

## WRITING 227 Technical Writing

**Instructor: Kathy Austin, Ph.D.**

**Winter Term 2020**

**E-mail: [kathy.austin@linnbenton.edu](mailto:kathy.austin@linnbenton.edu)**

**CRN: 31235**

**Office: IA 218**

**Class Location:**

**Hours: By Appointment**

**Class Meeting Days/Times:**

**Number of Credits: 3**

**T/R 2:30 -3:50**

**Course Description and Prerequisite:** 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. Prerequisite: WR 121 English Composition with a grade of "C" or better.

### **Course Overview**

The focus of our reading, writing, and thinking will be technical writing. This the type of writing you will do in the workplace and in further areas of academia. Much of the class will be collaborative, which means you'll be sharing your thoughts with the entire class, as well as interacting with small groups of your peers. I will ask you to take an active, engaged role in your learning, and I will make sure our classroom will be a space to share diverse ideas respectfully.

**Student Learning Outcomes:** Students who complete WR 227 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. 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.

### **Course Materials:**

- *Open Technical Communication* - <https://softchalkcloud.com/lesson/serve/PySpCEBQodADFZ/html>
- *Technical Writing (Open Oregon)* - <https://openoregon.pressbooks.pub/technicalwriting/>
- Instructor provided readings

### **Assignments:**

You will be expected to complete several in-class writing assignments in addition to those assigned on Moodle throughout the term and one major final project. The culminating project will be either a collaborative project or a project that you work on alone and is due on our scheduled final examination day and time.

**All assignments must be turned in on for before the date on which they are assigned. Late assignments will NOT receive credit. If there is an unforeseeable emergency which prevents you from attending class, you must notify me PROIR to the class meeting to determine whether or not the assignment for the missed class will be accepted. If you have a pre-arranged absence, you must notify me PROIR to the class meeting to determine whether or not the assignment for the missed class will be accepted.**

### **Class meetings:**

I am convinced that you learn to write by writing, not by having someone tell you how to write. I work at trying to create an environment in which you can work at writing. In order for me to explain concepts and techniques of the specific type of writing we will be doing in class, there will be times when lectures are unavoidable.

My aim is to establish the class as a group of adult writers working together to assist one another in improving each individual's effectiveness. In such an environment, you can't be effective as a passive student. You need to be committed to achieving the objectives of the course and to assisting others in doing the same

***Your attendance and preparation for each class is critical. Otherwise you will be depriving not only yourself but also the people with whom you will be working of important learning opportunities. Please plan your schedule and prepare well and on time.***

### **Grading:**

Written assignments are graded on a 5-point scale. The scoring rubric is included at the end of this document.

The grading criteria breakdown is as follows:

Attendance/Class participation – 20%

Assignments – 30%

Final Paper – 50%

- *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*

### **Important Course Policies and Campus Resources:**

- **No-Show Policy:** Unless prior arrangements have been made with me, registered students not attending the first two class sessions will be withdrawn.
- **Attendance Policy:** Missing class means missing valuable instruction time; which means that you give yourself the best chance to do well by attending every class on time and in its entirety. The grading breakdown above indicates how many absences are permitted for final grades of A, B, and C. There is no distinction between an excused absence and an unexcused one. If you do miss a class, you should contact me or a trusted classmate to find out what you missed. Likewise, if you miss a class when an assignment is due, you will need to contact me to determine whether or not the assignment will be accepted. If you are absent for an in-class activity that is collected for grading, it cannot be made up.
- **Punctuality Policy:** Plan to arrive to class on time and stay for the entire period.
- **Withdrawing from the Course:** Typically the Friday that concludes Week 7 is the last day for students to withdraw from a course; check the academic calendar for this term to confirm that date. If you are still enrolled after this point, you must receive a grade. Be aware that withdrawing from a course can impact your financial aid, so be sure to consult with the [Financial Aid Office](#) if you have questions before withdrawing.
- **Phones in the Classroom:** Please silence your phone and put it in your pocket or bag. Think of it as a test. Can you go 80 minutes without touching it or looking at it? If there is a legitimate need to have your phone out, please talk to me before doing so.

- **Laptops/Tablets in the Classroom:** I prefer that students do not use these devices in the classroom unless we're in the computer lab, but if you'd like to, please talk to me before doing so.
- **Policy on Late Work:** I do **NOT** accept late work. If you are having difficulty completing an assignment, or if you will need to miss a class the day an assignment is due, please contact me PRIOR to the due date to discuss possible options. Failure to do so will result in **you** not getting credit for the assignment.
- **Plagiarism and Academic Integrity:** Presenting someone else's ideas in writing as if they are your own is plagiarism, and it is a serious academic offense. Any plagiarized elements in your writing will result in, at minimum, a zero for the assignment and, at maximum, automatic course failure. If you ever borrow information from an outside source to put in an essay, you must cite it properly. If you're not sure how to do this, please ask me for help **before** submitting your paper. Once you submit a paper, the policy mentioned above will be enforced.
- **Moodle:** Important course materials—such as assignment instructions, class agendas, and your grades—will be posted on our course site on Moodle. An easy way to get to Moodle is to start at the [LBCC homepage](#), and then click on the yellow Moodle logo at the top right. Alternatively, you can go directly to [the sign-in screen](#). If you've never logged-in to Moodle before, you will first have to claim your account at <https://identity.linnbenton.edu/>. If you have any problems logging, please contact the Student Help Desk; they can be reached at 541-917-4630 or [student.helpdesk@linnbenton.edu](mailto:student.helpdesk@linnbenton.edu).
- **LBCC Student Email:** Please make sure that you check your student email regularly throughout the term. Should I need to contact you, I will be emailing your student account. You can find information about accessing your LBCC email here: <http://www.linnbenton.edu/roadrunner-mail>
- **The LBCC Writing Center:** The LBCC Writing Center (WH-200) is a fantastic free resource for students. As explained above, you will be required to visit the WC to earn a grade of A or B in this class. Get more info about the WC here: <http://www.linnbenton.edu/learning-center/writing-center>
- **The LBCC Library:** The LBCC library is located on the first floor of Willamette Hall. Get more information here: <http://library.linnbenton.edu/home>

- **Center for Accessibility Resources (CFAR):** 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 this 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 go to <http://linnbenton.edu/cfar> for steps on how to apply for services or call 541-917-4789.
- **Non-Discrimination Policy:** Everyone in the LBCC community has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill, and we will honor that right in our classroom.
- **Public Safety/Campus Security:** In an emergency, call 911. Also, call LBCC Campus Security/Public Safety at 541-926-6855 and 541-917-4440.
- **Student Printing:** LBCC uses a pay-to-print system called GoPrint that charges .10 cents per printed page. If you do not have a GoPrint account, you can sign up for one in any college computer lab. You can find more information at <http://www.linnbenton.edu/computer-resources-and-labs>.
- **Food and Drink in the Classroom:** Drinks are fine, but please do not eat during class.
- **Our Classroom's "Golden Rule":** Everyone has a right to learn in our classroom. Remember to treat one another with dignity and respect at all times. In other words, be good humans.

#### **Weekly Course Calendar:**

- **This calendar gives an overview of what you should have read by class time each week. Specific assignments and in-class activities will be announced in-class or via Moodle.**

## Scoring Rubric

Total points possible: 2 or 100%

	5 points	4 points	3 points	2 points
Percentage Points	100 – 90	89-80	79-70	Below 70 % is a failing grade
Topic/Content	Topic explored is clearly defined. Thesis clearly defended.	Topic explored satisfactorily defined. Thesis needs minor points of clarification.	Topic explored is adequately defined. Thesis statement needs several points of clarification.	Topics, is not clearly defined. Thesis statement not clearly defended.
Presentation	The paper is typed, double-spaced and the required minimum length.	The paper is typed and the required minimum length.	The paper is typed and the required minimum length.	The paper is typed and the required minimum length.
Organization	The paper addresses the content in a clear, organized manner.	The paper may have issues with clarity of content and organization, but they are minimal.	The paper has significant issues with clarity and organization of content.	The paper does not address the content in a clear, organized manner.
Conventions	Paper has few or no errors in conventions.	Paper has few errors in conventions.	Paper has errors in conventions.	Paper has distracting errors in conventions.
Style	Paper uses appropriate /MLA style.	Paper uses MLA style with few errors.	Paper uses MLA style with some errors.	Paper ignores MLA style.
Other	Paper was delivered on time.	Paper was delivered on time.	Paper was delivered on time.	Paper was delivered on time.