Writing 227: Technical Writing
Winter 2017 CRN: 30562 (ONLINE)

Instructor: **Will Fleming**
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Office Hours: **M/W/F 10:00-11:00 a.m.** (& by appt)
Office Location: **NSH/201**   Office Phone: **(541) 917-4570**
Required Text: **No required text**; all handouts and readings posted on **Moodle**

COURSE OBJECTIVES

Writing 227 introduces students to the types of writing they will encounter in business, industry, the academic world and government. It examines the rhetorical nature of writing and asks students to think critically about content, audience, argument and structure. Students will learn how to effectively design documents, present instructions, create proposals and produce technical reports. Prerequisite: WR 121 English Composition.

COURSE OUTCOMES

Upon completion of the course, you will be able to:

1.) Analyze the **rhetorical needs** (the needs of your audience in relationship to the assignment) for college-level evidence-based technical writing assignments.

2.) Apply appropriate levels of **critical thinking strategies** (knowledge, comprehension, application, analysis, synthesis, evaluation) in written assignments, with an emphasis on technical, evidence-based analysis, reporting, application, and evaluation.

3.) Implement appropriate **rhetorical elements** and **organization** (summary, introduction, thesis, research-based support, visual evidence, conclusion, etc.) in your written assignments.

4.) Locate, evaluate, and integrate **high-quality information and opinion** appropriate for technical evidence-based assignments.

5.) Craft **sentences and paragraphs that communicate their ideas clearly and effectively** using words, sentence patterns, and writing conventions to make your writing clear, credible, and precise.

To begin coursework, please do the following:

1. Go to the following website: http://elearning.linnbenton.edu/.
2. Click on "Writing" and find "Technical Writing with Will Fleming."
3. Log on (username: X number (supplied by LBCC); password: your 6-digit birthday (MMDDYY).
4. After logging in, please **update your password and your email address**. **(**I cannot contact you otherwise**)**.
5. To proceed in the class, just follow the instructions listed for each week. If you have questions, please contact me.

COURSE INFORMATION

Expectations
- Check Moodle *at least* twice a week.
- Read all Moodle content and announcements carefully.
- Complete all readings and assignments.
- Contact me if you are having difficulties in the class.
- Be kind and respectful toward everyone in the class (even if you don't like them). Be courteous when communicating online.
- Don't cheat or plagiarize. Violations in academic honesty will result in failure of an assignment or failure of the course.

Late Work Policy
- You may turn in work up to **one week late with a half-letter grade penalty** (*****excluding forum posts and the final technical report).
- You may turn in work up to **ten days late with a full letter grade penalty**.
- Forum posts and the final report cannot be turned in late.
- Work turned in **more than two weeks late will receive a score of zero** (0). *****NOTE: If you foresee a problem getting your work in on time, contact me as soon as possible (I'm a reasonable guy, so get in touch with me if there's an issue).

Rewritten Assignment Policy
- You may re-submit any assignment (except the final report) demonstrating significant revisions when the original grade was a B- or lower (< 84%). (*****Plagiarized work may not be rewritten and will receive a final score of zero [0].)
- Forum posts may not be rewritten.
- All rewrites are due within two weeks of the day I post your grade on Moodle.

Communicating With Me
- I am happy to talk to you about this class and/or your writing at any time.
- I am available by email or in person during my office hours (listed at the top of the syllabus). If you cannot attend my office hours, I will schedule an alternative time when we can meet.
- I check and respond to emails Monday through Friday. I will not always respond to emails after business hours or on weekends or holidays.

Accessing Grades
- I will make every effort to grade and return your work promptly.
- I will talk to you about your grade if you have questions.
- I will post grades and feedback on Moodle.

LBCC Writing Center

From initial ideas to final drafts, the LBCC Writing Center can help you take your writing to the next level. Please feel free to drop in during regular hours to work one-on-one with one of the supportive Writing Assistants. In addition to your draft, please bring your assignment and any questions you have. You may also submit your writing online at lbcc.writingcenteronline.net where you will receive a personalized response within 1-2 business days. For more information, visit the [Writing Center online](#).

Disability Services

Students who may need accommodations due to documented disabilities, or who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you think you may need accommodation services, please contact Center for Accessibility Resources [(CFAR)](#) at (541) 917-4789.

LBCC Non-Discrimination Policy

Everyone is welcome at LBCC, regardless of whether they are black, white, Latino, native, gay, straight, Christian, Muslim, Jewish, 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.

COURSE ASSIGNMENTS LIST

#1. Personal Writing Process Essay: Discuss your typical writing strategy for class assignments, workplace documents, or other forms of writing you do (grant writing, for example). How do you assess your audience and writing purpose? How might some of the ideas in the "Key Concepts" reading help to improve your process? Using a comparative strategy of your writing approaches is one possibility for the assignment. (about two (2) typed and double-spaced pages) **(7.5%)**

#2. Delivering Bad News/Apologies: A formal letter (about a page) in response to the assignment prompts that delivers bad news and/or makes an apology **(7.5%)**

#3. Ethics Memo: A memo response (about a page) based on two possible workplace ethical dilemmas **(10%)**

#4. Employment Documents (2 separate documents): **Job inquiry email letter** (no more than 1 page) to inquire about potential job openings **and** an **Employment opportunity cover letter** (1-2 pages) addressing an actual job posting **(10%)**

#5. Instructions: A step-by-step description of a technical process (other than writing) **at least three typed and double-spaced pages**. Visual aids may be included but should not replace text (this is a writing course, after all!). **(10%)**

#6. Technical Report Memo – A brief (one to two page) memo providing a description/overview of your proposal/report idea and list some of your preliminary sources. **(10%)**

#7. Technical Report – A comprehensive technical report or proposal (length varies depending on subject matter and approach) **(30%)**

Quizzes: Four different quizzes on grammar/mechanics throughout the term **(10%)**

Participation: Class participation includes peer reviews, forum posts, etc.) **(5%)**