

IN4.164 Technical Writing for CTE (Auto/Diesel)

SPRING 2023 > CRN: 43528 & 42482 > HYBRID

Instructor: **Will Fleming**

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Format: **HYBRID**: Class meets on **Wednesdays from 1:00 to 1:50 p.m. at the ATTC**

Office Hours: **Zoom**: [Tuesdays, 10:00 - 11:00am](#) and by appt.

In-person: **Wednesdays** after class at the ATTC, from **2:00 to 2:50 p.m.**

Textbook: [IN4/WD4 free e-textbook](#) (additional course materials posted on Moodle)

Prerequisites: No prerequisites; contact me if you think you might 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, instructions, summaries, accident reports, 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 every few weeks
- Online forums

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 two weeks late without penalty.
- Work later than two weeks will be subjected docked a letter grade (10%).
- Late assignments may not be revised/resubmitted.

REWRITES/REVISION

- You may rewrite and resubmit any assignment where the original grade is 82% or lower. Please email me the revised copy.

TECHNOLOGY (Minimum Equipment Requirement): This 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 (CPU)
- Device with a camera, microphone, and speaker
- Word-processing software, such as MS Word or Google Docs

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.**

HOW TO REACH ME

- I am happy to talk to you at any point in the term—in-person, on Zoom, by email, or by phone.
- 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 readings and assignments
- Talk to me if you are having difficulties or falling behind

you SHOULD NOT:

- Cheat or plagiarize. Violations in academic honesty will result in failure of an assignment or failure of the course (see academic integrity statement below or [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.

Academic Integrity

Academic integrity is the principle of engaging in scholarly activity with honesty and fairness, and participating ethically in the pursuit of learning. Academic integrity is expected of all learners at LBCC.

Behavior that violates academic integrity policies at LBCC includes cheating, plagiarism, unauthorized assistance or supporting others in engaging in academic dishonesty, knowingly furnishing false information, or changing or misusing college documents, among others. LBCC students are responsible for understanding and abiding by the College's academic integrity policy.

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, at (541) 917-4877. Please also feel free to talk to me about these issues if you are more comfortable doing so.

LBCC Statement of Inclusion

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce. [LBCC Equal Opportunity and Non-Discrimination Policy](#)

TITLE IX REPORTING POLICY

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can [report](#) a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

ASSIGNMENT & QUIZ DUE DATES

(Due on Tuesdays at 11:59 p.m. unless otherwise noted)

<u>Week</u>	<u>Assignments</u>	<u>Due dates</u>
WEEK 1:	Email Assignment (2-part)	DUE 4/12
WEEK 2:	Intake Document	DUE 4/19
WEEK 3:	Instructions	DUE 4/28 (*Due Friday for additional time)
WEEK 4:	Bad News Letter	DUE 5/3
WEEK 5:	Project Completion	DUE 5/10
WEEK 6:	Accident Report	DUE 5/17
WEEK 7:	Technical Descriptions	DUE 5/24
WEEK 8:	Resumes	DUE 5/31
WEEK 9:	Cover Letters	DUE 6/7 (*Tuesday final deadline)

	<u>Quizzes</u>	<u>Due dates</u>
WEEK 2:	#1 Capitalization	DUE by 4/19
WEEK 5:	#2 Apostrophes	DUE by 5/9
WEEK 7:	#3 Quotation Marks	DUE by 5/23
WEEK 9:	#4 Misspelled Words	DUE by 6/6
FINALS:	FINAL QUIZ	DUE by 6/13 (*Tuesday final deadline)