

IN4.164 Technical Writing for CTE

CRN 32521, Winter 2017

Instructor: **Will Fleming**
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Office Hours: **M/W/F 10:00 a.m. - 11:00 p.m. (& by appt)** Office: **NSH/201**

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

Course Info

Prerequisites: There are no prerequisites. Please contact me if you need extra help.

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

Coursework consists of:

- Weekly readings
- Weekly writing assignments
- Quizzes
- Online forums

Required texts and materials:

- Access to Moodle via a computer with internet

Assignments - Course assignments by week are as follows:

- Week 2 - Email
- Week 3 - Intake Documents
- Week 4 - Instructions
- Week 5 - Bad News Messages & Apologies
- Week 6 - Documenting Work Completed
- Week 7 - Accident/Incident Report
- Week 8 - Resumes
- Week 9 - Cover Letters
- Week 10 - Documenting Work Completed/Closeout Documentation
- Finals Week - Final 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

To Access Moodle

To start work on Moodle, please do the following:

1. Go to Moodle (elearning.linnbenton.edu)
2. Log on. Your username is your LB email (first.last.1234@mail.linnbenton.edu). If you are new to Moodle, the password is your birthday in 6 digit format (MMDDYY).
3. After logging in please update your password.
4. Add a photo to your profile if you'd like.
5. To proceed in the class, just follow the instructions listed for each week.
6. If you have questions, please feel free to email me at fleminw@linnbenton.edu or call me at (541) 917-4570.

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

My Expectations for You

Do:

- 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).

Don'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.](#)

Due Dates

- Due dates are posted on Moodle (usually by 11:55 p.m. on Sunday of each week).

Late Work Policy

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

Rewrites

- You may rewrite and resubmit any assignment where the original grade was lower than 85%.
- Revisions must be sent to my email - fleminw@linnbenton.edu.
- All changes you made to the work must be highlighted in **bold**.
- All rewrites are due within one week of the day I grade your assignment.

Your Expectations for Me

When and 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, on weekends, or on holidays.

Accessing Grades

- I will do my best to grade and return your work within one week of turning it in.
- I will talk to you about your grade if you have questions.
- I will post assignment grades on Moodle.

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>.

School Policies

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, transgendered, 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.