

Linn-Benton
Community College
6500 Pacific Blvd. SW
Albany, OR 97321

Spring 2020

**Course CRN and
Credit Hours:** 40789,
3 credit hours

**Class/Lab Location
and Time:** Online

Instructor:
Adam Karnes

Email:
karnesa@linnbenton.
edu

**Office
Hours/Location:**
Mondays 2-3pm,
Saturdays 11am-
noon, or by
appointment
(meetings via [Zoom](#) or
similar).

WR 227: Technical Writing

Course Text/Materials

Practical Strategies for Technical Communication at Linn-Benton Community College by Mike Markel. **All students require access to a computer with a word processor and internet access.**

Prerequisites

WR121 with a C or higher. Students must also be competent in the use of computers, word processing, and the internet.

Course Description

WR227 examines technical composition for business, academia, and government, with emphasis on audience awareness, rhetorical elements, analysis, and research.

Course Objectives

- 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.

Grades

Assignment	Percent of grade
Overall Quiz Average	10%
Overall Participation	15%
Check-in with Adam	(7.5%)
Forum Posts	(7.5%)
Email Assignment	5%
Proposal	10%
Audience Analysis	10%
Annotated Bibliography	15%
Instructions	10%
Report	25%
Rough Draft	(10%)
Final Version	(15%)

Overall Grade Basis

A=90-100% B=80-89% C=70-79% D=60-69% F=Less than 60%
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Extra Credit

(3%—one time only)

Use the LBC [Online Writing Lab](#) for extra credit. You will need to provide evidence of your writing center usage. Send me a screenshot of the feedback you were given.

General Class Expectations

Time expectations

A three-credit class like this one demands about three hours for the online equivalent of campus class time. In addition, a three-credit course will demand between **6 and 10 hours** of studying *outside* of class each week. (This includes assigned readings, research, papers, and other assignments.)

No show policy

Students who do not contact me **in the first week** will be dropped from the course. Completing the email assignment or a post to a forum will satisfy this.

Incompletes

Only students who have completed **80%** of the course and who are experiencing **unique circumstances** will be considered for an incomplete grade. Any incomplete grade that is granted must be followed up the next term with additional course work.

Participation

Because your active participation is crucial for your learning and assessment, **part of the class grade is based on participation**. Your active involvement is especially important in an online class. If you're struggling to stay engaged, please reach out to me.

Deadlines and late work

Refer to the schedule for specific weekly and term deadlines.

I do not accept late assignments.

[Exception: each student may turn in **one** assignment after its deadline. Please do not waste this privilege; save it for an **emergency**. Notify me by the due date that you are taking advantage of the "emergency late assignment policy."

No work may be submitted after 6/10.]

Rewrites

You are encouraged to resubmit an assignment if you believe you could do better work. I will consider changing the grade if I believe the rewrite is a *significant improvement*.

Any rewrites must be submitted by 6/10.

Technology

Please have a contingency plan in case your computer stops working. A smartphone or tablet should be adequate, but isn't ideal. **Save your work**. I strongly recommend that you back up your work in more than one place. For example, consider saving to a hard drive and to the internet (Dropbox, Google Drive, etc.).

If you lack access to technology, please email me confidentially. The school might be able to help.

Writing format

All written assignments must be submitted electronically on Canvas. (If Canvas isn't working, send via email.)

Recurrent activities

- **Readings**—Do not get behind on the weekly readings. The material in the textbook informs your assignment activities. If you don't read the text, you won't know what to do.
- **Quizzes**—The quizzes are not difficult, but they are a significant percentage of your grade to keep you doing the readings.
- **Participation**—Engage with me and your peers on a weekly basis. Meeting with me virtually and posting on the forums will keep you focused and motivated, as well as contribute to your grade.
- **Assignments**—You have a major assignment due every week. Plan ahead and stay on track. If you miss an assignment, don't give up! You can still pass the class.

Schedule

	<p>Every week, you need to have completed the following by end of day Saturday:</p> <ul style="list-style-type: none"> • Finish the reading • Do the quiz • Engage in the week's forum • Complete and submit the assignment 			
<p>Week 1 4/5-4/11</p>	<p>Finish by Saturday, 4/11</p> <table border="1" data-bbox="380 1262 1425 1635"> <tr> <td data-bbox="380 1262 870 1635"> <p>Read</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Practical Strategies</i>, chap. 1 (Introduction to Technical Communication), 2 (Ethical and Legal Obligations) <p>Quiz</p> <ul style="list-style-type: none"> <input type="checkbox"/> </td> <td data-bbox="870 1262 1425 1635"> <p>Forum</p> <ul style="list-style-type: none"> <input type="checkbox"/> <p>Write</p> <ul style="list-style-type: none"> <input type="checkbox"/> Email Assignment </td> </tr> </table>		<p>Read</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Practical Strategies</i>, chap. 1 (Introduction to Technical Communication), 2 (Ethical and Legal Obligations) <p>Quiz</p> <ul style="list-style-type: none"> <input type="checkbox"/> 	<p>Forum</p> <ul style="list-style-type: none"> <input type="checkbox"/> <p>Write</p> <ul style="list-style-type: none"> <input type="checkbox"/> Email Assignment
<p>Read</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Practical Strategies</i>, chap. 1 (Introduction to Technical Communication), 2 (Ethical and Legal Obligations) <p>Quiz</p> <ul style="list-style-type: none"> <input type="checkbox"/> 	<p>Forum</p> <ul style="list-style-type: none"> <input type="checkbox"/> <p>Write</p> <ul style="list-style-type: none"> <input type="checkbox"/> Email Assignment 			

Week 2 4/12-4/18	Finish by Saturday, 4/18	
	Read <ul style="list-style-type: none"> <input type="checkbox"/> <i>Practical Strategies</i>, chap. 6 (Writing for Your Readers) Quiz <ul style="list-style-type: none"> <input type="checkbox"/> 	Forum <ul style="list-style-type: none"> <input type="checkbox"/> Write <ul style="list-style-type: none"> <input type="checkbox"/> Analyzing Technical Writing
Week 3 4/19-4/25	Finish by Saturday, 4/25	
	Read <ul style="list-style-type: none"> <input type="checkbox"/> <i>Practical Strategies</i>, chap. 4 (Audience and Purpose) Quiz <ul style="list-style-type: none"> <input type="checkbox"/> 	Forum <ul style="list-style-type: none"> <input type="checkbox"/> Write <ul style="list-style-type: none"> <input type="checkbox"/> Audience Analysis
Week 4 4/26-5/2	Finish by Saturday, 5/2	
	Read <ul style="list-style-type: none"> <input type="checkbox"/> <i>Practical Strategies</i>, chap. 11 (Proposals) Quiz <ul style="list-style-type: none"> <input type="checkbox"/> 	Forum <ul style="list-style-type: none"> <input type="checkbox"/> Write <ul style="list-style-type: none"> <input type="checkbox"/> Proposal
Week 5 5/3-5/9	Finish by Saturday, 5/9	
	Read <ul style="list-style-type: none"> <input type="checkbox"/> <i>Practical Strategies</i>, chap. 5 (Researching) Quiz <ul style="list-style-type: none"> <input type="checkbox"/> 	Forum <ul style="list-style-type: none"> <input type="checkbox"/> Write <ul style="list-style-type: none"> <input type="checkbox"/> Annotated Bibliography Draft

Week 6 5/10-5/16	Finish by Saturday, 5/16	
	Read <ul style="list-style-type: none"> <input type="checkbox"/> <i>Practical Strategies</i>, chap. 7 (Print and Online Documents), Appendix A (skim and review your preferred style: APA, MLA, or IEEE) Quiz <ul style="list-style-type: none"> <input type="checkbox"/> 	Forum <ul style="list-style-type: none"> <input type="checkbox"/> Write <ul style="list-style-type: none"> <input type="checkbox"/> Finished Annotated Bibliography
Week 7 5/17-5/23	Finish by Saturday, 5/23	
	Read <ul style="list-style-type: none"> <input type="checkbox"/> <i>Practical Strategies</i>, chap. 14 (Instructions) Quiz <ul style="list-style-type: none"> <input type="checkbox"/> 	Forum <ul style="list-style-type: none"> <input type="checkbox"/> Write <ul style="list-style-type: none"> <input type="checkbox"/> Instructions
Week 8 5/24-5/30	Finish by Saturday, 5/30	
	Read <ul style="list-style-type: none"> <input type="checkbox"/> <i>Practical Strategies</i>, chap. 12 (Informational Reports) Quiz <ul style="list-style-type: none"> <input type="checkbox"/> 	Forum <ul style="list-style-type: none"> <input type="checkbox"/> Write <ul style="list-style-type: none"> <input type="checkbox"/> Report Draft
Week 9 5/31-6/6	Finish by Saturday, 6/6	
	Read <ul style="list-style-type: none"> <input type="checkbox"/> <i>Practical Strategies</i>, Appendix B (review proofreading) Quiz <ul style="list-style-type: none"> <input type="checkbox"/> 	Forum <ul style="list-style-type: none"> <input type="checkbox"/> Write <ul style="list-style-type: none"> <input type="checkbox"/> Finished Report
Week 10 6/7-6/13	Finish by WEDNESDAY, 6/10	
	Any Revisions <ul style="list-style-type: none"> <input type="checkbox"/> 	

The instructor reserves the right to make changes to the schedule. Any changes made will not result in assignments being due sooner than listed in the original syllabus.

Accommodations: If you have a documented disability, please contact me during the first week so that we can make arrangements. **Disability Services** can also help you if you suspect that you have a disability. Visit their page for more information:
<https://www.linnbenton.edu/future-students/stuff-parents-want-to-know/student-right-to-know/diversity-disability-accommodations-inclusiveness>

Inclusivity: LLBC welcomes students from all backgrounds and does not discriminate. Please contact me if you feel that I or anyone else at school has treated you inappropriately. Visit the **Diversity Achievement Center's** page here:
<https://www.linnbenton.edu/current-students/involvement/institutional-equity-and-student-engagement/diversity-achievement-center>

COVID-19: If you have questions related to LBCC and COVID-19, [this FAQs page](#) is helpful.