



WR 227: Technical Writing

Instructor Shobana Breeden

Course	WR 227	Time	T R 8:30 to 9:50
Term	Fall 2018	Office Location	SSH 206
CRN	26176	Office Hours	T R 10:00 to 11:00
Credits	3	Phone #	541-917-4835
Location	NSH 109	Best Contact—Email	shobana.breeden@linnbenton.edu

Introduction

Welcome to Writing 227—writing is an invaluable skill that helps you communicate your ideas and interests with the world. This course will incorporate visual communication through document design and visuals to help you develop and strengthen your academic writing skills and prepare you for other writing you will do both here at Linn-Benton and beyond in the workplace. Attendance and participation are vital and required for success in this class.

Findings

Student Learning Outcomes

Upon successful completion of the course, students will be able to

- Analyze the rhetorical needs (the needs of their audience in relationship to the assignment) for college-level evidence-based technical writing assignments.
- Apply appropriate levels of critical thinking strategies (knowledge, comprehension, application, analysis, synthesis, evaluation) in their written assignments, with an emphasis on technical, evidence-based analysis, reporting, application, and evaluation.
- Implement appropriate rhetorical elements and organization (executive summary, introduction, thesis, development and research-based support, visual evidence, conclusion, etc.) in their written assignments, with an emphasis on technical evidence-based analysis, reporting, and evaluation assignments.
- Locate, evaluate, and integrate high-quality information and opinion appropriate for technical evidence-based assignments.
- Craft sentences and paragraphs that communicate their ideas clearly and effectively using words, sentence patterns, and writing conventions at a high college level to make their writing clear, credible, and precise.

Course Description

WR 227 Technical Writing: 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.

This class combines on-campus instruction with some online activities to maximize students' learning opportunities. Online activities supplement our weekly on-campus hours to fulfill requirements for earning three credits in this course. The online portion of this class involves regular participation in our Canvas online class-site for assigned readings, activities, and to review course materials and grades, so get in the habit of checking for these each week on the Course Schedule.

It is not essential that you have a computer and Internet access at home to take this class, although that makes taking this class more convenient. If you do not have online access at home, Linn-Benton (LBCC) offers computer labs at the Albany, Benton, Lebanon, and Sweet Home campuses. On the Albany campus, LBCC provides computers and software in support of instructional programs for general use in the Albany campus Library (Willamette Hall, room WH 137). Laptops are also available for checkout.

Prerequisites

LBCC requires WR 121 English Composition with a grade of C or better to take this class. This ensures students can meet the research and writing requirements for a 200-level college course.

Required Texts & Materials

Find the following texts in the Linn-Benton Bookstore:

- *Practical Strategies for Technical Communication at Linn-Benton Community College*, by Mike Markel, Second Edition, ISBN 978-1-319-14779-2 25868-0, by John M. Lannon and Laura J. Gurak (Brown Cover)
- This course uses Canvas for online eLearning (instead of Moodle), so have reliable access to a computer and the Internet.

Grade Scale

Letter Grade	Percentage	Points
A	90%—100%	900—1000
B	80%—89%	800—899
C	70%—79%	700—799
D	60%—69%	600—699

Assignments and Points

Introduction Email	10	Informal Outline	30
Core Résumé	50	Graphic Format	75
Topic Proposal	75	Works Cited	20
Letter of Transmittal	40	Final Report Draft	40
Summary & Response Memo 1	100	Final Report	250
Instructions	50	Quizzes	120
Summary & Response Memo 2	100	Attendance/Participation	40
Total Points:			1000

Assignment Note & Submissions

Note that as the goal of this class is to successfully complete a final report, if the final report results in a failed grade, the class cannot be passed. Also, as a way to conserve resources, including your own printing budget, all assignments must be turned in 1st through Canvas or 2nd to my email. Our online class-site on Canvas allows for submitting compatible .doc, .docx, .odt, and .rtf type files (Microsoft Word, Open Office, and Root Text files). Other file types like .pdf will not work since they are incompatible or don't allow for my comments. Ask about converting Google Docs, Mac, or other file types to the compatible file types as needed.

Late Assignment Policy

Often in a professional setting or workplace, late work cannot be submitted. However, here's the policy for this course:

- There will be up to a 25% loss for work submitted past the due date/time for up to one week late. For example, a late assignment earning 32/40 points would then earn 22/40 points. The sooner you turn in the less points discounted.
- There is 0% credit for anything over one week late.

The weeks will be measured by class meetings: a paper due on Wednesday will be one week late if you turn it in by our next Wednesday class meeting and still earn reduced points. It will be more than one week late if you turn it in after that class, which means earning no points for the late assignment. All due dates are on the course schedule and in our Canvas class-site.

One Free Late Assignment Option. You may hand in one assignment one week late of the regular due date/time without penalty. When you do so, please 1) send me an email to let me know, and then 2) when later submitting it late, label it as your "One Free Late Assignment" in your heading so I know to grade it without discounting points.

Two Revisions Option. In this class, you may revise up to two assignments for a completely new grade and turn them in 7 days after you receive them back graded in Canvas. You cannot use this option for Late Work or to revise assignments after Week 7 due to practical, near-the-end-of-term reasons: the Summary & Response Memo 2 assignment is the last assignment that can use this option. My comments on the graded assignments will assist during revisions, and you can also visit the writing center for help with revising. Revisions are returned with a revised rubric but without comments by the end of the term and will never lower your original points. A tip would be to revise those assignments worth the most points or those that will gain the most points back for you. Also, a “One Free Late Assignment” may be revised using this option as it is technically not late.

Points for Attendance/Class Activities/Reading Quizzes

Attendance and participation are monitored daily, and each class session is worth 2 points, 1 for each. If you miss more than 3 class sessions, you risk not passing the course. Lateness may result in a recorded absence and incomplete class activities may result in a reduction of points. **Please check our online class-site on Canvas and email me as soon as you know you’ll miss a class for my help to stay current.**

Incomplete Grade Policy. LBCC explains the incomplete grade (I) may be issued for non-completion of course work at the discretion of the instructor. For this course, when some essential requirement of the course has not been completed (due to an unexpected emergency late in the term), an incomplete can be requested by the student and is granted at the instructor’s discretion. An incomplete is set up as a contract agreed on and developed by both the student and instructor before the end of the term. As a policy for this class, 75% of the course must be completed for an incomplete grade to be an option.

Conclusion

Guidelines for Communication Policy

It is LBCC’s policy that cell phones or other similar wireless electronic devices must not be used during any test, quiz or other student assessment without the prior approval of the instructor/supervising staff member. I appreciate cell phones and other communication devices being placed in a non-audible mode while in the classroom to avoid a distraction for you and your class-mates. If you need to communicate during class for an important reason, please sit by the door to answer and use devices outside the classroom.

Basic Needs Statement

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Single Stop Office for support (541-917- 4877, SinglestopatLBCC@linnbenton.edu, or visit us on the web www.linnbenton.edu under Student Support for Current Students). Our office can help students get connected to resources to help.

Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

Behavior, Expectations, and Academic Honesty

On enrollment to LBCC, students are held accountable to the *Student Rights & Responsibilities and Conduct Code (7030-01)*, which outlines expectations for student conduct and academic honesty (including cheating and plagiarism). Linn-Benton Community College students, as free citizens and members of a learning community, enjoy particular rights. Along with these rights is the responsibility to conduct oneself in accordance with the standards of the college that are designed to advance student learning. LBCC is committed to educating students regarding academic honesty:

Students at LBCC are responsible for pursuing their studies with honesty and fairness, and in a manner that respects the rights and dignity of others. Students must not engage in acts of dishonesty. Academic dishonesty includes, but is not limited to, such acts as forgery, changing or misuse of college documents and records of identification, cheating, plagiarism, aiding or abetting cheating or plagiarism, knowingly furnishing false information to the college or copying college software.

Academic dishonesty may result in the failure of an assignment or the failure of this course. For more understanding of conduct or academic honesty policies of LBCC, reach out to an instructor or review the policies online:

<https://www.linnbenton.edu/faculty-and-staff/administrative-information/policies/board-policies-and-administrative-rules/7000-series-student-services/administrative-rule-no-7030-01-student-rights-respon.php>

LBCC Email and Course Communications

It is LBCC's policy that you are responsible for all communications sent via Moodle and to your LBCC email account. You are required to use your LBCC provided email account for all email communications at the College. You may access your LBCC student email account through Student Email and your Moodle account through Moodle. (However, this class uses Canvas in place of Moodle.)

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.

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.

Campus Police/Emergency Resources

You may review emergency services and resources at the LBCC *Public Safety* website. Campus Safety can be reached using the 'Code 2' button on any campus phone or by dialing x411 on campus or (541) 917-4440 off campus. Dial 911 for off campus emergencies.

Public Safety link: <https://www.linnbenton.edu/future-students/stuff-parents-want-to-know/public-safety>

Disability and Access Statement

You should meet with your instructor during the first week of class if

1. You have a documented disability and need accommodations.
2. Your instructor needs to know medical information about you.
3. You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources (CFAR) Online Services webpage every term in order to receive accommodations. If you believe you may need accommodations but are not yet registered with CFAR, please visit the CFAR Website for steps on how to apply for services or call 541-917-4789.

Recommendations

Continuously Access this Course on Canvas

This course has enabled open enrollment. Students can self-enroll in the course once I share the link with you in an email once your attendance has been noted. Let me know by email if you experience any issues with the process.

Tips for Success in This Class

This course is designed to offer you experience with common business documents so you gain skills and tools that will be useful both in your workplace and for other classes that develop similar projects. The primary software used in demonstrations is Microsoft Word. While Google Docs offers many capabilities, it is limited for document design, and so downloading your free Microsoft Office 365 early on is helpful. **Microsoft Office 365 is free for all LBCC students (for the duration of time that they are students) and available with step-by-step, visual instructions on how to complete the download here:** <http://library.linnbenton.edu/office365>

Changes to the Syllabus

I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Canvas Announcement, or through LBCC e-mail.

Campus Resources

Student Help Desk	WH 1 st Flr	541-917-4630	helpdesk@linnbenton.edu
Library	WH 1 st Flr	541-917-4638	libref@linnbenton.edu
Testing Services	RCH 111	541-917-4781	onlinecpt@linnbenton.edu
Learning Center	WH 2 nd Flr	541-917-4684	tutortrac.linnbenton.edu
English Language Learner Resources	WH 2 nd Flr	541 - 757 - 5111	tutortrac.linnbenton.edu
Tutoring Center	WH 2 nd Flr	541-917-4684	tutortrac.linnbenton.edu
Writing Center (Campus & Online/OWL)	WH 2 nd Flr	541-917-4708	tutortrac.linnbenton.edu

(Scroll for Course Schedule.)

WR 227 Course Schedule

PS = Practical Strategies for Technical Communication at Linn-Benton Community College

*Due dates are in bold. Complete Readings & Activities before each week.

**Schedule subject to change. Changes will be announced in class, online, and/or by email.

September – October 2018			
	Tuesday	Thursday	Readings & Activities
Week 1	September 25 Technical Writing in the World	27 Due: Introduction Email, 10 Points submit by 11 pm to my email	Reading Quiz: PS Chapter 1 & 2, 10 points (Available Thurs. – Sun. 11pm in Canvas)
Week 2	October 2 Final Report Topics & Groups	4 Due: Core Resumé, 50 Points—bring copy to class and submit by 11 pm in Canvas Workshop Resumé in class Handout: MLA Take-Home Quiz	Reading Quiz: PS Chapter 4 & 11, 10 points (Available Thurs. – Sun. 11pm in Canvas) Read: your choice of 1 of 4 Pew Research articles accessible on Canvas inside the Week 2 module to help decide your topic & group before 10/9 for Group Meeting 1
Week 3	9 Group Meeting 1	11 Due: Topic Proposal, 75 Points submit by 11 pm in Canvas Focus on Research	Reading Quiz: PS Chapter 5, 10 points (Available Thurs. – Sun. 11pm in Canvas) MLA Take-Home Quiz: PS Appendix p450—453 & p472—484, 40 Points (Available Thurs. – Sun. 11pm in Canvas)
Week 4	16 Who is Your Audience?	18 Due: Letter of Transmittal, 40 Points submit by 11 pm in Canvas	Reading Quiz: PS Chapter 6, 10 points (Available Thurs. – Sun. 11pm in Canvas)
Week 5	23 Group Meeting 2	25 Due: Summary & Response Memo 1—bring copy to class and submit by 11 pm in Canvas, 100 Points Workshop Summary & Response Memo 1 in Class	Reading Quiz: PS Chapter 14, 10 points (Available Thurs. – Sun. 11pm in Canvas)

October – December 2018			
	Tuesday	Thursday	Readings & Activities
Week 6	<p>30</p> <p>Focus on Graphics</p>	<p>November 1</p> <p>Due: Instructions, 50 Points—bring copy to class and submit by 11 pm in Canvas</p> <p>Workshop Instructions in Class</p>	<p>Reading Quiz: PS Chapter 7, 10 points (Available Thurs. – Sun. 11pm in Canvas)</p>
Week 7	<p>6</p> <p>Group Meeting 3</p>	<p>8</p> <p>Due: Summary & Response Memo 2, submit by 11 pm in Canvas, 100 Points</p>	<p>Reading Quiz: PS Chapter 8, 10 points (Available Thurs. – Sun. 11pm in Canvas)</p>
Week 8	<p>13</p> <p>Customizing Headings</p>	<p>15</p> <p>Due: Informal Outline, 30 Points Due: Graphic Format, 75 Points—bring copy of both to class and submit by 11 pm in Canvas</p> <p>Workshop Informal Outline & Graphic Format</p>	<p>Reading Quiz: PS Chapter 12, 10 points (Available Thurs. – Sun. 11pm in Canvas)</p>
Week 9	<p>20</p> <p>Due: Works Cited, 20 Points Due: Final Report Draft, 40 Points—bring copy of both to class and submit by 11 pm in Canvas</p> <p>Peer Review Final Report Draft Workshop MLA/Works Cited</p>	<p>22 No Class—Happy Holiday!</p>	
Week 10	<p>27</p> <p>Style & MLA Essentials</p>	<p>29</p> <p>Due: Final Report, 250 Points submit by 11 pm in Canvas</p>	
Final	<p>Tuesday, December 4th, 7:30 - 9:20 a.m. Presentation: bring a 1-page print copy of your graphic from your final report, including the paragraph before and after the graphic, to share and discuss with the class.</p>		