# Technical Writing Syllabus - Winter 2022

**Moodle shell:** The course material for CRNs 30562 and 31254 are combined into a single Moodle shell at the following address: <https://moodle.linnbenton.edu/course/view.php?id=18004>

**Text:** No textbook
**Instructor:** Dio Morales

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## **Visit me!**

Official office hours are Wednesday and Friday 10:00 AM-12:00 PM. All office hours are held on Zoom [using this link](https://linnbenton.zoom.us/j/985381783). If my office hours aren't convenient for you, email me and we will find another time. I always like to see you, so don't be shy!

# Basic Information About the Class

## Prerequisites:

WR 121 with a C or higher

## Welcome to Writing 227: Technical Writing

WR 227 introduces you to the types of writing you encounter in business, industry, the academic world, and government. It examines the rhetorical nature of writing and asks you to think critically about content, audience, argument, and structure.

## Course objectives and outcomes in plain language

After taking Writing 227, successful students will have learned to:

* Create documents designed to help readers make decisions and solve practical, real-world problems
* Evaluate and adapt to different technical and workplace writing situations by analyzing audience, context, stakes, and the writer’s role
* Demonstrate mastery of technical and workplace writing conventions including clean and clear design, style, and layout of print and web communications
* Find and integrate research in written documents clearly, concisely, and logically; credit the source as appropriate

## Official course outcomes from the LBCC catalog

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

* Analyze the rhetorical needs (the needs of their audience in relation 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.

## Course Work

* Big Assignments (85%)
	+ Tip Sheet
	+ Audience Analysis
	+ Annotated Bibliography
	+ Technical Report
	+ Analyzing Technical Writing
* Little Assignments (15%)
	+ Email Assignment
	+ Report At-a-Glance
	+ Assorted forums and surveys
* Extra credit available

Assignment descriptions and due dates are listed on Moodle.

## Required texts and materials

* Access to a college library
* Access to a word processing program such as MS Word or Google docs
* Computer literacy

##

## **Free Version of MS Word**

While Google docs is a very robust tool, it can be hard to format documents in Google docs. Word is easier and it is available free to students and teachers. [Click here for details.](https://www.microsoft.com/en-us/education/students/default.aspx)

# Class Policies, Expectations, and Resources

## My Expectations for You

* Check Moodle ***at least*** three times a week.
* Check LBCC email account ***daily***.
* Read all Moodle announcements carefully.
* Complete all reading and assignments; watch all videos.
* Contact me if you are having difficulties in the class or if a personal crisis or emergency impacts your ability to succeed in the class and you would like extra help or accommodation.
* Be courteous when communicating online.
* Don't cheat or plagiarize. Violations of academic honesty will result in failure of an assignment or failure of the course.

## Late Policy

All big assignments (see above) can be completed up to one week late. Late work cannot be revised.

## Revision Policy

Up to two on-time assignments may be revised for a higher grade. Please go to the revisions links in Week 10 and click on Revision 1 or 2 for complete instructions on revisions. I prefer that you chat with me before turning in a revision, but that is not required.

## My Promise to You

I’m here to help you in any way I can. That includes writing stuff and life stuff. If I can’t help, I’ll find someone who can. I check email once a day, Monday through Friday, and I try to empty my inbox every time. I answer student emails first, so put WR 227 in the subject line.

## Grading Procedure

My goal is to return every assignment to you within one week of the due date.

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## Class Drop Policy

## Students who do not attend Week 1 and complete the first-week assignments will be dropped from the class unless they contact me.

## LBCC Writing Center

Here is information on how you can access the Writing Center on Zoom using drop-in hours or scheduled appointments:

[Writing Center | LBCC](https://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/writing-support/index.php)

Here’s a way to send your work to the Writing Center and get a response via email:

[Online Writing Lab | LBCC](https://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/writing-support/online-writing-lab.php)

# School Policies

## 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.

## Center for Accessibility 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 this class, please contact your instructor 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) 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.

## Academic Honesty

Plagiarism is a type of academic dishonesty that involves the theft of another person’s idea, words, images, music/sounds, or creative works and/or deceit in the representation of who created the work by not properly crediting sources. Plagiarism, one form of cheating or dishonesty, is not just the failure to give credit for an exact quotation. Plagiarism includes both intentional and unintentional acts, such as:

* ­Obtaining a paper on the Internet and turning it in as the student’s own work; this is obviously intentional;
* Using a paper written by another student, friend, or family member;
* **Submitting a paper you have written for another class (this is self-plagiarism)**;
* Copying sections of another’s original document, photographs, artwork, songs/sounds, film, video images, lab project, or electronic files and putting the source material or text into one’s own work without documentation as if it were one’s own original work;
* Copying a sentence, or an important exact phrase of two words or more, or a coined word (which may or may not have copyright protection) without the use of quotation marks and credit;
* Copying the structure of another’s argument or premise, thesis, theory, design, or composition and merely translating key parts;
* Using another’s results in one’s own words without giving him or her credit, failing to document any borrowing when quoting, paraphrasing, summarizing or importing and placing a graphic, sound bite, or another medium.

Note: All work submitted through Moodle is run through TurnItIn, a program that checks for instances of plagiarism.

## 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 categories not listed here.  What is more, LBCC sees our differences as a source of strength and an important part of education.

## Mask Policy

This class does not have an on-campus component, but if you are on campus, please note the mask policy:

To comply with Oregon state law,​ **masks are required at all times** whenever an individual is in a public indoor space at LBCC -- this includes cubicles or other spaces where walls do not go up to the ceiling and/or open doorways. Masks must fully cover the nose and mouth; mesh masks and masks with breathing valves are not permissible. Face shields are allowed only if also worn with a mask that covers the nose and mouth. In addition, masks are required outside whenever physical distancing is not observed.

**​**If you've accidentally forgotten your mask, LBCC will have supplies available throughout our campus locations and high-traffic areas. In addition, if you would like to request an N95 mask, the college will have a limited supply available and we will do our best to accommodate you. Please visit the Facilities Office for special supply requests, or visit [one of these locations](https://docs.google.com/document/d/1wjhI92LodAb_Ptjlzxw4KERg7NNRgVAgus9vzqaTnVE/edit) where general supplies will be available.