

IN4.164 Technical Writing for CTE

FALL 2020 > CRN: 26429 > ONLINE

Instructor: **Will Fleming**

Class Time: **ONLINE**

Telephone: **(541) 917-4570** (campus office) / **(541) 972-3982** (texts & voicemail)

Email: fleminw@linnbenton.edu (*preferred contact method)

Office Hours: **Open Zoom sessions on Mondays from 1:00-2:30 p.m.** or via Moodle, IM, email, or phone

Textbook: [IN4/WD4 free e-textbook](#); additional course materials posted on Moodle

Prerequisites: **No prerequisites; please contact me if you need extra help**

Welcome to Technical Writing for Technicians: This course focuses on writing workplace documents commonly written by career technical professionals (welders/fabricators, automotive technicians, etc.), such as: emails, memos, descriptions, customer intake documents, instructions, summaries, accident reports, and employment documents.

OUTCOMES

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

1. Write technical documents using a variety of strategies.
2. Identify and target an audience, purpose, and situation.
3. Write in a variety of formats, including emails, letters, reports, summaries, and descriptions.
4. Revise and edit their material to reflect college-level grammar, syntax, spelling, and punctuation.
5. Review and analyze technical reports.

COURSEWORK

- Short weekly readings and lessons
- Short weekly writing assignments
- Quizzes every few weeks
- Online forums

GRADE SCALE - Final course grades are calculated in the following way:

A = 90 - 100%; **B** = 80 - 89%; **C** = 70 - 79%; **D** = 60 - 69%; **F** = 59% or less

LATE WORK POLICY

- Assignments (except quizzes and forums) may be turned in up to one week late without penalty.
- Work later than one week (or submitted after the last day of class) will be docked a letter grade (10%).
- Late assignments may not be revised/resubmitted.
- Quizzes must be completed on time to receive credit.

REWRITES/REVISION

- You may rewrite and resubmit any assignment where the original grade is 82% or lower.
- Revisions must be sent to my email - fleminw@linnbenton.edu.

TECHNOLOGY (Minimum Equipment Requirement): This equipment is the minimal necessary to be successful in the class:

- Broadband internet connection
- Computer with at least 128GB hard drive, 8GB of RAM, and an i3 or equivalent processor (CPU)
- Device with a camera, microphone, and speaker
- Word-processing software, such as MS Word or Google Docs

ACCESSING MOODLE

To start work on Moodle, please do the following:

- Go to [Moodle](#)
- Log on (your username is your LB X# and Single Sign-On password). *If you are new to Moodle, you'll need to first claim your account by providing identifying information, setting security questions, and creating a new password). If you haven't yet done so, you can claim your account at the [Password and Account Management Portal](#). You can find additional [account setup instructions here](#).

Having trouble logging into Moodle? Call the Student Help Desk at (541) 917-4630.

HOW TO REACH ME

- I am happy to talk to you about this class. Call, email, or use the Zoom weekly office hour.
- If you cannot attend my office hours, I will schedule an alternative time to meet.
- I check and respond to emails at least once a day, Monday through Friday. I will not always respond to emails after business hours or on weekends or holidays.

ACCESSING GRADES

- I will do my best to grade and return your work promptly..
- I am always happy to talk to you about your grade if you have questions.
- I will post assignment grades on Moodle, which will tally a running coursework average for the term.

TO SUCCEED IN THIS COURSE

You SHOULD:

- Log into Moodle *at least* twice a week
- Complete all readings and assignments
- Talk me if you are having difficulties

You SHOULD NOT:

- Cheat or plagiarize. Violations in academic honesty will result in failure of an assignment or failure of the course. [Click here for more information on plagiarism](#).
- Put off your assignments until the last minute--writing is always better when it gets drafted and then revised.
- Hesitate to contact me if you have any questions or run into any problems.

ADDITIONAL RESOURCES

LBCC Writing Center

The LBCC Writing Center can help you take your writing to the next level. You may submit your writing online and receive a response within 1-2 business days. For more information, visit the [Writing Center online](#).

Disability Services

If you have a documented disability, I will help you in any way I can. Talk to me during the first week of class. If you think you might have a disability, but you are not sure, contact CFAR (Center for Accessibility Rights) at (541) 917-4789. [Here is more information about Disability Services and LBCC's disability policies](#).

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, transgender, 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.

ASSIGNMENT & QUIZ DUE DATES

<u>Week</u>	<u>Assignments</u>	<u>Due dates</u>
WEEK 1:	Forum Post and Replies –	Post DUE by 10/2; replies DUE by 10/4
WEEK 2:	Email Assignment –	DUE 10/11
WEEK 3:	Intake Document –	DUE 10/18
WEEK 4:	Instructions –	DUE 10/28 (*Wednesday for additional time)
WEEK 5:	Bad News Letter –	DUE 11/1
WEEK 6:	Project Completion –	DUE 11/8
WEEK 7:	Accident Reports –	DUE 11/15
WEEK 8:	Resumes –	DUE 11/22
WEEK 9:	Cover Letters –	DUE 11/29
WEEK 10:	Final Quiz	DUE by 12/6
	<u>Quizzes</u>	<u>Due dates</u>
WEEK 2:	#1 Capitalization –	DUE by 10/11
WEEK 5:	#2 Apostrophes –	DUE by 11/1
WEEK 7:	#3 Quotation Marks –	DUE by 11/15
WEEK 9:	#4 Misspelled Words –	DUE by 11/29
WEEK 10/FINALS:	#5 Final Quiz –	DUE by 12/6 (*Thursday)