

# TECHNICAL WRITING: THE CRAFT OF WRITING

WR 227 | MW: Mckenzie Hall 107, F: North Santiam Hall 108 | 10-10:50 am

## Textbooks and Course Materials

Practical Strategies For Technical Communication, Markel

ISBN 978-1-3190-0336-4

## Prerequisite

WR 121 English Composition with a grade of C or better.

## Contact Info

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Office hours: Monday 11am-1pm  
South Santiam Hall 212

## Reasonable Accommodation

**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 think you may need accommodation services, please contact CFAR, 917-4789**



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## Course Description

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.

### *Outcomes*

Upon successful completion of this course, students will be able to:

- Analyze the rhetorical needs (the needs of their audience in relationship to the assignment) for college-level evidence-based technical writing assignments.
- Apply appropriate levels of critical thinking strategies (knowledge, comprehension, application, analysis, synthesis, evaluation) in their written assignments, with an emphasis on technical, evidence-based analysis, reporting, application, and evaluation.

## Grading

Class Participation.....	15%
(Including readings, weekly assignments, and class forums)	
Formal Emails.....	15%
Proposal.....	15%
Report.....	15%
Presentation.....	20%
Final.....	10%

## Extra credit

5% will be added to an essay grade for visiting The Writing Desk, located in the Learning Center on the second floor of Willamette Hall (the library).

## Late Work

Assignments are due **at the beginning of class** on the day listed on the course schedule; however, you may turn in **ONE** assignment without penalty if it is turned in within a week of the due date. This is the only time I will accept a late assignment, so be sure to use the opportunity wisely.

## Attendance

You will be allowed **2 absences**, **each subsequent** absence will **reduce participation grade by 5%**

- Implement appropriate rhetorical elements and organization (executive summary, introduction, thesis, development and research-based support, visual evidence, conclusion, etc.) in their written assignments, with an emphasis on technical evidence-based analysis, reporting, and evaluation assignments.
- Locate, evaluate, and integrate high-quality information and opinion appropriate for technical evidence-based assignments.
- Craft sentences and paragraphs that communicate their ideas clearly and effectively using words, sentence patterns, and writing conventions at a high college level to make their writing clear, credible, and precise.

## *Academic Dishonesty/Plagiarism*

**Do your own work!** Using someone else's work as your own or using information or ideas without proper citations (plagiarism) can lead to your failing the assignment or the class. Plagiarism is subject to disciplinary action as described in Student Rights and Responsibilities.

NOTE: Bibliographies (called "Works Cited" in MLA or References in APA) and in-text citations are required whenever you use outside sources, including the internet.

## *Classroom Policies and Procedure*

Each class will begin promptly at 10:00 am. Each day will begin with 5-10 minutes of silent, prompted writing. If you arrive after the journal period you will be counted absent. Be kind and respectful toward everyone in the class (even if you don't like them). Be courteous when communicating in class. If you must answer a phone call please do so out in the hall. Repeated or prolonged cell phone use may result in a marked absence for the day.

**Penalties for plagiarism include failing the assignment, and in some cases failing the course.**

## Course Project

For this class you will need to choose a project that solves a problem or capitalizes on an opportunity, benefits someone other than yourself, and requires at least 5 hours of time to complete. The project can be based in artistic, academic, gastronomic, mechanical, or any number of other working fields. Please be inventive! Your project cannot be an essay or an assignment for another class. All of your major assignments for the class will be based on this project, so make sure you choose something you are interested in. By actually making or doing your project, you will gain a more practical knowledge of the process of technical writing as well as leave the class with more than just a stack of papers. You will have a few weeks to determine your project, and you will have to go through a proposal and approval process as well, so it is ok if you do not immediately know what you will do. Your grade for the class will not be determined by how perfectly your project turns out, but your grade will be significantly impacted by the amount of effort that you put into it.

### Major Assignment Plan

*Assignments may change, not a good replacement for actual assignment prompts*

Intro email: Due 4/10

A formal email in which you introduce yourself to me.

Feedback email: 4/17

A formal email to me presenting 3 ideas for your project. Describe each idea in detail and ask me specific questions about each idea so that I can give you useful feedback.

Proposal: 5/8

A proposal for a project that solves a problem or capitalizes on an opportunity that benefits someone other than yourself. The proposal should include A summary, an introduction, a demonstration of expertise, a specific budget, a timeline, and a references page.

Report: 5/22

A progress or incident report based on an experience with your project.

Presentation: 6/9

A written and presented elevator pitch and info graphic based on your project. Presentations will be done during final exam time slot, but you will need to turn in both a written elevator pitch and your info graphic the Friday before finals.

Final: TBD (week of 6/12-16)

A three page reflection on the class and your project. Your writing should be about your experience and your writing style should incorporate as much of the knowledge you gained as possible.