WR 227 – Technical Writing

Summer Term 2021 / CRN 15725 / 4 credits

<u>Note</u>: **Due to COVID-19, all classes this term will be conducted remotely/electronically— we will not meet formally during the scheduled class time, but you will be completing 9-12 hours of work per week on your schedule.**

Instructor Information

Instructor: Professor Robin Cedar
Office Hours: Mondays/Thursdays @ 1:00pm – 2:00pm
Office Location: Online via Zoom (https://linnbenton.zoom.us/j/92249671316)
Office Phone: N/A
E-mail: cedarr@linnbenton.edu

Course Description

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.

<u>PREREQUISITE</u>: Completion of WR121 with a C or higher.
<u>RECOMMENDED</u>: Successful completion of WR122 and/or WR123 is strongly recommended.

Learning Outcomes for WR 227

1. Create documents designed to help readers make decisions and solve practical, real-world problems.
2. Evaluate and adapt to different technical and workplace writing situations by analyzing audience, purpose, context, stakes, and the writer's role.
3. Demonstrate mastery of technical and workplace writing conventions including clean and clear design, style, and layout of print and web communications.
4. Find, evaluate, and integrate credible research in written documents clearly, concisely, and logically; credit the source as appropriate.

Required Texts

No required textbook; all readings will be provided digitally.

Required Materials

- Materials (notebooks or computer) for notes, activities, etc.
- Access to the internet for our class website and research

- Basic computer literacy (the ability to navigate the internet, answer/compose emails, and to locate, read, and/or write an electronic document)

How to be Successful in this Class

1. Check the class website & your email *daily*. Many students struggle with navigating an online class as it requires self-discipline. You should check materials for the class *every day* and maintain an effective schedule to stay on task. Contact me if you're struggling to stay on top of the assignments!
2. Be prepared for class each week by completing assignments and readings. The class experience will be richer for you when you have the background information needed. You will not gain anything if you are not prepared. Take notes on the readings as you read and watch the optional videos I provide!
3. Challenge yourself to do your best work. You will get from this class what you put into this class: a willingness to learn and grow is important not just for school, but for life.
4. Review the syllabus and learn the policies/procedures for this class. Understand your rights and responsibilities as a student and as a class member. Save your syllabus throughout the term so you can refer to it with questions or concerns.
5. Ask questions, especially if you need clarification. Come visit me during my office hours, email me when you have questions, and use the resources available to you! I can't help you if I don't know something is wrong and my job is to help you succeed! I *want* to help!

Course Requirements

Course Requirement	Percentage of Grade
Email Assignment	5%
Analyzing Technical Document Assignment	10%
Resumé and Cover Letter Assignment	15%
Business Communication Outside the USA	20%
Final Website Project	25%
Weekly Tasks & Quizzes	15%
Writing Center Consultation & Reflection Task	10%

Email Assignment

During the first week of class, this assignment will help you practice with professional emails. It will also allow you to introduce yourself to me as a student and as a person. Email communication is one of the primary modes of workplace communication. Good email habits will make you look professional. Good emails will be read. Poorly written emails often get ignored. Emailing effectively will help you achieve what you want in your work life. This assignment helps you practice/learn this vital skill.

Analyzing Technical Document Assignment

Before you start writing technical documents, you'll be asked to analyze someone else's document. Sometimes it's easier to see flaws in someone else's work rather than our own! Once you see them,

you can avoid them in your writing. This assignment therefore invites you to synthesize the technical analytical skills learned in the first week of class and apply that knowledge practically.

Resumé and Cover Letter Assignment

Almost everyone, if not everyone, who hopes to get a job in the US (or indeed wishes to apply for any position) will write a resumé and cover letter at some point. However, many people do not understand the rules and skills necessary for successful resumé and cover letters. This assignment will emphasize those important skills, including not just the written content but the style/design elements necessary to create effective communication.

Business Communication Outside the USA Assignment

You will demonstrate your knowledge of audience awareness/analysis to design a one-page info-sheet to give to your "employees" about to conduct business in another country. This assignment will ask for not just successful technical writing but successful technical design to create a brief (one-page) but thorough analysis of business in another country. This assignment also emphasizes the importance of locating quality, credible sources.

Website Project

Your final project for this class will ask you to take all the skills you've learned over ten weeks (now condensed into five for this class) and apply it to an expansive, thorough website project. A project in four steps, this website project will ask you to utilize your skills of analysis, technical writing, technical design, skillful proofreading, research ability, and exceptional audience analysis.

Weekly Tasks & Quizzes

Each week, you will be asked to complete smaller writing assignments. These might include but aren't limited to: reading quizzes, short analytical assignments, proof-reading assignments, weekly discussion posts and/or collaborative assignments, and/or self-reflections. These assignments provide an opportunity to reflect and articulate your understanding of class materials. Graded on completion, these assignments seek for you to synthesize the information presented to you in this class, and give an opportunity to ask questions and receive feedback.

Writing Center Consultation & Reflection

At least once this term, you will utilize the Online Writing Lab (OWL) service through the Writing Center. You will submit a rough draft of one of your essays for online feedback. Once you have received this feedback, you will write a short reflection essay describing your experience.

Note*: There is no final exam for WR 227; your final project will serve as a substitute to a formal written exam.*

Grading

Grade Range	Grade Meaning

90% - 100% = A	Exceptional Achievement
80% - 89% = B	Superior Achievement
70% - 79% = C	Satisfactory work, meets requirements
60% - 69% = D	Requirements not met, but worthy of credit
59% and below = F	Failure to meet requirements

A note on grading: in a writing class, each assignment you turn in does not automatically begin with full points that are then docked as the teacher finds things that are wrong or missing. Rather, each assignment begins with zero points; each point awarded is earned through your effort.

Please note that I will not "round up" final grades at the end of the term, so please do not ask me to do so. Grades *will* be calculated based on the preceding scale. 89.9% *is* a B, 79.6% *is* a C, etc. To revise any scores simply to alter a final grade defeats the purpose of the carefully designed rubrics and policies that I must apply across the board to all assignments.

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.

Course Policies: General Expectations for Technical Writing

General Overview:

You are responsible for your own learning in this class. My job is to provide you with opportunities to expand your understanding of Technical Writing, but it is up to you to take advantage of those opportunities effectively! I am always here to help. My motto is: I can't help you if I don't know that something is going on! I ask that you communicate with me and let me know the ways in which I can help your learning in this class. My job is to help you succeed and I *want* you to succeed; if I can do anything to help your learning in this class, please let me know!

General Workload:

This is a rigorous class; there are at least two assignments due each week. As a five-week intensive course, there is likely something due daily, Monday through Friday. If you are balancing a heavy class schedule, a work-school schedule, or have other requirements and responsibilities that make you uncertain about your ability to commit time and effort to this class, you might consider taking this class during another term. You will be expected to complete 9-12 hours of work per week for this class. This is a 5-week course that contains 10 weeks of material: it is accelerated and, therefore, demanding.

Sometimes, the schedule can change. You are responsible for knowing and implementing any changes to the schedule or expectations on assignments. **You should be checking Canvas and your email <u>daily</u> for these updates.**

Attendance:

Attendance will be assessed by the successful completion of weekly tasks including but not limited to: group discussions, task analysis, writing assignments, reading quizzes, etc. Failure to complete these assignments in a timely manner will result in lost assignment points and/or participation/attendance points.

Course Policies: Assignment Expectations

Submitting Assignments:

All assignments will be due on their due date by 11:59pm (PST). All work will be submitted online through Canvas. Any work that is not turned in through Canvas (by email, by google docs) will still be considered late, barring extenuating circumstances (such as power outages or site outages).

Note that if you do not manually change your time zone on Canvas to Pacific Standard Time (PST), deadlines will show at a different time. Be sure to make this change to ensure you turn assignments in on time. Canvas defaults to Mountain Standard Time (MST) which is one hour ahead. **If you see deadlines different from 11:59PM, you are on the wrong time zone.**

Formatting Guidelines:

Technical documents do not look like academic documents. Therefore, you should be writing documents that are **single-spaced** and use standard (1 inch) margins. Use 12-point, Times New Roman or equivalent eye-friendly font. You should not write paragraphs longer than 8-lines.

Late Assignments:

Be sure you are planning accordingly to submit work on time. **Late work will lose 5% of its total grade for each day it is late.** If an assignment has not been turned in within **seven days** of its due date, I will no longer accept it unless you contact me via email. Late work will not receive written feedback from me (although I am always happy to discuss your assignment during my office hours!).

Naturally, unexpected events happen! If you experience an emergency or unexpected issue in completing your assignments, please contact me. **I provide a 12-hour grace period on assignments.** As long as an assignment is submitted within 12 hours of a deadline, it will not be considered late.

If you are concerned that you will not be able to make a due date (even with the 12-hour grace period), *please* let me know so we can work together on solutions— in most cases, if I am contacted 24 hours before a due date, I will grant an extension request (no questions asked!). If you encountered technology issues or life-related issues, let me know once you're able and I'm happy to work out new deadlines, make-up assignments, or other accommodations.

Make-Up Assignments:

If you are concerned about your grade because of a missed or failed assignment, you may get in touch to discuss make-up assignments. However, this will require more work on your part and make-up assignments cannot earn higher than 75%. So, it's always better to complete the original assignment when possible! I also reserve the right to deny a request for make-up assignments. **I refuse all requests that I receive after week 3 of our course (week 8 of the overall term).**

Plagiarism / Cheating:

Students at LBCC are expected to behave honestly. Any plagiarism – that is, using ideas, information, words, phrases, sentences, or paragraphs from someone else's essay, book, article, website, etc. without giving full accurate credit to the original source – including forgetting to put quote marks on copy-paste – has serious consequences, up to an F for the class and/or a written report for further disciplinary action. Recycling your own work from other classes is considered self-plagiarism and is not allowed without prior written approval from me.

Extra Credit:

Students who bring an assignment draft to the Writing Center to receive feedback will receive extra credit on that assignment, after the initial requirement is met. (Limit one extra credit boost per assignment.) If you elect to get extra credit, be sure to forward me the email that either 1) confirms your Zoom meeting or 2) features the feedback you received via the OWL google doc.

Course Policies: Electronic Policies

Canvas:

This class will use the online platform Canvas instead of Moodle. I use Canvas because most four-year universities use Canvas, so this provides practice learning this platform for those of you who hope to eventually transfer. I also just think it's a better system than Moodle. However, it is not supported by LBCC so if you ever encounter problems with Canvas, please contact me rather than the student help desk.

Contacting Me:

The easiest and fastest way to contact me is through my LBCC email (available on the first page of this syllabus). Please note that, legally, I can only communicate with you regarding the class, your assignments, feedback, and grades through your official LBCC email. I will not respond to non-LBCC emails.

I aim to respond to emails within 24 hours; if it has been longer than 48 hours and you have not heard back from me, please send me a follow-up email!

I stop checking my email after 5pm every weekday (Monday – Thursday) and I do not check my email consistently on weekends (Friday – Sunday). Please plan accordingly when contacting me and understand there might be a longer delay when I'm contacted on weekends.

It is your responsibility as a student to conduct yourself with rhetorical awareness, compassion, and consideration in your correspondence. Therefore, emails that are not properly addressed or without the proper respect and awareness expected of a student to teacher email will remain unanswered.

I reserve the right not to respond to emails that ask questions I have already answered on the syllabus or on an assignment sheet.

Resources Available to You

Student Disability Accommodations:

You should meet with and contact 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 Online Services web page 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 at www.linnbenton.edu/cfar for steps on how to apply for services or call 541-917-4789.

Writing Center and OWL (Online Writing Lab):

From invention to revision, beginning to end, 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 a Writing Assistant. In addition to your draft, bring your assignment and any questions you have. You may also submit your writing online at lbcc.writingcenteronline.net where you will get a personalized response within 2-3 business days.
https://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/writing-support/index.php

Note: Instructor reserves the right to make changes in the course syllabus.