**IN4.164 Technical Writing for CTE**

**CRN 32523, Winter 2017**

Instructor: **Debbie Killingsworth**

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Office Hours: **T/R 11:30 a.m. - 1:00 p.m.**Office: **SSH/205**

**Required Text:      *Technical Communication* 14th ed.,  Lannon and Gurak                        (ISBN: 9780134118499)**

**Course Info**

**Prerequisites:**There are no prerequisites. Please contact me if you need extra help.

**Welcome to 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.

**Coursework:**

* Weekly readings
* Weekly writing assignments
* Quizzes

**Required texts and materials:**

* Access to Canvas via a computer with internet

**Assignments** - Course assignments by week are as follows:

* Week 2 - Email / Bad News Messages
* Week 3 - Description
* Week 4 - Instructions
* Week 5 - Trouble Shooting
* Week 6 - Intake Documents
* Week 7 - Accident/Incident Report
* Week 8 - Documentation of Work Completed
* Week 9 - Request for Quotes
* Week 10 -Proposal
* Finals Week - Proposal

**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

**To Access Canvas**

To Start Work on Canvas:

In this course, you will need to access the course shell in Canvas. You MUST self-enroll in the course once you share with them this URL: [https://canvas.instructure.com/enroll/](https://canvas.instructure.com/enroll/3W6AE7)G6WDPT. Alternatively, they can sign up at <https://canvas.instructure.com/register> and use the following join code: G6WDPT.

**My Expectations for You**

**Do:**

* Log into Canvas 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).

**Don'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.](http://www.unc.edu/depts/wcweb/handouts/plagiarism.html)

**Due Dates**

* Due dates are posted on Canvas

**Late Work Policy**

* Assignments may be turned in up to class day without penalty.
* Any assignment turned in after that will receive -10% for each late day.
* Assignments that come in late may not be revised.
* Quizzes must be completed on time to receive credit.

**Rewrites**

* You may rewrite and resubmit any assignment where the original grade was lower than 80%.
* Revisions must be uploaded to Canvas
* All changes you made to the work must be highlighted in **bold**.
* All rewrites are due within one week of the day I grade your assignment.

**Your Expectations for Me**

**When and How to Reach Me**

* I am happy to talk to you about this class. Email me.
* If you cannot attend my office hours, I will try to 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 within one week of turning it in.
* I will talk to you about your grade if you have questions.
* I will post assignment grades on Canvas.

**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>.

**School Policies**

**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 CFAR (Center for Accessibility Rights) at (541) 917-4789.[Here is more 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, 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.