

IN4.164 Technical Writing for CTE (online)

Course Syllabus

Winter 2019 ➤ CRN: 32521

Instructor: **Will Fleming**

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Office Phone: **(541) 917-4570** Office: **NSH/201**

Office Hours: **Mon 4:30-5:30 p.m.; Tues & Thurs 10:00-11:00 a.m.; Weds & Fri by appt**

Required Text: **No required textbook; all course materials posted on Moodle**

Prerequisites: **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

Students will complete:

1. Short weekly readings and lessons
2. Short weekly writing assignments
3. Quizzes
4. Online forum posts

ASSIGNMENTS (by week):

- | | |
|-----------------------------|------------------------------|
| ● Week 2 - Email | ● Week 5 - Bad News Messages |
| ● Week 3 - Intake Documents | ● Week 6 - Documenting Work |
| ● Week 4 - Instructions | Completed |

- Week 7 - Accident/Incident Reports
- Week 8 - Resumes
- Week 9 - Cover Letters
- Week 10 - Final Quiz prep
- Finals Week - 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 POLICIES

- Assignments (except quizzes and forums) may be turned in up to one week late without penalty.
- Work later than one week (or submitted after the last day of class) will be docked a letter grade (10%).
- Late assignments can not be revised/resubmitted.
- Quizzes must be completed on time to receive credit.

REWRITES/REVISION

- You may rewrite and resubmit any assignment where the original grade is 82% or lower.
- Revisions must be sent to my email – fleminw@linnbenton.edu.
- All changes you made to the work must be **highlighted** or **bold**.
- 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 fleminw@linnbenton.edu or call me at (541) 917-4570.

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 come by my office.
- If you cannot attend my office hours, I will 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 (if you have trouble viewing this in Moodle, let me know).

TO SUCCEED IN THIS COURSE

You should:

- Log into Moodle at least twice a week
- Complete all readings 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.
- 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. Drop in during regular hours or make an appointment. In addition to your draft, please bring your assignment. You may also submit your writing online at lbcc.writingcenteronline.net where you will receive a response within 1-2 business days. For more information, visit the Writing Center online at <http://www.linnbenton.edu/go/learning-center/writing-help>.

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.

Single Stop Office

Any student who has difficulty affording groceries or food, or who lacks a safe and stable place to live, is urged to contact Student Resource Navigator Amanda Stanley, mstanlea@linnbenton.edu, (541) 917-4877 (Takena/112). The navigator can connect students to resources. Furthermore, please 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.