

WR227: Technical Writing
Winter 2018
Benton Center 246 (T)11:30 am-12:50 pm & 206 (R) Noon-12:50 pm

Instructor: Suzi Steffen **Text (or call if you must):** (503) 451-0228 **Email:** steffes@linnbenton.edu
Office: BC-102C **Office Hours:** Before class - 10:30-11:25 am - and by appointment

Text: You may use LBCC's custom edition of *Practical Strategies for Technical Communication* by Mike Markel (available in the LB bookstore) or the regular version of the textbook. Older editions are acceptable also, but quiz questions may not align perfectly. *Use previous versions at your own risk!*

Prerequisite: WR121 with a C or higher .

WR227 introduces you to the types of writing you encounter in business, industry, the academic world, and government. It examines the rhetorical nature of writing and asks you to think critically about content, audience, argument and structure.

Course objectives and outcomes: After taking Writing 227, successful students will have learned to

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

Course Work:

- Quizzes (10%)
- Homework Assignments (85%)
- Self-reflections (5%)

Required texts and materials: Enrollment in this course requires successful (i.e. "C" level) completion of WR121.

- Textbook: *Practical Strategies for Technical Communication* by Mike Markel
- Internet access
- Access to a college library
- Access to Google Docs
- Computer literacy
- A Canvas account

Free Version of MS Word

Google Docs is a very robust tool, but it can be hard to format documents in Google Docs sometimes. Word is available free to students and teachers. [Click here for details.](#)

Official Course Outcomes

As a result of taking WR 227, 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.

How the Course Works

You should have reasonably good access to a computer and the internet. You may need a bit of time getting used to Canvas if you're used to Moodle. Having trouble logging into Canvas? Text me at 503-451-0228, or if it's late and you would rather email, email me at steffes@linnbenton.edu *and then text me to tell me you emailed me* (don't worry! I turn off the phone noise when I don't want to hear it). I am your support staff for this class! We work in the classroom on Tuesdays and the computer lab on Thursdays, except where otherwise noted.

Late Policy:

- Late quizzes will not receive credit
- Late self-reflections will not receive credit
- Late homework assignments will not receive written feedback and are not eligible for a revision.

Revision Policy

- On-time homework assignments will receive feedback and may be revised for a higher grade. Revisions are due one week after the grade is posted. Revisions should be mailed to Suzi **with changes highlighted or otherwise noted**.

Class Policies, Expectations, and Resources

My Expectations for You

- Come to class on Tuesdays and Thursdays unless you're ill (see below for more details)..
- Check Canvas *at least* three times a week.
- Read all Canvas announcements, pages, and assignments carefully.
- Use the Writing Center and, if you are an international student, use the International Student advisers and the international student help desk.
- Complete all reading and assignments.
- Contact me immediately 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.

- Don't come to class sick. Text me at least an hour in advance of class and follow up with an email to me, *cc'd to someone else in the class who will be your study buddy*. You are responsible for finding out any information you missed *from other students first, and your instructor second*.

When and How to Reach Me

- I am available by text or in person during my office hours (listed at the top of the syllabus) and often by text outside of office hours.
- If you cannot attend my office hours, we may be able to schedule an alternative time to meet.
- Text me to schedule meeting times or to ask questions. Yes, it's very OK to text with questions! It's useful to me and helps me know what more I need to say to you all.
- I will check emails at least once a day, Monday through Thursday. **Please put WR227 in the subject line.** I may not respond to emails after business hours, on weekends, or on holidays. (You may *certainly* text me then, and I'll respond if I can.)

Accessing Grades

- I will grade and return your work within two weeks of the original due date.
- I will talk to you about your grade if you have questions.
- I will post grades on Canvas.

LBCC Writing Center: Main Campus and Benton Center

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 where you will receive a personalized response within 1-2 business days. For more information, visit us [online](#).

The Benton Center hosts the Writing Center in our Learning Annex. Its hours are:

MW 11 am-2pm

T Noon-2pm; 2:30-3:30 pm; 4:30-5:30 pm

R (Thursday) Noon-2 pm

Drop in and by-appointment assistance with writing assignments at any stage of the writing process. Support for students who are English language learners also includes assistance with reading, writing, speaking, and English grammar. To make appointments, visit tutortrac.linnbenton.edu

LBCC Policies

Incompletes

If you have completed 80 percent of the course work by the end of the term but are unable, for reasons that are generally not your fault, to complete the rest, I will grant you an incomplete.

Center for Accessibility Resources

If you have a documented disability, I will help you in any way I can. Get in contact with me during the first week of classes about what might help you. If you think you might have a disability, but you are not sure, please contact the Center for Accessibility Resources at 541- 917-4789. [Here is a lot more useful information about the Center for Accessibility Resources and LBCC's disability policies.](#)

LBCC Nondiscrimination Policy

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](#). Title II, IX, & Section 504. If you need to report discrimination of any kind: linnbenton-advocate.symplicity.com/public_report