Writing 227: Technical Writing CRN 40068, Spring 2015

Instructor: Will Fleming
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Class Hours: 11:30 - 12:50 p.m.
Class Location: Tues IA/224; Thurs NSH/108
Required Text: *Technical Communication* (12th or 13th ed.) by Lannon and Gurak

COURSE OBJECTIVES: 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 design documents, present instructions, create proposals and produce technical reports. Prerequisite: WR 121 English Composition.

227 Outcomes: Upon completion of the course, students should be able to: Choose document forms and design documents that meet the needs of the audience, situation, and purpose; plan and organize technical documents, including documents for multiple audiences; select, interpret, and use technical and statistical information appropriately, including evaluating information for accuracy and reliability; represent information clearly, and in a style appropriate for the audience, context, purpose, and form; communicate technical information visually; communicate technical information orally; demonstrate a sense of ethics and responsibility in technical writing situations; and use computer software to create technical documents.

Policies, Expectations, & Assignments

My Expectations for You
- Check Moodle *at least* twice a week.
- Read all Moodle announcements carefully.
- Complete all reading 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 your work in up to one week late with a half-letter grade penalty (excluding forum posts and the technical report).
- You may turn in work up to ten days late with a full letter grade penalty.
- Forum posts and the final report cannot be turned in late.
- Work turned in more than two weeks late will receive a score of zero (0).

Rewritten Assignment Policy
- You may re-submit (nearly) any assignment demonstrating significant revisions when the final grade was a C or lower. (*Plagiarized work may not be rewritten and will receive a final score of zero.)
- Forum posts may not be rewritten.

- All rewrites are due within a week of the day I post your grade on Moodle.
  * Note: If you want to revise your final report, you will have to complete it before the official due date. If you submit your final report on the day it is officially due, you will not have time for a revision.

Communicating With Me
- I am happy to talk to you about this class and/or your work.
- I am available by email or in person during my office hours (listed at the top of the syllabus). If you cannot attend my office hours, I will schedule an alternative time when we can meet.
- I will check and respond to emails 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 make every effort to grade and return your work within one week of the assignment due date.
- I will talk to you about your grade if you have questions.
- I will post grades on Moodle.

LBCC Writing 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 at http://www.linbenton.edu/go/learning-center/writing-help.

School Policies

Incomplete Course Grades
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.

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 Disability Services, 917-4789. Click here for a lot more useful 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, male, female, transgendered, married, disabled, a veteran, a non-English speaker, an immigrant, or any number of other categories not listed here. For the official nondiscrimination policy click here. What is more, LBCC sees our differences as a source of strength and an important part of education. Click here to see what the LBCC board has to say about diversity.

Assignments List

#1. **Personal Writing Process Essay** – A brief essay discussing your typical writing strategy for class assignments, workplace documents, or other forms of writing you do (grant writing, for example). How do you assess your audience and writing purpose? How might some of the ideas in the "Key Concepts" reading and Chapter 1 help to improve your process? Using a comparative strategy is one way to approach the assignment. Essays should be about two pages (400-700 words), typed and double-spaced. **(10%)**

#2. **Instructional essay** that describes a process (other than writing). Essays should be at least two pages (700-1000 words), typed and double-spaced. Students should be prepared to discuss their essays in class. **(10%)**

#3. **Ethics Memorandum** – two-page persuasive memorandum that encourages greater attention to ethical issues at school or workplace **(15%)**

#4. Resume/Cover Letter – Two separate documents **(15%)**

#5. **Proposal or Technical Report** (see assignment handout or Moodle for detailed instruction) **(30%)**

#6. **Final Reflective Essay** – an essay providing an overview of your assignments and writing progress this term **(10%)**

*NOTE: Remaining 10% of final grade is based on quizzes and class participation