

WR 227: Technical Writing

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

Fall 2018

**Course CRN and
Credit Hours:** 20050,
3 credit hours

**Class/Lab Location
and Time:** Albany
Campus, Industrial A,
Room 232,
1:00-2:20pm

Instructor:
Adam Karnes

Email:
karnesa@linnbenton.
edu

**Office Hours/
Location:** Thurs.
10:30am in SSH 206
or by appointment
(Skype or Google
Hangouts also
optional).

Course Text/Materials: All class texts are free and accessible online. Refer to our Canvas course. **All students need access to a computer with a word processor and internet capabilities.**

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.

Grading Policies:

<u>Assignment</u>	<u>Points</u>
Total Quizzes	5
Overall Participation	35
Class	(15)
Group Contribution	(20)
Proposal (Getting Started)	20
Troubleshooting Page (Milestone 1)	20
Device Page (Milestone 2)	20
All Guides (Milestone 3)	60
Peer Reviews (Milestone 4)	20
Reflective Short Report	20
Total Possible Points	200

Overall Grade Basis:

A=90-100%

B=80-90%

C=70-80%

D=60-70%

F=Less than 60%

***Extra Credit (+3 points—one time only):** Completing a session with a draft at the writing center will earn you extra credit. You will need to provide evidence of your writing center usage. Obtain a record of your consultation visit (the secretary should give you a copy at the end of your visit).

Time expectations: students will spend approximately **three hours** in weekly, on-campus classes. 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 attend **in the first week** will be dropped from the course.

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.

Attendance and participation: Because this class focuses heavily on collaborative work in a professional setting, you need to be in our sessions. Part of your grade will be determined by how your peers rate the quality of your contribution. **You are allowed two absences.** Each additional absence will deduct two points from your participation score.

Deadlines and late work: No late work. This class will hold you to strict, real-world due dates. Most of your work will be submitted to professionals outside LBCC for review, so meeting deadlines is crucial.

The iFixit Project: This class incorporates a project hosted by [iFixit](#), a company that offers free online repair guides for electronic devices. We will form teams and work closely with professionals at iFixit. This experience will provide you with practical and authentic technical writing experience. Your team will troubleshoot, draft, revise, and publish guides that will be available to the public online. (You do not need to be an expert in electronics repair.) **Key factors** for your success in this project include:

- **Attendance:** Class sessions will emphasize progress on your project. Don't skip class!
- **Group involvement:** Each student will play a role in the success of their group's project. A sizable chunk of your grade is based on whether you support your group with consistent and meaningful contributions.
- **Communication:** Just as in a professional environment, communicating clearly and regularly is vital to your success. You need to regularly engage with your team, iFixit, and me. Pay close attention to email deadlines for the project and always CC me when messaging iFixit.
- **Timeliness:** Because the project is large and you will be working with professionals at iFixit, you must stay on track with the milestones. Deadlines are strict.

Canvas: Grades, readings, quizzes, and assignment descriptions are housed on [Canvas](#) (an online learning management system). Look for an email invitation to Canvas in your LBCC inbox. Accept this invitation to access the Canvas course.

Term Schedule:

Week	Projects	Tasks <i>Complete weekly reading and quiz prior to class on Tuesday.</i>	In- class topics and activities
<u>1</u> 9/23- 9/29			<ul style="list-style-type: none"> • Get acquainted • Syllabus • Class objectives • Canvas • What's technical writing? • iFixit
<u>2</u> 9/30- 10/6		<ul style="list-style-type: none"> • Week 2 Reading and Quiz 	<ul style="list-style-type: none"> • Workplace communication • Ethics of writing • Working in groups • Proposals
<u>3</u> 10/7- 10/13	10/8 • Proposal	<ul style="list-style-type: none"> • Week 3 Reading and Quiz 	<ul style="list-style-type: none"> • Audience awareness • Research
<u>4</u> 10/14- 10/20		<ul style="list-style-type: none"> • Week 4 Reading and Quiz 	<ul style="list-style-type: none"> • Writing instruction and definition • Online documents
<u>5</u> 10/21- 10/27	10/22 • Troubleshooting Page (Milestone 1)	<ul style="list-style-type: none"> • Week 5 Reading and Quiz 	<ul style="list-style-type: none"> • Cultural considerations
<u>6</u> 10/28- 11/3	10/29 • Device Page (Milestone 2)	<ul style="list-style-type: none"> • Week 6 Reading and Quiz 	<ul style="list-style-type: none"> • Using images • Photography workshop
<u>7</u> 11/4- 11/10	11/5 • First Repair Guide Draft (Milestone 3)	<ul style="list-style-type: none"> • Week 7 Reading and Quiz 	<ul style="list-style-type: none"> • Peer review concepts

Week	Projects	Tasks	In- class topics and activities
		<i>Complete weekly reading and quiz prior to class on Tuesday.</i>	
8 11/11- 11/17		• Week 8 Reading and Quiz	• Conventions review
9 11/18- 11/24	11/20 • All Repair Guides Drafts (Milestone 3)	• Week 9 Reading and Quiz	• No class Thurs. 11/22
10 11/25- 12/1	11/29 • Final Drafts of Repair Guides (Milestone 4)		• Writing reports • 11/27—Device swap/ peer feedback
11 12/2- 12/8	12/4 • Reflective short report		

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.

Academic Honesty: Do your own work! Plagiarism can result in class failure or even school expulsion. Properly attribute sources. If you are unsure what constitutes plagiarism, just ask.

Accommodations: 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 the 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 visit the [CFAR Website](#) for steps on how to apply for services or call 541-917-4789.

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>