**Technical Writing Online**

**Text: Technical Communication by John Lannon (11th or 12th edition)**

**Instructor: Karelia Stetz-Waters**

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 **Basic Information About the Class**

**Prerequisits:** WR 121 with a C or higher .

**Welcome to Writing 227:** **Technical Writing.**

WR227 introduces you to the types of writing you encounter in business, industry, the academic world, and government. It examines the rhetorical nature of writing and asks you to think critically about content, audience, argument and structure. You will design, write and revise descriptions, job application documents (resumes and application letters), pamphlets, proposals, and analytical reports.

**Course objectives and outcomes:** After taking Writing 227, successful students will have learned to

* understand how technical writing differs from academic writing
* create easy to navigate documents using principles of good document design
* perform extensive high-level research
* write a research report of 15+ pages
* [Click here for the official course outcomes](http://www.linnbenton.edu/academic-development-communication-arts-and-mathematics/english/writing/course-outcome-guides/wr227-course-outcome-guide)

 **Course Work:**

* Assigned reading
* Forum posts
* Employment packet
* Technical description or instruction set
* Research proposal
* Peer-review
* Research report
* Interview
* Participation in Turnitin

**Grade Distribution:** See the My Grades link in Moodle for a complete grade distribution.

**Required texts and materials:**  Enrollment in this course requires successful (i.e. "C" level) completion of WR121.

* Textbook: Technical Communication by John Lannon
* Internet access
* Access to a college library
* Access to a word processing program such as MS Word
* Computer literacy
* A flash drive (also known as a thumb drive or jump drive) or some other way to save your work
* Time (about four hours per week to dedicate to the class)

**How the Course Works**

**To start work, please do the following:**

1. Go to the following website: <http://elearning.linnbenton.edu/>
2. Log on.  Your username is your X number (supplied by LBCC) or OSU ID.  If you have never logged in before, the password is your birthday in three digit format  .
3. After logging in please update your password.  Do not include your home address or phone.
4. Add a photo to your profile if you'd like.  To proceed in the class, just follow the instructions listed for each week.  If you have questions, please feel free to call me at 541-917-4556.

[Click here for a brief tutorial on taking my online class.](http://www.youtube.com/watch?v=9P7IT2wtNyg)

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

**Class Policies, Expectations, and Resources**

**My Expectations for You**

* Check Moodle *at least* twice a week.
* Read all Moodle announcements carefully.
* Complete all reading and assignments.
* Contact me if you are having difficulties in the class.
* Be kind and respectful toward everyone in the class (even if you don't like them).  Be courteous when communicating online.
* Don't cheat or plagiarize.  Violations in academic honesty will result in failure of an assignment or failure of the course.

**Late Work Policy**

* All formal (i.e. typed and uploaded) assignments may be turned in up to one week late with no penalty.
* Work that is later than one week (or after the last day of class) will receive a zero.
* Assignments that come in late may not be revised.
* **Exception: The following assignments may not be turned in late: discussion board posts, rough draft, quizzes, final report.**

**Rewrites**

* [Almost] every formal assignment that arrives on time may be rewritten once for a higher grade.  (Work that contains obvious plagiarism may not be rewritten and will receive a final score of zero.)
* Forum posts may not be rewritten.
* Revisions must be sent directly to my email at stetzwk@linnbenton.edu
* All changes you made to the revision must be highlighted in **bold**.
* All rewrites are due within one week of the day I post your grade on Moodle.
* **Note:  If you want to revise your final report, you will have to complete it before the official due date.  If you submit your final report on the day it is officially due, you will not have time for a revision.**

**When and How to Reach Me**

* I am happy to talk to you about this class.
* I am available by phone 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 will check and respond to emails once a day, Monday through Friday. I will not respond to emails after business hours, on weekends, or on holidays.

**Accessing Grades**

* I will grade and return your work within one week of the original due date. (I hope that you will allow me one or two late “assignments,” but I will try not to use them.)
* I will talk to you about your grade if you have questions.
* I will post grades on Moodle.

**LBCC Writing Center**

 From initial ideas to final drafts, the LBCC Writing Center can help you take your writing to the next level. Please feel free to drop in during regular hours to work one-on-one with one of the supportive Writing Assistants. In addition to your draft, please bring your assignment and any questions you have. You may also submit your writing online at lbcc.writingcenteronline.net where you will receive a personalized response within 1-2 business days. For more information, visit us online at http://www.linbenton.edu/go/learning-center/writing-help.

**School Policies**

**Incompletes**

If you have completed 80 percent of the course work by the end of the term but are unable, for reasons that are generally not your fault, to complete the rest, I will grant you an incomplete.

**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 Disability Services, 917-4789.  [Here is a lot more useful information about Disability Services and LBCC's disability policies.](http://www.linnbenton.edu/go/disability-services)

**LBCC Non-Discrimination Policy**

Everyone is welcome at LBCC, regardless of whether they are black, white, Latino, native, gay, straight, Christian, Muslim, Jewish, male, female, transgendered, married, disabled, a veteran, a non-English speaker, an immigrant, or any number of other catagories not listed here.  [For the official nondiscrimination policy click here.](http://www.linnbenton.edu/go/about-lbcc/policies/equal-opportunity)     What is more, LBCC sees our differences as a source of strength and an important part of education.

**If you need any help during the term, do not hesitate to call me!**