

IN4.164 Technical Writing for CTE

WINTER 2020 > CRN: 33733 > HYBRID

Instructor: **Will Fleming**
Class Hours: **Mondays 7:00 - 7:50 p.m., MKH/211**
Email: fleminw@linnbenton.edu (*preferred contact method)
Office Phone: **(541) 917-4570** Office: **NSH/201 (Main Campus)**
Office Hour: **Mondays 5:30 - 6:30 p.m.**

Required Text: **No required textbook; all course materials posted on Moodle**

Prerequisites: **No prerequisites; please contact me if you need extra help**

Welcome to IN4.164 (Technical Writing for CTE): This course focuses on writing workplace documents commonly written by technicians, such as: emails, memos, descriptions, intake documents, documentation of work completed, instructions, accident reports, technical descriptions, and employment documents.

OUTCOMES

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

1. Write technical documents using a variety of strategies.
2. Identify and target an audience, purpose, and situation.
3. Write in a variety of formats, including emails, letters, reports, summaries, and descriptions.
4. Revise and edit their material to reflect college-level grammar, syntax, spelling, and punctuation.
5. Review and analyze technical reports.

COURSEWORK

- Short weekly readings and lessons
- Short weekly writing assignments
- Quizzes
- Online forums

ASSIGNMENTS (by week):

- Week 2 - Email
- Week 3 - Intake Documents
- Week 4 - Instructions
- Week 5 - Bad News & Apologies
- Week 6 - Project Completion
- Week 7 - Accident/Incident Reports
- Week 8 - Resumes
- Week 9 - Cover Letters
- Week 10 - Technical Description
- Finals Week - Cumulative Quiz

GRADE SCALE - Final course grades are calculated in the following way:

A = 90 - 100%; **B** = 80 - 89%; **C** = 70 - 79%; **D** = 60 - 69%; **F** = 59% or less

LATE WORK POLICY

- Assignments (except quizzes and forums) may be turned in up to one week late without penalty.
- Work later than one week (or submitted after the last day of class) will be docked a letter grade (10%).
- Late assignments may not be revised/resubmitted.
- Quizzes must be completed on time to receive credit.

REWRITES/REVISION

- You may rewrite and resubmit any assignment where the original grade is 82% or lower.
- Revisions must be sent to my email - fleminw@linnbenton.edu.
- Changes should be **highlighted** or **bolded**.
- Rewrites are due within **two weeks** of the day I post the assignment grade.

ACCESSING MOODLE

To start work on Moodle, please do the following:

- Go to Moodle (elearning.linnbenton.edu)
- Log on (your username is your LB X# and Single Sign-On password). *If you are new to Moodle, you'll need to first claim your account by providing identifying information, setting security questions, and creating a new password). If you haven't yet done so, you can claim your account at the [Password and Account Management Portal](#). You can find additional [account setup instructions here](#).

Having trouble logging into Moodle? Call the Student Help Desk at 541-917-4630.

HOW TO REACH ME

- I am happy to talk to you about this class. Call, email, or come by my office.
- If you cannot attend my office hours, I will schedule an alternative time to meet.
- I check and respond to emails at least once a day, Monday through Friday. I will not always respond to emails after business hours or on weekends or holidays.

ACCESSING GRADES

- I will do my best to grade and return your work promptly..
- I am always happy to talk to you about your grade if you have questions.
- I will post assignment grades on Moodle, which will tally a running coursework average for the term.

TO SUCCEED IN THIS COURSE

You should:

- Log into Moodle at least twice a week
- Complete all reading and assignments
- Talk me if you are having difficulties
- Be kind and respectful toward everyone in the class (even if you don't like them).

You shouldn't:

- Cheat or plagiarize. Seriously, don't do it! Violations in academic honesty will result in failure of an assignment or failure of the course. [Click here for more information on plagiarism](#)
- Put off your assignments until the last minute--writing is always better when it gets drafted and then revised
- Hesitate to contact me if you have any questions or run into any problems.

ADDITIONAL RESOURCES**LBCC Writing Center**

The LBCC Writing Center can help you take your writing to the next level. Drop in during regular hours or make an appointment. In addition to your draft, please bring your assignment. You may also submit your writing online at lbcc.writingcenteronline.net where you will receive a response within 1-2 business days. For more information, visit the Writing Center online at <http://www.linnbenton.edu/go/learning-center/writing-help>.

Disability Services

If you have a documented disability, I will help you in any way I can. Talk to me during the first week of class. If you think you might have a disability, but you are not sure, contact CFAR (Center for Accessibility Rights) at (541) 917-4789. [Here is more information about Disability Services and LBCC's disability policies.](#)

LBCC NON-DISCRIMINATION POLICY

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

ASSIGNMENT & QUIZ DUE DATES

Assignments:

- WEEK 2: Forum Posts – **DUE 1/12**
- WEEK 3: Email Assignment – **DUE 1/20**
- WEEK 4: Intake Documents – **DUE 1/27**
- WEEK 5: Instructions – **DUE 2/5** *Wednesday for additional time
- WEEK 6: Delivering Bad News – **DUE 2/10**
- WEEK 7: Project Completion – **DUE 2/17**
- WEEK 8: Accident Reports – **DUE 2/24**
- WEEK 9: Resumes – **DUE 3/2**
- WEEK 10: Cover Letters – **DUE 3/9**
- FINALS: Technical Description - **DUE 3/16**

Quizzes:

- Quiz #1: Capitalization – **DUE by 1/20** (Week 3)
- Quiz #2: Apostrophes – **DUE by 2/3** (Week 5)
- Quiz #3: Quotation Marks – **DUE by 2/17** (Week 7)
- Quiz #4: Misspelled Words – **DUE by 3/2** (Week 9)
- Final: Cumulative Quiz – **DUE by 3/16** (Finals)