# WR 227Z: Technical Writing

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

## Class Information

**Term:** Fall 2023

**Course CRN and Credit Hours:** 28420, 4 credit hours

**Class/Lab Location and Time:**
Red Cedar Hall 216
Mon/Wed: 11:00am-12:30pm

## Instructor Information

**Instructor:** Adam Karnes

**Email:** karnesa@linnbenton.edu

**Office Hours/Location:**
Fri: 9-10am and 1-2pm
Zoom or phone (Use the Setmore link on Canvas to schedule)

## Course Text/Materials

All class texts are free and accessible online. Refer to our Canvas course.
**All students require access to a computer with a word processor and internet access.**

## Prerequisites

WR121 with a C or higher. Students must also be competent in the use of computers, word processing, and the internet.

## Course Description

WR227 examines technical composition for business, academia, and government, with emphasis on audience awareness, rhetorical elements, analysis, and research.

## Course Outcomes

- Create documents designed to help readers make decisions and solve practical, real-world problems.
- Evaluate and adapt to different technical and workplace writing situations by analyzing audience, purpose, context, stakes, and the writer's role.

- Demonstrate mastery of technical and workplace writing conventions including clean and clear design, style, and layout of print and web communications.
- Find, evaluate, and integrate credible research in written documents clearly, concisely, and logically; credit the source as appropriate.

## Grades

| Assignment | Percent of grade |
|---|---|
| Combined Quiz Average | 10% |
| Overall Participation | 20% |
|     Class Participation | (5%) |
|     Group Participation | (15%) |
| Proposal (Getting Started) | 10% |
| Troubleshooting Page (Milestone 1) | 10% |
| Device Page (Milestone 2) | 10% |
| All Guides (Milestone 3) | 20% |
| Peer Reviews (Milestone 4) | 10% |
| Reflective Short Report | 10% |

### Overall Grade Basis

A=90-100%
B=80-89%
C=70-79%
D=60-69%
F=Less than 60%

### Extra Credit

**(3%—one time only)**
Use the LBCC Online Writing Lab for extra credit. You will need to provide evidence of your writing center usage. Ask the Writing Center to send me confirmation of your appointment or asynchronous consultation.

## General Class Expectations

### Time Expectations

A four-credit class like this one demands about four hours for the online equivalent of campus class time. In addition, a three-credit course will demand between **8 and 12 hours** of studying

*outside* of class each week. (This includes assigned readings, research, papers, and other assignments.)

## No-Show Policy

Students who do not contact me **in the first week** will be dropped from the course. Completing the email assignment or a post to a Canvas discussion will satisfy this.

## Incompletes

Only students who have completed **80%** of the course and who are experiencing **unique circumstances** will be considered for an incomplete grade. Any incomplete grade that is granted must be followed up the next term with additional course work.

## Participation

Because this class focuses heavily on collaborative work in a professional setting, you need to be in our sessions. Part of your grade will be determined by how your peers rate the quality of your contribution. **You are allowed two absences.** Each additional absence will reduce your participation score.

## Deadlines and Late Work

No late work. This class will hold you to strict, real-world due dates. Most of your work will be submitted to professionals outside LBCC for review, so meeting deadlines is crucial.

## Technology

Please have a contingency plan in case your computer stops working. A smartphone or tablet should be adequate, but isn't ideal. **Save your work**. I strongly recommend that you back up your work in more than one place. For example, consider saving to a hard drive and to the internet (Dropbox, Google Drive, etc.).
*If you lack access to technology, please email me confidentially.* The school might be able to help.

## The iFixit Project

This class incorporates a project hosted by **iFixit**, a company that offers free online repair guides for electronic devices. We will form teams and work closely with professionals at iFixit. This experience will provide you with practical and authentic technical writing experience. Your team will troubleshoot, draft, revise, and publish guides that will be available to the public online. (You do not need to be an expert in electronics repair.) **Key factors** for your success in this project include:

- Attendance: Class sessions will emphasize progress on your project. Don't skip class!
- Group involvement: Each student will play a role in the success of their group's project. A sizable chunk of your grade is based on whether you support your group with consistent and meaningful contributions.

- Communication: Just as in a professional environment, communicating clearly and regularly is vital to your success. You need to regularly engage with your team, iFixit, and me. Pay close attention to email deadlines for the project and always CC me when messaging iFixit.
- Timeliness: Because the project is large and you will be working with professionals at iFixit, you must stay on track with the milestones. Deadlines are strict.

## Canvas

Grades, readings, quizzes, and assignment descriptions are housed on **Canvas** (an online learning management system). Look for an email invitation to Canvas in your LBCC inbox. Accept this invitation to access the Canvas course.

## School Policies

### LBCC Email and Course Communications

You are responsible for all communications sent via Canvas and to your LBCC email account. You are required to use your LBCC provided email account for all email communications at the College.

### Disability and Access Statement

Use one of three approved syllabus statements located on the Center for Accessibility Resources Faculty Resources webpage.

### 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.
Equal Opportunity and Non-Discrimination Policy

## Communication Policy

### Email

I respond to email within 24 hours Mon-Fri. If you email during the weekend, you can expect a reply the following Monday. If you email shortly before an assignment deadline, it's unlikely that I can help you in time.

## Recurrent Activities

- **Readings**—Do not get behind on the weekly readings. The material informs your other assignments.
- **Quizzes**—The quizzes are not difficult, but they are a significant percentage of your grade to motivate you to complete the readings.

> • **Class sessions**—Come to class prepared to discuss the topics you've been reading about and ready to work with your group.

## Schedule

|  | **Due Saturday** (complete by 11:59pm) |
|---|---|
| **Week 1** 9/24-9/30 | **Read** ☐ |
| **Week 2** 10/1-10/7 | **Read** ☐ **Quiz** ☐ |
| **Week 3** 10/8-10/14 | **Read** ☐ **Quiz** ☐ **Write** ☐ Proposal |
| **Week 4** 10/15-10/21 | **Read** ☐ **Quiz** ☐ |
| **Week 5** 10/22-10/28 | **Read** ☐ **Quiz** ☐ **Write** ☐ Troubleshooting Page (Milestone 1) |
| **Week 6** 10/29-11/4 | **Read** ☐ **Quiz** ☐ |

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|---|---|
| | **Write**<br>☐ Device Page (Milestone 2) |
| **Week 7**<br>11/5-11/11 | **Read**<br>☐<br><br>**Quiz**<br>☐<br><br>**Write**<br>☐ First Repair Guide (Milestone 3) |
| **Week 8**<br>11/12-11/18 | **Read**<br>☐<br><br>**Quiz**<br>☐ |
| **Week 9**<br>11/19-11/25 | **Read**<br>☐<br><br>**Quiz**<br>☐<br><br>**Write**<br>☐ All Repair Guide Drafts (Milestone 3) |
| **Week 10**<br>11/26-12/2 | **Read**<br>☐<br><br>**Quiz**<br>☐<br><br>**Write**<br>☐ Final Draft of Repair Guides (Milestone 4) |

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|---|---|
| **Week 11 (Finals Week)**<br>12/2-12/9 | **Due 12/6**<br>**Write**<br>☐ Reflective Short Report |