

Writing 227: Technical Writing

Winter 2019 CRN: 30561

Instructor: **Will Fleming**
Class Hours: **T/H 11:30 a.m. - 12:50 p.m.** Classroom: **IA/219**
Office Hours: **T/H 10:00 -11:00 a.m. (& by appt)** Office: **NSH/201**
Email: fleminw@linnbenton.edu Office Phone: **(541) 917-4570**

There is **no required textbook** to purchase—all handouts and readings are posted on [Moodle](#), as are links to open source readings and resources.

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

COURSE OUTCOMES

In Writing 227, you will:

- 1.) Analyze the rhetorical needs (the needs of your audience in relationship to the assignment) for college-level evidence-based technical writing assignments.
- 2.) Apply appropriate levels of critical thinking strategies (knowledge, comprehension, application, analysis, synthesis, evaluation) in written assignments, with an emphasis on technical, evidence-based analysis, reporting, application, and evaluation.
- 3.) Implement appropriate rhetorical elements and organization (summary, introduction, thesis, research-based support, visual evidence, conclusion, etc.) in your written assignments.
- 4.) Locate, evaluate, and integrate high-quality information and opinion appropriate for technical evidence-based assignments.
- 5.) Craft sentences and paragraphs that communicate their ideas clearly and effectively using words, sentence patterns, and writing conventions to make your writing clear, credible, and precise.

TECHNOLOGY and MOODLE

Our course readings, handouts, and assignments will be posted on [Moodle](#). In addition, I will at times communicate with the class via email and/or Moodle. Familiarity with and access to the Internet and a reliable email address are needed to succeed in this class. You will need to use your Linnbenton.edu email address to access Moodle. Knowledge of a computer writing program is also needed to succeed in this class. Microsoft Word is the supported word processing program at LBCC, and you may use it at any of the library or lab computers. You may also use [Google Docs](#), which is free and can be accessed through your LB Gmail account.

COURSE EXPECTATIONS & POLICIES

Expectations

- Complete all readings and assignments *prior* to the start of class.
- Participate in class discussions.
- Be prepared on days marked *peer review*.
- Let me know if you are having difficulties in the class.
- Be kind and respectful toward everyone in the class (even if you don't like them).
- Don't cheat or plagiarize. Academic dishonesty will result in failure of an assignment and possibly failure of the course.

Late Work Policy

- You may turn in work up to **one week late with a half-letter grade penalty** (*excluding forum posts and the final technical report).
- You may turn in work up to **ten days late with a full letter grade penalty**. Work turned in **more than two weeks late will receive a score of zero (0)**. *NOTE: If you foresee a problem getting your work in on time, contact me as soon as possible (I'm a reasonable guy, so get in touch with me if there's an issue).
- The final report cannot be turned in late.

Rewritten Assignment Policy

- You may re-submit any assignment (except the final report) demonstrating significant revisions when the original grade was a B- or lower (< 84%). (*Plagiarized work may not be rewritten and will receive a final score of zero [0].)
- All rewrites are due within two weeks of the day I post your grade on Moodle.

Communicating With Me

- I am happy to talk to you about this class and/or your writing at any time.
- 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 check and respond to emails Monday through Friday. I may 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 promptly.
- I will talk to you about your grade if you have questions.
- I will post assignment grades on Moodle.

Assignments/Grading Breakdown

Quizzes (4)	10% total (2.5% each)
Writing Assignments (5)	65% total
-Assignment #1 (Writing Process)	10%
-Assignment #2 (Tech Description)	10%
-Assignment #3 (Good/Bad News)	10%
-Assignment #4 (Ethics Memo)	10%
-Assignment #5 (Instructions)	15%
-Assignment #6 (Project Memo)	<u>10%</u>
Final Project	20%
<u>Participation -</u>	<u>5%</u>
TOTAL:	100%

ADDITIONAL RESOURCES

LBCC Writing Center - The LBCC Writing Center can help you take your writing to the next level. Drop in during regular hours or make an appointment. In addition to your draft, please bring your assignment. You may also submit your writing online at lbcc.writingcenteronline.net where you will receive a response within 1-2 business days. For more information, visit the Writing Center online at <http://www.linnbenton.edu/go/learning-center/writing-help>.

CFAR

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Rights (CFAR) and would like to use your accommodations, please contact me as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with CFAR, please visit the [CFAR website](#) for steps on how to apply for services. Online course accommodations may be different than those for on-campus courses, so it is important that you make contact with CFAR as soon as possible.

Single Stop Office

Any student who has difficulty affording groceries or food, or who lacks a safe and stable place to live, is urged to contact Student Resource Navigator Amanda Stanley, mstanlea@linnbenton.edu, (541) 917-4877 (Takena/112). The navigator can connect students to resources. Furthermore, please feel free to talk about these issues with me if you are comfortable doing so.

LBCC NON-DISCRIMINATION POLICY

Everyone is welcome at LBCC, regardless of whether they are black, white, Latino, native, gay, straight, Christian, Muslim, Jewish, irreligious, male, female, transgendered, married, disabled, a veteran, a non-English speaker, an immigrant, or any number of other categories not listed here. What is more, LBCC sees our differences as a source of strength and an important part of education.