**Writing 227: Technical Writing**

**Fall 2019**

Instructor: Dio Morales

Class Hours: M/W/F 11:00 a.m. - 11:50 p.m. Classroom: MKH/118

 M/W/F 12:00 a.m. - 12:50 p.m. Classroom: NSH/109

Office Hours: T/H 10:00 -12:00 a.m. (& by appt) Office: NSH/202

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Required textbook: *Practical Strategies for Technical Communication for Linn-Benton Community College*, 3rd Ed., Mark Markel and Stuart Selber

**COURSE OBJECTIVES**

Writing 227 introduces students to the types of writing they will encounter in business, industry, the academic world, and government. It examines the rhetorical nature of writing and asks students to think critically about content, audience, argument, and structure. Students will learn how to effectively present instructions, design documents, conduct correspondence, and produce technical reports.
Prerequisite: WR 121 English Composition.

**COURSE OUTCOMES**

In Writing 227, you will:

1. Analyze the rhetorical needs (the needs of your audience in relationship to the assignment) for college-level, evidence-based technical writing assignments.
2. Apply appropriate levels of critical thinking strategies (knowledge, comprehension, application, analysis, synthesis, evaluation) in written assignments, with an emphasis on technical, evidence-based analysis, reporting, application, and evaluation.
3. Implement appropriate rhetorical elements and organization (summary, introduction, thesis, research-based support, visual evidence, conclusion, etc.) in your written assignments, with an emphasis on technical evidence-based analysis, reporting, and evaluation assignments.
4. Locate, evaluate, and integrate high-quality information and opinion appropriate for technical, evidence-based assignments.
5. Craft sentences and paragraphs that communicate their ideas clearly and effectively using words, sentence patterns, and writing conventions to make your writing clear, credible, and precise.

**TECHNOLOGY and MOODLE**

Familiarity with and access to the internet and a reliable email address are needed to succeed in this class. I will at times communicate with the class via email and/or Moodle. You will need to use your linnbenton.edu email address to access Moodle. Knowledge of a computer writing program is also needed to succeed in this class. Microsoft Word is the supported word processing program at LBCC, and you may use it at any of the library or lab computers. You may also use [Google Docs](https://docs.google.com/) ([https://docs.google.com](https://docs.google.com/)), which is free and can be accessed through your LB Gmail account.

**COURSE EXPECTATIONS & POLICIES**

**Expectations**

* Complete all readings and assignments *prior* to the start of class.
* Participate in class discussions.
* Be prepared on days marked *peer review*.
* Let me know if you are having difficulties in class.
* Be kind and respectful toward everyone in the class (even if you don't like them).
* Don't cheat or plagiarize. Academic dishonesty will result in failure of an assignment and possibly failure of the course. Students at LBCC are responsible for pursuing their studies with honesty and fairness.
* **Cell phones should be silenced and out of sight** unless you have instructor permission to leave it out but silenced. If instructor permission is granted, please step out of the classroom quietly to take your call or respond to a text message.

**Late Work**

* You may turn in workup to **one week late with a half-letter grade penalty**. **\***This does NOT include the final technical report; the final report cannot be turned in late. Late work is not eligible for revision.
* Work turned in **more than one week late will not receive a grade**. **\***If you foresee a problem getting your work in on time or have an emergency (for example, accident or extended illness), contact me as soon as possible.
* Quizzes must be completed by the closing date and time; no late quizzes will be accepted.

**Revised Work**

* You may re-submit any assignment (except the final report) when the original grade is a B- or lower (< 80%) and the original was submitted on time.
* All revised assignments are due within two weeks of the day I post your grade on Moodle. Please see me before revising.
* Plagiarized work may not be rewritten and will receive a final score of zero (0).

**Communicating with Me**

* I am happy to talk to you about this class and/or your writing at any time.
* I am available by email or in person during my office hours (listed above). If you cannot attend my office hours, we can schedule an alternative time when we can meet.
* I check and respond to emails Monday through Friday. I may not always respond to emails after business hours or on weekends or holidays.

**Accessing Grades**

* I will make every effort to grade and return your work promptly.
* I will talk to you about your grade if you have questions.
* I will post assignment grades on Moodle.

**Assignments/Grading Breakdown**

**Quizzes (4) 10% total** (2.5% each)

**Writing Assignments (5) 65% total**

 -Assignment #1 (Intro Email) 10%

 -Assignment #2 (Ethics Memo) 10%

 -Assignment #3 (Instructions) 15%

 -Assignment #4 (Infographic) 10%

 -Assignment #5 (Good & Bad News) 10%

 -Assignment #6 (Project Memo) 10%

**Final Project 25%**

**TOTAL: 100%**

### **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 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>.

**Center for Accessibility Rights -** 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](https://www.linnbenton.edu/cfar) (<https://www.linnbenton.edu/cfar>) 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 (formerly Single Stop) -** Any student who has difficulty affording groceries, food, or transportation, or who lacks a safe and stable place to live, can contact Student Resource Navigator Amanda Stanley, mstanlea@linnbenton.edu, (541) 917-4877 (Takena/112). The navigator and the Roadrunner Resource Center can connect students to resources and services. Furthermore, please 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. We all share the privilege of thinking, learning, and working together in an encouraging environment. In our classroom community, we will work toward creating and enjoying a community of mutual respect, appreciation, and goodwill.