

**Writing 227**  
**Technical Writing**  
**Fall 2016**

WR227	<a href="#">26059</a>	RODGER, R	TECHNICAL WRITING	3	T R	11:30-12:50pm 11:30-12:50pm	27-SEP 29-SEP	IA-233 NSH-108
-------	-----------------------	-----------	----------------------	---	--------	--------------------------------	------------------	-------------------

Instructor: Robert C. Rodger

Email: [rodgerr@linnbenton.edu](mailto:rodgerr@linnbenton.edu)

Office: NSH 116

Office Hours: **Tues. and Thurs.**  
**10-11:15am**

*Email communication with me is strongly encouraged!*

**Required Texts**

Lannon, John M. and Laura J. Gurak. *Technical Communication*. 14<sup>th</sup> ed. Boston: Pearson, 2017.

**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.

Prerequisite:

WR 121 English Composition or equivalent with a grade of “C” or better.

**Course Objectives**

Upon successful completion of this course, students will be able to:

1. *Analyze the rhetorical needs* (the needs of their 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 their written assignments, with an emphasis on technical, evidence-based analysis, reporting, application, and evaluation.
3. *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.
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 at a high college level to make their writing clear, credible, and precise.

## Course Requirements

- **Quizzes (10%)**
- **Translation for layperson (10%)**
- **Resume and application letter (2-3 pages total) (10%)**
- **Technical description of an object (2-3 pages) (20%)**
- **Analytical research report or business proposal of 8-12 pages plus a bibliography of 8-10 resources – grade combines outline through final draft (50%) [10% outline, 20% annotated bibliography, 70% final draft]**

## Late Work Policy

*One letter grade will be deducted from late work for each day it is late baring exigent circumstances. Student work will not be accepted after the final exam period.*

## LBCC Writing Center M-F from 9:00 - 4:30

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](http://lbcc.writingcenteronline.net) where you will receive a personalized response within 1-2 business days. For more information, visit us online at <http://www.linbenton.edu/go/learning-center/writing-help>.

## Attendance

Students are responsible for any work or information missed during an absence. Email the instructor in advance if possible – afterwards to answer questions.

## LBCC Comprehensive Statement of Nondiscrimination

LBCC maintains a policy of nondiscrimination and equal opportunity in employment and admissions, without regard to race, color, sex, marital and/or parental status, religion, national origin, age, mental or physical disability, Vietnam era, or veteran status.

## Accessibility

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

- you have a documented disability and need accommodations,
- your instructor needs to know medical information about you, or
- you need special arrangements in the event of an emergency.

If you believe you may need accommodation services please contact Center for Accessibility Resources, 917-4789. 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

## Plagiarism

Using someone else's work as your own or using information or ideas without proper citations (which is called plagiarism) can lead to your failing the assignment or the class. Intentional cheating may be referred to Student Affairs for disciplinary action.

## Flexibility Statement

Unintended events and consequences as well as differing paces of student accomplishment may necessitate alterations to the schedule printed below. *If in doubt – email me!*

**Tentative Schedule by Week/Day and Date**  
**Schedule of Readings and Assignments to be completed before class date.**

**Outlines, exercises, and essays may be shared in group work.**

**Week 1 Sept. 27 – Oct. 3**

---

**T** Introductions – to course, text, each other read Ch. 1  
**R** Purpose based writing – Ch. 2

**Week 2 Oct. 4 – 10**

---

**T** Job Search Materials – Ch. 17  
**R** Application letter focus **Translation for layperson Due**

**Week 3 Oct. 11 – 17**

---

**T** Emails – Ch. 14 AND Memos and Letters – Ch. 15  
**R** **Resume and Cover Letter Due**

**Week 4 Oct. 18 – 24**

---

**T** Technical Descriptions – Ch. 18  
**R** Designing Visual Info – Ch. 12

**Week 5 Oct. 25 – 31**

---

**T** Designing Pages and Documents – Ch. 13  
**R** **Technical Description Due**

**Week 6 Nov. 1 – 7**

---

**T** Formal Analytical Reports – Ch. 21  
**R** Thinking Critically – Ch. 7

**Week 7 Nov. 8 – 14**

---

**T** Proposals – Ch. 23  
**R** Proposals cont.

**Week 8 Nov. 15 – 21**

---

**T** Evaluating/Interpreting – Ch. 8  
**R** **OUTLINE DUE**

**Week 9 Nov. 24**

---

**T** APA Style Review pp. 651-663 **ANNOTATED BIBLIOGRAPH DUE**

**Week 10 Nov. 29 – Dec. 5**

---

**T** Editing for Style and Tone – Ch. 11  
**R** Ethical Issues – Ch. 4 **ANALYTICAL REPORT OR PROPOSAL DUE**

**Week 11 Dec. 6 Finals Period**

---

12:30-2:20 Finals period conferences – optional.