

# WR 227: Technical Writing Syllabus

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

## Class Information

**Term:** Winter 2022

**Course CRN and Credit Hours:** 33450, 4 credit hours

**Class/Lab Location and Time:** Online plus live Zoom sessions on Tuesdays at 1pm

## Instructor Information

**Instructor:** Adam Karnes

**Email:** karnesa@linnbenton.edu

### Office Hours/Location:

Thurs: 2-3pm

Fri: 10-11am

Zoom or phone (Use the [Setmore link](#) on Canvas to schedule)

## Course Text/Materials

*Practical Models for Technical Communication*, by Shannon Kelly (2021)(ISBN: 9781943536955)

**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%
Weekly Activities Average	15%
Email Assignment	5%
Proposal	10%
Audience Analysis	10%
Annotated Bibliography	15%
Rough Draft	(5%)
Final Version	(10%)
Instructions	10%
Rough Draft	(3%)
Final Version	(7%)
Report	25%
Rough Draft	(10%)
Final Version	(15%)

## 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 three-credit class like this one demands about three hours for the online equivalent of campus class time. In addition, a three-credit course will demand between **6 and 10 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 your active participation is crucial for your learning and assessment, **part of the class grade is based on participation**. Your active involvement is especially important in an online class. If you're struggling to stay engaged, please reach out to me.

### Live Sessions

Attending the live Zoom sessions will help you. We'll discuss assignments and course concepts. Attending sessions contributes to your participation grade. If you absolutely can't attend, watch the recorded lecture before the end of that week.

### Deadlines and Late Work

Refer to the schedule for specific weekly and term deadlines.

**I do not accept late assignments.**

[Exception: Each student may turn in **one** assignment after its deadline. Please do not waste this privilege; save it for an emergency. Notify me by the due date that you are taking advantage of the "emergency late assignment policy." Mention this in the comment box in the specific assignment's submission area on Canvas. **No work may be submitted after Wednesday, 3/16.**]

## Rewrites

You are encouraged to resubmit an assignment if you believe you could do better work. I will consider changing the grade if I believe the rewrite is a *significant improvement*. **Any rewrites must be submitted by 3/16.**

## 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.

## Writing Format

**All written assignments must be submitted electronically on Canvas.** (If Canvas isn't working, send via email by the due date.)

## 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.

### Office Hours

If you need to talk, I'm available via Zoom or phone. My office hours this term are Thursdays 2-3pm and Fridays 10-11am. Please use [my scheduling link](#) to reserve an appointment.

## Recurrent Activities

- **Readings**—Do not get behind on the weekly readings. The material in the textbook informs your other assignments. If you don't read the text, you won't know what to do.
- **Quizzes**—The quizzes are not difficult, but they are a significant percentage of your grade to motivate you to complete the readings.
- **Activities**—Complete the weekly independent activity to stay engaged and demonstrate your mastery of concepts. These will typically take about an hour.
- **Communication Assignments**—You have a draft or finished communication assignment due every week. Plan ahead and stay on track. If you miss an assignment, don't give up! You can still pass the class.

## Schedule

	<b>Due Saturday</b> (complete by 11:59pm)
<b>Week 1</b> 1/2-1/8	<p><b>Read</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Practical Models</i>, chap. 1 (Fundamentals) and 7 (Workplace Communication)</li> </ul> <p><b>Quiz</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Write</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Email Assignment</li> </ul>
<b>Week 2</b> 1/9-1/15	<p><b>Read</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Practical Models</i>, chap. 2 (Ethics)</li> </ul> <p><b>Quiz</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Write</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Analyzing Technical Writing</li> </ul>

<p><b>Week 3</b> 1/16-1/22</p>	<p><b>Read</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Practical Models</i>, chap. 3 (Layout and Design)</li> </ul> <p><b>Quiz</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Write</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Audience Analysis</li> </ul>
<p><b>Week 4</b> 1/23-1/29</p>	<p><b>Read</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Practical Models</i>, chap. 10 (Proposals and Short Reports)</li> </ul> <p><b>Quiz</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Write</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposal</li> </ul>
<p><b>Week 5</b> 1/30-2/5</p>	<p><b>Read</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Practical Models</i>, chap. 5 (Research)</li> </ul> <p><b>Quiz</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Write</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annotated Bibliography Draft</li> </ul>
<p><b>Week 6</b> 2/6-2/12</p>	<p><b>Read</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Practical Models</i>, chap. 6 (Job Materials)</li> </ul> <p><b>Quiz</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Write</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Finished Annotated Bibliography</li> </ul>

<p><b>Week 7</b> 2/13-2/19</p>	<p><b>Read</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Practical Models</i>, chap. 9 (Instructions and Procedures)</li> </ul> <p><b>Quiz</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Write</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Instructions Draft</li> </ul>
<p><b>Week 8</b> 2/20-2/26</p>	<p><b>Read</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Practical Models</i>, chap. 8 (Definitions and Descriptions)</li> </ul> <p><b>Quiz</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Write</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Instructions</li> </ul>
<p><b>Week 9</b> 2/27-3/5</p>	<p><b>Read</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Practical Models</i>, chap. 11 (Formal Reports)</li> </ul> <p><b>Quiz</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Write</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Report Draft</li> </ul>
<p><b>Week 10</b> 3/6-3/12</p>	<p><b>Read</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Practical Models</i>, chap. 12 (Make Technical Communication Work for You)</li> </ul> <p><b>Quiz</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> <p><b>Write</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Finished Report</li> </ul>



<b>Week 11 (Finals Week)</b> 3/13-3/19	<b>Wednesday 3/16 by 11:59pm</b> <input type="checkbox"/> Optional revisions due
-------------------------------------------	-------------------------------------------------------------------------------------

**The instructor reserves the right to make changes to the schedule. Any changes made will not result in assignments being due sooner than listed in the original syllabus.**