

# IN4.164 Technical Writing for CTE (online)

## Syllabus Fall 2019 ➤ CRN: 26429 & 25362

Instructor: **Will Fleming**  
Class Hours: **Wednesdays 1:00 - 1:50 p.m.** Room: **IA/242**  
Email: [fleminw@linnbenton.edu](mailto:fleminw@linnbenton.edu) (\*preferred)  
Office Phone: **(541) 917-4570** Office: **NSH/201**  
Office Hours: **M/W 10:00-11:00 a.m. & T/R 10:00-11:00 a.m. & by appt.**

**\*No required textbook; all course materials posted on Moodle**

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

**Welcome to IN4.164 (Technical Writing for CTE):** This course focuses on writing workplace documents commonly written by technicians, such as: emails, memos, descriptions, customer intake documents, documentation of work completed, instructions, summaries, accident reports, and employment documents. IN4 covers processes and fundamentals of technical writing, including structure, organization and development, audience analysis, diction and style, revision and editing, mechanics and standard usage required for successful workplace writing.

### OUTCOMES

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

1. Write technical documents using a variety of strategies, such as description, definition, classification, description, examples, process analysis, cause and effect, and persuasion.
2. Identify and target an audience, purpose, and situation.
3. Write in a variety of formats including emails, letters, accident reports, summaries, and bids.
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
- Online forums

### ASSIGNMENTS (by week):

- Week 2 - Email
- Week 3 - Intake Documents
- Week 4 - Instructions
- Week 5 - Bad News Messages
- Week 6 - Documenting Work Completed
- Week 7 - Accident/Incident Reports
- Week 8 - Resumes
- Week 9 - Cover Letters
- Week 10 - Final Quiz prep
- Finals Week - Final Cumulative Quiz

## **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](mailto:fleminw@linnbenton.edu).
- All changes you made to the work must be **highlighted** or **bolded**.
- Rewrites are due within **two weeks** of the day I post the assignment grade.

## **ACCESSING MOODLE**

### **To start work on Moodle, please do the following:**

1. Go to Moodle (elearning.linnbenton.edu)
2. Log on. Your username is your LB email (first.last.1234@mail.linnbenton.edu). If you are new to Moodle, the password is your birthday in 6 digit format (MMDDYY).
3. After logging in please update your password.
4. Add a photo to your profile if you'd like.
5. To proceed in the class, just follow the instructions listed for each week.
6. If you have questions, feel free to email me at [fleminw@linnbenton.edu](mailto:fleminw@linnbenton.edu) or call me at (541) 917-4570.

**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 come by my office.
- 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, on weekends, or on 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 reading and assignments
- Talk me if you are having difficulties
- Be kind and respectful toward everyone in the class (even if you don't like them).

**You shouldn't:**

- Cheat or plagiarize. Seriously, don't do it! 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. Drop in during regular hours or make an appointment. In addition to your draft, please bring your assignment. You may also submit your writing online at [lbcc.writingcenteronline.net](http://lbcc.writingcenteronline.net) where you will receive a response within 1-2 business days. For more information, visit the Writing Center online at <http://www.linnbenton.edu/go/learning-center/writing-help>.

**CFAR**

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Rights (CFAR) and would like to use your accommodations, please contact me as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with CFAR, please visit the [CFAR website](#) for steps on how to apply for services. Online course accommodations may be different than those for on-campus courses, so it is important that you make contact with CFAR as soon as possible.

**Roadrunner Resource Center**

Get connected to resources that can help with: childcare, food, emergency housing, healthcare, taxes, utilities, textbooks and school supplies, transportation, and more. Contact Student Resource Navigator Amanda Stanley at [stanlea@linnbenton.edu](mailto:stanlea@linnbenton.edu), at (541) 917-4877, or in Takena/112. Please also feel free to talk about these issues with me if you are comfortable doing so.

**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, transgendered, 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.

**IN4.164 HYBRID (26429 & 25362)**  
**FALL TERM 2019 CLASS CALENDAR**

WEEK 1 - INTRODUCTIONS & WRITING EMAILS

**10/2 (W) –** Introductions/Course Requirements/Expectations/Assignments Format

For next week: Login to our Moodle page and review course and materials for this week  
**Post to the Introduction Forum and respond to two (2) other posts (DUE Weds, 10/9)**

WEEK 2 - CAPITALIZATION & WRITING EFFECTIVE EMAILS

**10/9 (W) –** **Post to the Introduction Forum and Respond to two (2) of your classmates' posts by 11:59 p.m. tonight)**

For next week: Read/Review Moodle handouts on writing emails and capitalization  
**Take Capitalization Quiz (DUE by 10/16 at 11:59 p.m.)**  
**Complete the Email assignment (DUE to my inbox by 10/16 at 11:59 p.m.)**

WEEK 3 - INTAKE DOCUMENTS

**10/16 (W) –** **Capitalization Quiz DUE today at 11:59 p.m.**  
**Email Assignment DUE today to my inbox by 11:59 p.m.**

For next week: Read/Review this week's handouts and samples on Intake Documents  
**Complete Intake Documents assignment (DUE to Moodle by 10/23)**

WEEK 4 - INSTRUCTIONS

**10/23 (W) –** **Intake Documents assignment DUE today to Moodle by 11:59 p.m.**

For next week: **Complete Instructions (DUE to Moodle by FRIDAY, 11/1 at 11:59 p.m.)**

WEEK 5 - BAD NEWS CORRESPONDENCE

**10/30 (W) –** **Submit Instructions assignment (DUE to Moodle by Friday, 11/1 at 11:59 p.m.)**

For next week: **Complete Bad News assignment (DUE by Weds, 11/6 at 11:59 p.m.)**

WEEK 6 - DOCUMENTING WORK COMPLETED & QUOTATION MARKS

**11/6 (W) –** **Bad News Letter assignment (DUE TODAY to Moodle by 11:59 p.m.)**

For next week: **Complete Quotation Marks Quiz (due by 11/13 at 11:59 p.m.)**  
**Complete Documenting Work Completed assignment (by 11/13)**

WEEK 7 - ACCIDENT & INCIDENT REPORTS

**11/13 (W) –** **Documenting Work Completed assignment DUE today by 11:59 p.m.**  
**Quotation Marks Quiz DUE today by 11:59 p.m.**

For next week: **Complete Accident/Incident Report (DUE by 11/20)**

WEEK 8 - EMPLOYMENT DOCUMENTS-RESUMES

**11/20 (W) –** **Accident/Incident Report DUE today by 11:59 p.m.)**

For next week: **Complete Resume rough drafts (\*please bring a printed copy of your resume to class on 11/27)**

WEEK 9 - EMPLOYMENT DOCS-RESUMES & COVER LETTERS

**11/27 (W) – Resume rough drafts (DUE TODAY for in-class for peer review)**

For next week: **Revise resume; final copy DUE to Moodle by 12/4 at 11:59 p.m.**  
**Take Commonly Misspelled Words Quiz (DUE by 12/4 at 11:59 p.m.)**

WEEK 10 - EMPLOYMENT DOCS-COVER LETTERS

**12/4 (W) – Resume final copies (DUE today to Moodle by 11:59 p.m.)**  
**Commonly Misspelled Words Quiz DUE today by 11:59 p.m.)**

For next week: **Complete Cover Letter (DUE to Moodle by Tues, 12/10 at 11:59 p.m.)**  
**Turn in any revised/rewritten assignments**  
**Take Final Cumulative Quiz (by Tues, 12/10)**

FINALS WEEK

**No class meeting** (I will be holding additional office hours during Finals Week).

The following must be completed/submitted by **Tues, 12/10 at 11:59 p.m.:**

- **Final Cover Letter**
- **Cumulative Final Quiz**
- **Any revised/rewritten assignments**
- **Any extra credit**
- **Any late assignments (assignments not yet turned in)**