

Writing 227: Technical Writing - ONLINE

Fall 2021 CRNs: 26055 & 20647

Instructor: **Will Fleming**
Email: flemingw@linnbenton.edu
Phone: **(541) 972-3982 (for texts and voicemail)** / (541) 917-4570 (Albany campus)
Class Hours: **Online Asynchronous**
Office Hours: **Mondays 11:00 a.m.-12:30 p.m. & Weds 1:00-2:30 p.m. and by appt. (on [Zoom](#))**

Welcome to Writing 227, Technical Writing, at LBCC. Writing 227 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 present instructions, design documents, create proposals, and produce technical reports.

Prerequisite: WR 121 English Composition.

COURSE OUTCOMES

After taking Writing 227, successful students will have learned to:

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, 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 and integrate research in written documents clearly, concisely, and logically; credit the source as appropriate.

TEXTBOOK & COURSE MATERIALS

We will be using my **free** OER e-textbook called [Technical Writing at LBCC](#). All other resources, such as handouts, articles, videos, etc., are posted on [our course Moodle page](#).

TECHNOLOGY REQUIREMENTS

The following equipment is the minimal necessary to be successful in the class:

- Broadband internet connection
- Computer with at least 128GB hard drive, 8GB of RAM, and an i3 or equivalent processor
- Device with a camera, microphone, and speaker
- Word-processing software, such as MS Word, Google Docs, or OpenOffice

ACCESSING MOODLE

To start work on Moodle, please do the following:

- Go to [Moodle](#)
- 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](#). **You may also contact the Student Help Desk at (541) 917-4630 for more help.**

COURSE EXPECTATIONS & POLICIES

Expectations

- Check Moodle *at least* twice a week.
- Read all Moodle content and announcements carefully.
- Complete all readings and assignments.
- Contact me if you are having difficulties in the class.
- Be kind and respectful toward everyone in the class (even if you don't like them). Be courteous when communicating online.
- Don't cheat or plagiarize. Violations in academic honesty will result in failure of an assignment or failure of the course.

Late Work Policy

- You may turn in work up to **one week late with a half-letter grade penalty (5%)**.
- You may turn in work up to **two weeks late with a full letter grade penalty (10%)**.
*Please contact me if you wish to submit work more than two weeks overdue.
**If you foresee a problem getting your work in on time, contact me as soon as possible so we can work something out.
- Forum posts and the final project may not be turned in late.

Rewritten Assignment Policy

- You may re-submit any assignment (except the final project) when the original grade was a B- or lower (< 82%). *Plagiarized work may not be rewritten and will receive a zero (0).
- Forum posts may not be rewritten.

Communicating With Me

- I am happy to talk to you about this class and/or your writing at any time.
- I am available by email any time or via Zoom during my office hours (listed above). If you cannot attend my office hours, I will schedule an alternative time when we can meet.
- I check and respond to emails Monday through Friday. I will not always respond to emails after business hours or on weekends or holidays.

LBCC Non-Discrimination Policy:

Everyone is welcome at LBCC, regardless of race, ethnicity, gender identity, religion, marital status, disabilities, 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.

ASSIGNMENTS/GRADING BREAKDOWN

● Writing Assignments (7)		
Week 1/Assignment #1:	Personal Writing Process	5%
Week 2/Assignment #2:	Technical Description	10%
Week 3/Assignment #3:	Good/Bad News Letter	10%
Week 4/Assignment #4:	Ethics Memo	10%
Week 5/Assignment #5:	Instructions	15%
Week 6/Assignment #6:	Technical Translation	10%
Week 7/Assignment #7:	Project Memo	<u>5%</u>
		65% total
● Final Project (Weeks 7-F):	Technical Report/Proposal	20%
● Quizzes (4)		10% total (2.5% each)
● Participation		5%
● TOTAL COURSE POINTS		100%

ADDITIONAL RESOURCES

- **LBCC WRITING CENTER:** [The LBCC Writing Center](#) provides one-on-one writing support for any enrolled student at the college. Tutors are available by appointment, on a drop-in basis, and asynchronously through the [Online Writing Lab](#) where you will receive a response within 1-2 business days.
- **CFAR:** LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Rights (CFAR) and would like to use your accommodations, please contact me as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with CFAR, please visit the [CFAR website](#) for steps on how to apply for services. Online course accommodations may be different than those for on-campus courses, so it is important that you make contact with CFAR as soon as possible.
- **ROADRUNNER RESOURCE CENTER:** Get connected to resources that can help with: childcare, food, emergency housing, healthcare, taxes, utilities, textbooks and school supplies, transportation, and more. Contact Student Resource Navigator Amanda Stanley at stanlea@linnbenton.edu or at (541) 917-4877.