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**WR 227: Technical Communication**

Instructor Jaime Zinck

English Department

Summer 2014 CRN: 15167

Thursdays, 6:00-9:00 PM

Location: BC 225

**Office Hrs:** TR 5:00-6:00 PM at the Benton Center (in our classroom)

**Voice Mail:** 541-223-4995 or text **E-mail:** [zinckj@linnbenton.edu](mailto:zinckj@linnbenton.edu) or [Jaime.zinck@gmail.com](mailto:Jaime.zinck@gmail.com) (if the LB email has problems)

**WELCOME TO WR227:** In the real world, you may be writing for supervisors, colleagues, or customers. You may be writing detailed instructions or grant proposals. You may be writing reports on the feasibility of a new bridge or of a highway project. This course will teach you to adapt your writing to different purposes and audiences.

**Required Materials:**

* Lannon, John M. *Technical Communication* 12th ed. NY: Pearson Longman, 2010. Available at LBCC's Bookstore (Benton Center) or on the main campus

**Disabilities:**

Students who are in need of disability accommodations or who need assistance should speak to me privately.

***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.***

**Student Decorum Statement:** Because college coursework and professional correspondence require focused study and open exchange of ideas, the Department expects the classroom to be a place of courteous interaction, a forum for demonstrating mutual respect between teachers and students. Professional communication requires all of us to listen carefully to each other (whether we agree or not) and to state our positions with clarity and our disagreements with tact.

**Course Requirements:**

**I. Participation:** You will be asked to participate in weekly activities in class to practice concepts you will be learning. Your participation in these activities and your record of attendance will raise or lower your participation grade.

**II. Peer Review:** Peer review workshops are a time for you to get helpful feedback from your classmates. To complete this activity, you will post and reply to drafts of assignments online. These workshops are designed to develop your growing audience awareness, helping you understand not only how your writing sounds to others but also how it affects or fails to affect others.

**III. Projects:** In **Unit 1**, you will prepare a definition of a technical object and write a set of instructions. In **Unit 2** you will write a research report, a proposal, an article summary, and prepare survey and interview questions. In **Unit 3,** you will prepare a formal problem-solving technical report. You may preview the assignments by following the links. The criteria by which you will be evaluated and a model of each assignment will be available. Assignments are designed to gradually increase in difficulty and assigned length.

**Criteria for Grading:** This course is graded on a point scale. You can earn an 'A' with 90-100% of total points, a 'B' with 80-89%, etc. Your assignments will earn points based on the:

• quality and organization of your ideas,

• clarity and conciseness of your writing,

• appropriateness of your tone and format,

• usefulness of your graphics,

• care of your proofreading, and

• timeliness of the assignment and ability to follow assignment guidelines.

**1000 point scale**

Unit 1: 150

Unit 2: 250

Unit 3: 500

Misc.: 100

**Course Policies:**

* **Email:** Please email questions directly to zinckj@linnbenton.edu In your email,

please place your name, WR227, and the topic of the message in the subject line of the email. This information will also help me identify the nature of your request and reply more quickly. Please allow

24-48 hours during business days (Monday through Friday) for a response.

* **Assignment Submission:** Please see the Weekly Schedule for these instructions. email final assignments to directly to your instructor at [zinckj@linnbenton.edu](mailto:zinckj@linnbenton.edu) or bring hard copies the day they are due.

All assignments must be compatible with Word or saved as RTF (rich text format). All report drafts must follow work-place conventions and standards of professionalism. **All incomplete or late first versions will result in a letter grade being deducted from the final report unless you have emailed me before the due date with a compelling reason for a late submission.** Please keep a copy of every paper you submit.

* **Attendance:** I will take attendance weekly, and your attendance counts for your participation grade. If you attend regularly, contribute to class discussion, and don’t distract from the learning environment, you will receive full participation credit. If you are absent due to illness or a verifiable emergency, you must contact me within 24 hours to make further arrangements.
* **Plagiarism:** Using someone else’s work as your own or using information or ideas without proper citations will lead to your failing the assignment or the class. Just don’t do it!

**WEEKLY SCHEDULE:**

***IMPORTANT****: Each week you are expected to complete the weekly assignments. In addition, you may be asked to participate in the online Discussion Forums within our Moodle course. Look for the required activities in the third column below. This is where you will find the weekly assignment due dates. This schedule is tentative and may be changed at any time.*

**UNIT 1 ASSIGNMENTS**

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| **Week 1:**  This first week introduces the principles of technical writing, with emphasis on the importance of audience. Practice moving from a subjective perspective to an objective writing style and consider what information is essential for the audience. Remember technical writing is to be used; it is writing for a specific audience and purpose.  We will work on the Technical Description assignment, describing and defining a tool or object with precision. Plan for a lot of reading this week. | **Readings for Week 1:**   * SKIM: Chapter 1. * READ: Chap 19 Technical Definitions (pages 435-436, and SKIM the remaining chap.) * READ: Chap 20 Technical Descriptions   **Work on this week:**   * Prepare a rough draft of the Technical Description report. (***Note****: Do not confuse a description of an object and its parts with a set of instructions* *for completing a task. Follow the operating description on pg. 462 for the process description)* | **Due IN class**  *Personal Statement* |
| **Week 2:**  During Week 2, you'll revise and complete the Technical Description and design a set of instructions for using some kind of a tool or process.  Focus on the needs of your reader and use appropriate graphics and careful use of organization and format. | **Readings for Week 2:**   * READ: Chap 21 Instructions * REVIEW: Chap 12   Designing Visuals (pages  271-277)  **Work on this week:**   * Giving feedback to other students on their drafts and finalizing the Technical Description * Reviewing the Instructions chapter, choosing a task for the assignment, and preparing a rough draft. |  |

**Week 3:**

During Week 3, your emphasis will turn to revising your final Instructions to ensure absolute clarity of document design and ease of readability.

You'll also preview the final report (the major project for our class). You will choose to write either a formal analytical report or an expanded proposal. You need to have a topic and will be assigned partners by the end of this week. You will also read

about how to work effectively in a

Team situation.

**Readings for Week 3:**

* READ Chap 23 Analytical

Reports (pages 537-560)

* READ Chapter 2.

**Work on this week:**

* Revising and preparing a

final draft of the Instructions

Report

* Reviewing the Final Report

Assignment AND the

Assignment Guidelines for your Final Report. Also pre-writing for the Model Student Proposals

**UNIT 2 ASSIGNMENTS**

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| **Week 4:**  In Unit 2, we move into the cumulative project for the term. You will work to flesh out your topic this week and prepare a research proposal for the report. This presents your plan for accomplishing the project. We will cover strategies for writing a research proposal and planning the research process.  You will be searching for both traditional library and online sources. Work to collect your secondary research now so you are ready to move toward drafting as we progress. | **Readings for Week 4:**   * REVIEW: Chap. 5 Working   in Teams   * READ: Chap 24 Proposals   (Research Proposal, pages  586-589)   * READ: Chap 7 Research   Process (pages 122-139)   * READ: Gantt and PERT Charts (pages 268-269)   **Work on this week:**   * Beginning research and the   Research Proposal  assignment. | Proposal |
| **Week 5:**  This week you will read about collecting primary research and will begin drafting a survey and interview questions. As a group, prepare a rough draft of both the interview questions and the survey (even if you choose not to conduct the interview or administer the survey).  Choose a documentation style that fits the discipline of your report. | **Readings for Week 5:**   * READ: Chap 7 'Exploring   Primary Sources' (pages  139-149)  **Work on this week:**   * Research * Schedule any primary   contacts and contact your  instructor to authorize your materials. |  |

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| **Week 6:**  Continue to collect both primary and secondary sources and record and summarize your findings. You will prepare a summary of an article of your choosing—that is relevant to your project—and review paraphrasing, summarizing, quoting, and documenting skills. | **Readings for Week 6:**  ■ READ Chap 9: Summarizing  Information  ■ SKIM: Appendix A Quick  Guide to Documentation  (review documentation style of choice)  **Work on this week:**  ■ Look ahead to section rough draft. Review Model Section  Draft with Citations and the  Final Report Assignment  ■ Finalizing primary and secondary research |  |
| **Week 7:**  This week your goal is to move from researching to drafting. You will organize your primary and secondary research, work to interpret your findings, and begin to draft out one section of your report. | **Readings for Week 7:**  ■ READ Chap 8 Interpreting  Information  ■ REVIEW Chap 11  **Work on this week:**  ■ Reviewing the Final Report  Assignment Guidelines.  ■ Preparing one section of your report |  |
| **Week 8:**  We will review resources to use in organizing your draft (Chapter  12), and how to integrate page layout in your draft (Chapter 15).  The feedback provided by your peer reviewers will be crucial in this beginning stage of the drafting process. By the end of this week, your goal is to finalize one section of your report. | **Readings for Week 8:**  ■ READ Chap 10 Organizing for Readers.  ■ REVIEW: Chap 12  Designing Visuals  ■ SKIM Chap 13 Designing  Pages and Documents  (pages 297-324)  **Work on this week:**  ■ Revising and finalizing the  Section Draft  ■ Preparing a rough draft of the entire report. |  |
| **Week 9:**  Your goal this week is to compile a rough draft of the complete report, with all sections, the introduction, and conclusion and recommendation. You will also be reviewing the required prefacing and supplementing elements of the report. | **Readings for Week 9:**  ■ REVIEW Chap 2  ■ READ Chap 3  ■ READ Chap 23 Front Matter  and End Matter in Long  Documents (pages 560-579)  **Work on this week:**  ■ Preparing a rough draft of the entire report.  *\*All remaining late work is due*  *Week 9.* |  |

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| **Week 10: Dec. 4**  This week you will prepare the final document with supplements to finalize your report and will deliver a brief of your findings and conclusions to the class.  You will submit your final report this week. There is no other final exam for the course. | **Readings for Week 10:**  ■ REVIEW Chap 25 Oral  Presentations  **Work on this week:**  ■ Finalizing the final report  ■ Preparing your Oral Briefing |  |
| **Week 11: Finals**  You will submit your final report during finals week, but we will not be meeting. There is no other final exam for the course. |  |  |