**Writing 227**

**Technical Report Writing**

Linn Benton Community College

 Leana Dickerson

Spring Term 2017 leana.dickerson@linnbenton.edu

Room: NSH207 Office Hours: Tues. and Thurs. 10:30-11:30

CRN: 47244 Tuesday/Thursday 11:30-12:50 Office: SSH 215

**Course Description:**

In this class, you’ll learn processes to gather, evaluate, organize, and present written technical information to professional and technical audiences. Class activities emphasize revision, problem-solving, and teamwork. You will write and revise instructions, proposals, progress reports, formal reports, etc.

PREREQUISITE: WR 121 English Composition

Basic keyboarding skills are strongly recommended.

**Required Texts and Supplies:**

*Practical Strategies for Technical Communication* 2nd Ed. By Mike Markel

**Course Outcomes:** upon completion of this course, you should be able to:

1. Demonstrate technical writing skills
2. Design a technical research project
3. Collect and evaluate technical information
4. Draft and revise technical reports
5. Integrate computers into your academic, professional, and personal life
6. Demonstrate control of mechanics and format

**Turning In Assignments:**

Most of our assignments will be due outside of class and will be turned in via TurnItIn **(On turnitin.com, you will need to create a free account in the first two weeks and register for our class using the class ID: 15021570 and password: Wharton) Please do this as soon as possible (beginning of term) so that you don’t run into any issues when assignments are actually due.** Other assignments will be due in class or as per other instructions.

When using turnitin.com, you may upload assignments from Microsoft Word, Google Docs, or Dropbox. Because many of our assignments depend on proper and professional formatting, please convert your assignments into PDF format before uploading them. You will be held accountable for correct formatting, and should plan accordingly when uploading your documents.

**Assignments:**

Participation: Participation not only includes attendance, which is a large part of you being able to participate at all, but also includes *how* you participate. You should arrive to class each day having completed the assigned readings and be ready to discuss the concepts planned for the day. You should contribute to conversation and in-class work as much as possible and with appropriate context.

Email Correspondence: you will draft a professional public e-mail regarding an issue related to your field to an outside audience.

Memorandum: you will draft a professional in-house memorandum regarding an issue related to your field.

Instructions: you will draft a specific and clear list of instructions for a challenging task or process that is related to your field.

Summary Report: you will draft a complete summary report of an article (you will need to find an appropriate article that is a reliable source) related to your field with the intention of sharing it with an audience who has not read your source.

Recommendation Report: you will draft a recommendation report in relation to the summary report that recommends some sort of action from management or workers in your field.

Letter Correspondence: you will draft a professional sales letter to an outside customer audience regarding a product or service related to your field.

Group Project Proposal: you will develop a proposal to set forth to management for a project that you would like to complete within a field of your choice (you may need to be flexible to a project outside of your field for this assignment).

Group Project and Presentation: with research, you will develop a project that you would like to see someone in management accept. You will then professionally present your project to the class as if they were the deciding factors in your project’s success. You should be convincing, thorough, and professional in your delivery.

Revision Workshop: during the last week of term, you will identify at least two of your documents that you have completed this term that you would like feedback on for improvement. You must print these documents and bring them to the workshop to gain valuable feedback from your peers.

Final Portfolio: this will be your final exam for this course. During finals week, you will turn in a complete portfolio with revised and edited copies of all of your work from the course (see above, all assignments). This portfolio should be arranged in order that you completed the assignments (also noted above). You should spend a significant amount of time revising and reworking these assignments so that they are the best versions possible (identical work turned in will not receive credit). The last element of your portfolio will be a hand-written reflection which will take place during finals week and be turned in with your portfolio.

**Grading:**

Participation 10%

In Class Worksheets and Assignments 10%

Email Correspondence 5%

Memorandum 5%

Instructions 5%

Summary Report 5%

Recommendation Report 5%

Letter Correspondence 5%

Group Project Proposal 5%

Group Project and Presentation 15%

Revision Workshop 5%

Final Portfolio 20%

Final Reflection 5%

**Resources:** (use them!)

THE LIBRARY

Linn Benton Learning Center

Linn Benton Writing Center

Linn Benton Online Writing Lab (OWL)

Purdue OWL (Online Writing Lab): https://owl.english.purdue.edu/owl/

**Late Work Policy:**

Things happen, emergencies come up; as long as it does not become a clear pattern, if you ask me within 24 hours notice, I will most likely provide you with an extension plan for your work. If you do not request an extension within the 24 hour period before the assignment is due, you will automatically lose 5% of your grade for the assignment each DAY it is late thereafter (including weekends). Just don’t do it.

**Attendance Policy:**

Attendance is considered part of your participation for this course. I will allow you three missed classes which will not affect your grade, no questions asked. Each absence after will result in the lowering of your participation grade for this course which factors into your final grade. If you have an emergency which may affect your ability to complete this course, please contact me as soon as possible to make arrangements.

**Class Cancellation Information:**

In the event that we cannot meet on campus (weather, for instance), please be sure to check your LBCC e-mail. You should receive an e-mail from me, as we will still have out-of-class work either via an assignment through e-mail or through TurnItIn.

**Electronics in the Classroom:**

DO NOT use electronics in class including cell phones, laptops, or tablets. If you require the use of one of these devices in order to support your success in this class, please discuss with me. Otherwise, they are distracting to you, your classmates, as well as myself. Please turn off cell phones while in class, and if you need to take a call (or text message) please remove yourself from class to do so. There may come a time where electronics are useful to the current conversation within class, and the times to use electronics in class will be apparent.

**Academic Honesty:**

The MOST important thing to remember when writing and studying for your own academic success, is to only claim your own thoughts and ideas. If you incorporate the work of others, you must utilize citations to provide them with the credit. Not using proper citations when using someone else’s work may result in you failing the assignment and even this course. For more information about plagiarism and what plagiarism includes, please visit: <http://plagiarism.arts.cornell.edu/tutorial/index.cfm>.

**Nondiscrimination Policy:**

LBCC maintains a policy of nondiscrimination and equal opportunity in employment and admissions, without regard to race, color, sex, marital and/or parental status, religion, national origin, age, mental or physical disability, Vietnam era, or veteran status. (See Administrative Rule No. E029 and Board Policy Series No. 6090, found at <http://po.linnbenton.edu/BPsandARs/>).

**Accessibility**

You should meet with your instructor during the first week of class if:

* You have a documented disability and need accommodations,
* Your instructor needs to know medical information about you, or
* You need special arrangements in the event of an emergency.

If you believe you may need accommodation services please contact Center for Accessibility Resources, 917-4789.  If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources Online Services web page every term in order to receive accommodations.

**Contact:**

If you need to contact me, e-mail is the best resource. I frankly do not typically utilize phone communication, but check e-mail regularly except for on weekends, evenings, and holidays. And of course, come to my office hours; they’re designed for you to utilize!

**Course Calendar:** subject to (and will regularly) change. Check the google doc regularly using the link provided the first week of class.