**Instructor:** Rachana Son

**E-mail:** sonr@linnbenton.edu

**Office Hours:** TR1-2pm

**Office Location:** BC 123

**Course Description:**

WR 227 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 Outcomes:**

Upon successfully completing WR 227, you will be able 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.

**Required Texts:**

* *Practical Strategies for Technical Communication* by Mike Markel

LBCC Custom Edition: ISBN 978-1-3191-4780-8

You may also use the new, regular version of the textbook. Previous editions could be used but may not align with quiz questions. Use previous editions at your own risk.

**Required Materials and Accounts:** Enrollment in this course requires successful (i.e. "C" level) completion of WR121. You will also need the following:

* Internet and Computer/Laptop Access
* Access to word processing programs such as MS Word – Get your free student copy of Microsoft Office here: <http://library.linnbenton.edu/office365>
* Canvas Account – Self-enroll with LBCC e-mail here: <https://canvas.instructure.com/enroll/MD6F66>

**Your overall course grade** will be based on the following:

* 10% Attendance and Participation
* 10% Quizzes
* 75% Homework, Projects, and Other Assignments
* 5% Self-Reflections

|  |  |  |
| --- | --- | --- |
| **Letter Grade** | **Percentage** | **Performance** |
| A | 90-100% | Excellent Work |
| B | 80-89% | Good Work |
| C | 70-79% | Average Work |
| D | 60-69% | Poor Work |
| F | 0-59% | Failing Work |

**Accommodations**: LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in the class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR Website](https://www.linnbenton.edu/cfar) for steps on how to apply for services or call 541-917-4789.

**LBCC Board of Education Statement on Diversity:** We believe that the LBCC community is enriched by diversity. Everyone has the right to think, learn, and work in an environment of respect, tolerance, and goodwill. We actively support this right regardless of race, creed, color, sexual orientation, or any countless ways in which we are diverse.

**LBCC Comprehensive Statement of Nondiscrimination:** LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (For further information, go online to [http://po.linnbenton.edu/BP1015 - Nondiscrimination and Nonharassment Policy.pdf](http://po.linnbenton.edu/BP1015%20-%20Nondiscrimination%20and%20Nonharassment%20Policy.pdf))

**Basic Needs Statement:**

Any student who has difficulty affording groceries or food, or who lacks a safe and stable place to live, is urged to contact a Student Resource Navigator in the Single Stop Office (T-112): Amanda Stanley, [stanlea@linnbenton.edu](mailto:stanlea@linnbenton.edu), 541-917-4877. The navigator can connect students to resources. Furthermore, please talk with your instructor if you are comfortable doing so. This will enable them to provide any resources that they may have.

**College Registration Deadlines:**

Last day to drop a class with refund—Monday of week 2.

Last day to withdraw from class— Week 7

**Technology Policies:**

**Cell phones** should be silenced and out of sight at all times. Repeated violation of cell phone policy will result in dismissal and attendance penalties.If you have an emergency and need to use your phone, you can always step outside the class for a moment.

Because of the nature of this class, **laptops** are allowed and may be used for notetaking. You will be required to bring them to class some days for activities. Laptop privileges will be revoked if used inappropriately (using social media/gaming/looking at other websites during class). Repeated violation of laptop policy will result in dismissal and attendance penalties.

**Attendance**:

For your success, regular attendance is **mandatory**.  You are allowed to miss a week’s worth of class without penalty. Afterwards, missing class results in “0” attendance points for that day. Students who arrive late or leave early will have points deducted from class participation at the discretion of the instructor.

If you absolutely must miss class, complete the following:

* Open Canvas and your Course Calendar, locate the date of your absence, and note the activities and homework for said day. It would be beneficial to contact a classmate for lecture notes.
* Email me (sonr@linnbenton.edu) **as soon as you know you will be missing class**.

**Make-up Work:**

* **Missed *quizzes***canbe made up ONLY IF arrangements have been made BEFORE the day of the quiz and at the instructor’s discretion.
* **Missed, in-class activities** cannot be made up. (pop quizzes, in-class activities worth homework points, etc.)

**Late Policy:**

* **Homework** is due within the first five minutes of the beginning of class. Repeated missing homework will result in point deduction. Ongoing projects and assignments should be completed within their allotted time whether in-class or outside of clas. Late work is not eligible for revision.

**Our classroom environment** is one where the instructor and students respect all ideas and opinions and encourage one another to take risks as learners.  I will keep the learning environment safe for learning and focused on the task at hand; you will be aware of your responsibilities as a student, which includes not disrupting the learning environment (See “Student Conduct” section of Student Handbook).

**Accountabilities:** You will be held accountable to the policies as outlined in the LBCC *Student Rights and Responsibilities*. You may get a copy at the Student Life and Leadership office or on the web at<http://www.linnbenton.edu/studentrights>.

**Plagiarism is a serious offense.**  Students who submit plagiarized work will, at a minimum, receive a “0” for the assignment, and a formal charge will be filed with the Dean of Student Services; at a maximum, the student will fail the course and may risk expulsion from LBCC.  You are expected to do your own work.