised those areas, and what you learned from revising the document

If the revision is turned in without all the above, the grade *will not* change.

- Make sure you complete and print and/or upload your assignments in enough advanced time to avoid computer, printer, internet, and e-mail problems.
- If you have trouble with turning your documents in through Moodle's Turnitin, e-mail me the document by the day and time it is due.
- Your hard work is a reflection of yourself. Using someone else's work as your own or using information or ideas without proper citations is plagiarism. **Plagiarism and/or academic dishonesty can result in failing the assignment and/or the course.** All instances of plagiarism will be reported to LBCC and become a part of your permanent academic record. (Please look in your book or ask me for help in understanding what plagiarism is and how to avoid it.) Please note that bibliographies ("Works Cited" in MLA and "References" in APA) AND in-text citations are required whenever you use sources, including internet sources.

ASSIGNMENT FORMAT AND DESIGN

Assignment Format

- With the exception of freewriting, **all work is to be typed** and have 1-inch margins unless I otherwise indicate. Use spell check, your dictionary, and your handbook. Sloppy work, including excessive misspelling, will not be accepted.
- Try to print on *one side* of the paper only.
- If submitting anything by email, please attach the work in *Microsoft WORD* (.doc) or Rich Text Format (.rtf). Some assignments will be turned in through Moodle (elearning.linnbenton.edu).

GRADING POLICY

A 90-100%

This document displays **excellent** use of language in all areas (content, organization, mechanics, formatting). This document would be appropriate to send to a demanding supervisor with high expectations, an important client, a prospective customer, or anyone else whose good opinion is vital to the writer's success or the success of their business/workplace.

B 80 - 89%

This document displays **good** use of language in all areas (content, organization, mechanics, formatting). This document would be appropriate to send to a friendly supervisor, a client the writer already knows well, or a coworker.

C 70-79%

This document displays **adequate** use of language in all areas (content, organization, mechanics, formatting). This document would be appropriate to send to a friend at work. The writer should revise this document before sending it to a supervisor, client, or someone who might want to find fault with them at work.

D 60-69%

This document still requires some work. Errors in content, organization, mechanics, or formatting mean that the message does not come through in an effective way. A coworker might have questions about what this document means. A client might worry that this writer is not detail oriented. A supervisor might question this writer's professionalism.

F 0 - 59%

A lot of different things could be going on here. The writer may have misunderstood the assignment or only completed half of it. It is possible that the writer is having some significant problems with grammar mechanics. Now would be a good time for this writer to check in with the teacher and ask for extra help.

Incomplete Grades

Incompletes will be given only in extreme circumstances. (Please see the student handbook for qualifications and descriptions for this and any other type of grade.) You must contact me before the end of the term if you need this option. If you need to withdraw from the class, you are responsible for doing so.

EVALUATION

The breakdown of your final grade is:

Total = 1000 points

<p>Documents 550</p> <ul style="list-style-type: none"> ● Professionalism Memo 50 ● Resume 125 <ul style="list-style-type: none"> ○ Peer Reviews 15 ○ Self-Assessment 10 ○ Document 100 ● Cover Letter 125 <ul style="list-style-type: none"> ○ Peer Reviews 15 ○ Self-Assessment 10 ○ Document 100 ● Description 125 <ul style="list-style-type: none"> ○ Peer Review 15 ○ Self-Assessment 10 ○ Document 100 ● Instructions 125 <ul style="list-style-type: none"> ○ Proposal Memo 15 ○ Self-Assessment 10 ○ Document 100 	<p>Presentation 200</p> <ul style="list-style-type: none"> ● Interview Write-Up 50 ● Survey Write-Up 50 ● Professional Publications Write-Up 50 ● Presentation 50 <p>Progress Report 50</p> <p>Final Project 100</p> <p>In-Class Work (Quizzes, Activities, Participation) 100</p>
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ASSIGNMENT AND FINAL GRADING

<p>Grades</p> <p>A = 90-100%</p> <p>B = 80-89%</p> <p>C = 70-79%</p>	<p>D = 60-69%</p> <p>F = 59% and below</p>
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Winter 2018 WR227 Assignment Schedule

This schedule is tentative, and I may make changes to it at my discretion. You are responsible for the assignments in this schedule. Look at it each day to see what is due for the following class and beyond. Unless otherwise stated, assignments for each week are due at the beginning of class on the day stated. All assignments completed outside class **MUST** be word processed (typed) to be accepted.

Week 1 January 10	Introductions
Week 2 January 17	<p>Reading Due:</p> <ul style="list-style-type: none"> ● Chapter 1: "Introduction to Technical Communication" ● Chapter 4: "Analyzing Your Audience and Purpose" ● On Moodle: "What Do U.S. College Graduates Lack? Professionalism" <p>Writing Due:</p> <ul style="list-style-type: none"> ● Professionalism Memorandum (Memo) Assignment
Week 3 January 24	<p>Reading Due:</p> <ul style="list-style-type: none"> ● Chapter 2: "Understanding Ethical and Legal Obligations" ● Chapter 6: "Writing for Your Readers" <p>Writing Due:</p> <ul style="list-style-type: none"> ● Peer Review: Resume and Cover Letter
Week 4 January 31	<p>Reading Due:</p> <ul style="list-style-type: none"> ● Chapter 7: "Designing Print and Online Documents" ● Chapter 14: "Writing Definitions, Descriptions, and Instructions" <p>Writing Due:</p> <ul style="list-style-type: none"> ● Final Draft: Resume and Cover Letter ● Peer Review: Technical Product Description
Week 5 February 7	<p>Reading Due:</p> <ul style="list-style-type: none"> ● Chapter 8: "Creating Graphics" <p>Writing Due:</p> <ul style="list-style-type: none"> ● Final Draft: Technical Product Description ● Proposal Memorandum for Instructions (Group Project)
Week 6 February 14	<p>No Class Meeting</p> <p>Please work with your group throughout the week. The instructions are due next week.</p>
Week 7 February 21	<p>Reading Due:</p> <ul style="list-style-type: none"> ● Chapter 5: "Researching Your Subject" <p>Writing Due:</p> <ul style="list-style-type: none"> ● Final Draft: Instructions (Group Project) ● Revisions (optional): Resume and Cover Letter

Week 8 February 28	Writing Due: <ul style="list-style-type: none"> ● Peer Review: Interview and Survey <i>Questions</i> ● Revisions (optional): Technical Product Description
Week 9 March 7	Writing Due: <ul style="list-style-type: none"> ● Conferences ● Progress Report ● Revisions (optional): Instructions
Week 10 March 14	Writing Due: <ul style="list-style-type: none"> ● Survey Write-Up ● Interview Write-Up ● Professional Publications Write-Up ● Presentations (Note: If you are not present for other students' presentations, your grade will be lowered.)

Finals Week

Week 11 March 21	Writing Due: <ul style="list-style-type: none"> ● Final Project
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Memorandum

To: WR227 Students
From: Joyce Bower *JB*
Date: Week 1
Subject: Professionalism Memo Assignment

This assignment will help you work with the article “What Do U.S. College Graduates Lack? Professionalism” by Mark Bauerlein.

Write a memorandum to fellow employees (This can be an imagined job.) about how to be professional. You will include tips for people who need to work on being more professional. Cite Bauerlein at least three times in your memorandum using MLA style. For example, the article explains how “multi-tasking” is one of the problems in the workplace (Bauerlein para. 8).

You may use bulleted and/or numbered lists. Please remember to use memo format, block paragraph format, and only one page.