**IN4.164 – Technical Writing for Technicians**

Technical Writing for Technicians is a professional writing course designed to meet the needs of students in the Career/Technical fields. This class will help you get a job, work with customers, interact with coworkers, make presentations, promote yourself or your business, and succeed in your chosen profession.

**Course Policies**

* **All work is due in class, typed, and printed** on the due date listed (unless otherwise noted).
* **Assignments may come in up to one week late** (except for the final portfolio). These assignments will still receive all the points earned.
* **Ontime assignments are eligible for revision.** The revision is due one week after the assignment was returned. Date will be noted on the assignment. When turning in revisions, include original work, my notes, and the revision with all changes underlined or otherwise highlighted.
* **Class attendance is expected.** If you miss class, be sure to do the assigned reading in the library. I will not have time to go over class content with you.
* **Curteous and professional behavior is expected at all times.** Please respect the feelings of all members of the class. Avoid derogatory speach of any kind (racist, homophobic, sexist etc.). Do not talk when others are talking. Do not eat smelly or messy foods in class. Do not chew or use smokeless cigarettes in class. Do not cheat.

If you have questions or concerns, contact me at 541-917-4556 (prefered method) or [stetzwk@linnbenton.edu](mailto:stetzwk@linnbenton.edu).

**Extra Help**

**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 the Writing Center online at<http://www.linnbenton.edu/go/learning-center/writing-help>

**You can always reach Karelia at 541-917-4556.**

**College Polices**

**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. [Click here to see what the LBCC board has to say about diversity.](http://po.linnbenton.edu/BPsandARs/1015%20-%20Nondiscrimination%20Policy.pdf)

**For Assignments and Due Dates -- See Moodle**