

## WRITING 227 Technical Writing

**Instructor: Kathy Austin, Ph.D.**

**Summer Term 2023**

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**CRN: 16988**

**Office: Remote**

**Class Location:**

**Hours: Mondays from 1 – 3 pm or by  
appointment via Zoom**

**Online**

**Class Meeting Days/Times:  
Distance/Online**

**Number of Credits: 4**

**Course Description and Prerequisite:** 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 design documents, present instructions, create proposals and produce technical reports. Prerequisite: WR 121 English Composition with a grade of "C" or better.

### **Course Overview**

The focus of our reading, writing, and thinking will be technical writing. This the type of writing you will do in the workplace and in further areas of academia. Much of the class will be collaborative, which means you'll be sharing your thoughts with the entire class, as well as interacting with small groups of your peers. I will ask you to take an active, engaged role in your learning, and I will make sure our classroom will be a space to share diverse ideas respectfully.

**Student Learning Outcomes:** Students who complete WR 227 will be able to:

- Analyze the rhetorical needs (the needs of their audience in relationship 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 Materials:**

- *Open Technical Communication* - <https://softchalkcloud.com/lesson/serve/PySpCEBQodADFZ/html>
- *Technical Writing (Open Oregon)* - <https://openoregon.pressbooks.pub/technicalwriting/>
- *Lumen Learning* – Links provided in Moodle
- Instructor provided readings

### **Technology Requirements:**

Our class will be delivered fully online asynchronously this term, and we won't meet face-to-face. LBCC is encouraging students to be as prepared as possible by asking you to obtain the equipment you will need to be successful in any modality. Please see the recommended list of equipment below. Students who cannot afford these resources can contact the [Roadrunner Resource Center](#) about funding.

Thus, all students need to have adequate equipment to be successful in any modality. Students need to have a device or devices that allow them to:

- Write a paper
- Interact on Zoom/Hangouts
- Watch a streaming video
- Create videos
- Create voice recordings
- Download/upload a document or browser
- Take a test

### **Standard Equipment Recommendation:**

This equipment will allow students to successfully engage in most classes in either virtual or face-to-face modality. Some departments have additional equipment needs.

- Broadband internet or a Wifi hotspot.
- A computer with 256g SSD, 8G of RAM, i5 6th gen processor (or equivalent functionality)
- Device with a microphone and speaker
- Device with a camera

**PLEASE NOTE:** Our class will be delivered via LBCC's Moodle website. Please note that Moodle does not play well with mobile devices. You will **NOT** be successful in this class if you try to complete your homework assignments on your smartphone or tablet device. You will need either a laptop computer or a desktop computer to work successfully in Moodle.

**Email and Communication:**

The best way to communicate with me is via LBCC email. I will also send out general announcements to the entire class as well. Please, pay attention to any announcement or email you receive from me as they contain vital information pertaining to the course.

I do my best to respond to student emails within 24 to 48 hours. Due to the nature of an online class, I am not always at my desk and online during the day. Consequently, student expectations that I will respond to emails immediately are unrealistic.

**Office Hours:**

All office hours will be held via Zoom this term. I have regularly scheduled office hours on Monday afternoons from 1-3 pm. If that day and time are prohibitive for you, please let me know, and I am happy to schedule a time to meet with you that better fits your schedule.

**Assignments:**

All of the class assignments are listed each week in Moodle, and due dates are always on Sunday evenings at 11:59 pm. You will see a weekly overview and be given a task list of all the assignments you need to complete for each week.

You will be expected to complete several writing assignments throughout the term and one major final project. The culminating project is due on Friday of Week 10 (September 1, 2023) by 11:59 pm. This is a bit different from a normal 10-Week course because grades are due immediately at the end of the term.

**All assignments must be turned in on for before the date on which they are assigned. If there is an unforeseeable emergency that prevents you from completing an assignment on time, you must notify me PROIR to the class meeting to determine whether or not the assignment will be accepted. In some cases, assignments my submitted up to one week late to receive credit.**

**Class meetings:**

I am convinced that you learn to write by writing, not by having someone tell you how to write. I work at trying to create an environment in which you can work at writing. In order for me to explain concepts and techniques of the specific type of writing we will be doing in class, there will be times when lectures are unavoidable. Or, as in the case of the online learning environment, a lot of reading on your part is necessary.

My aim is to establish the class as a group of adult writers working together to assist one another in improving each individual's effectiveness. In such an environment, you can't be effective as a

passive student. You need to be committed to achieving the objectives of the course and to assisting others in doing the same.

***Your attendance and preparation for class each week are critical. Otherwise, you will be depriving not only yourself of important learning opportunities, but the opportunity of others to learn from you. Please plan your schedule and prepare well and on time.***

### **Grading:**

Written assignments are graded on a 100-point scale. The scoring rubric is included at the end of this document.

The grading criteria breakdown is as follows:

Attendance/Class participation/Discussion Forums – 20%

Assignments – 30%

Final Project – 50%

- *A = 90-100% Excellent Work*
- *B = 80-89% Good Work*
- *C = 70-79% Average Work*
- *D = 60-69% Poor Work*
- *F = 0-59% Failing Work*

### **Important Course Policies and Campus Resources:**

- **No-Show Policy:** Unless prior arrangements have been made with me, registered students not completing the first week of class will be withdrawn. In the online classroom, this means that you must complete **ALL** of the Week One assignments in order to remain in the class. If you're not signed up to actually take the course, please don't waste my time and yours by taking up space when there is a student who sincerely wants to be here.
- **Attendance Policy:** Missing class means missing valuable instruction time; which means that you give yourself the best chance to do well by attending every class on time and in its entirety. There is no distinction between an excused absence and an unexcused one. Please be mindful that online learning is different from attending class face-to-face. You must be able to set a classwork schedule for yourself and stick to it for the entirety of the term.
- **Punctuality Policy:** Please turn in all assignments on time.

- **Withdrawing from the Course:** Typically, the Friday that concludes Week 7 is the last day for students to withdraw from a course. However, we are only meeting for 5 weeks, so please check the academic calendar for this term to confirm the withdrawal date. If you are still enrolled after this point, you must receive a grade. Be aware that withdrawing from a course can impact your financial aid, so be sure to consult with the [Financial Aid Office](#) if you have questions before withdrawing.
- **Policy on Late Work:** Because of the stresses inherent in distance learning, in some circumstances, I will allow students to submit assignments up to one week late to receive full credit. This is **NOT** a general rule that all students may turn in assignments a week late. This is a buffer for those students who find themselves in situations, not of their own making who may need extra time to complete an assignment. This is a privilege that may be revoked at any time during the course of the term should it be abused. Students **MUST** contact me via email to discuss the **Possibility** of being allowed extra time to submit an assignment. I will **NOT** accept late assignments the last week of the term.
- **Plagiarism and Academic Integrity:** Presenting someone else's ideas in writing as if they are your own is plagiarism, and it is a serious academic offense. Any plagiarized elements in your writing will result in, at minimum, a zero for the assignment and, at maximum, automatic course failure. If you ever borrow information from an outside source to put in an essay, you must cite it properly. If you're not sure how to do this, please ask me for help **before** submitting your paper. Once you submit a paper, the policy mentioned above will be enforced.
- **Moodle:** Important course materials—such as assignment instructions, class agendas, and your grades—will be posted on our course site on Moodle. If you've never logged in to Moodle before, you will first have to claim your account at <https://identity.linnbenton.edu/>. If you have any problems logging in, please contact the Student Help Desk; they can be reached at 541-917-4630 or [student.helpdesk@linnbenton.edu](mailto:student.helpdesk@linnbenton.edu).
- **LBCC Student Email:** Please make sure that you check your student email regularly throughout the term. Should I need to contact you, I will be emailing your student account. You can find information about accessing your LBCC email here: <http://www.linnbenton.edu/roadrunner-mail>
- **The LBCC Writing Center:** The LBCC Writing Center is a free resource for students. Get more info about the WC here: <http://www.linnbenton.edu/learning-center/writing-center>

- **The LBCC Library:** The LBCC library is located on the first floor of Willamette Hall. Get more information here: <http://library.linnbenton.edu/home>
- **Center for Accessibility Resources (CFAR):** 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 talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations, but are not yet registered with CFAR, please go to <http://linnbenton.edu/cfar> for steps on how to apply for services or call 541-917-4789.
- **Non-Discrimination Policy:** Everyone in the LBCC community has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill, and we will honor that right in our classroom.
- **Public Safety/Campus Security:** In an emergency, call 911. Also, call LBCC Campus Security/Public Safety at 541-926-6855 and 541-917-4440.
- **Student Printing:** LBCC uses a pay-to-print system called GoPrint that charges .10 cents per printed page. If you do not have a GoPrint account, you can sign up for one in any college computer lab. You can find more information at <http://www.linnbenton.edu/computer-resources-and-labs>.
- **Our Classroom's "Golden Rule":** Everyone has a right to learn in our classroom. Remember to treat one another with dignity and respect at all times. In other words, be good humans.

**Weekly Reading Schedule:**

- This calendar gives an overview of what you should have read by class time each week. Specific assignments and in-class activities will be announced in-class or via Moodle.

<i>Oregon Tech Writing</i>	<b>Week</b>	<b>Chapter</b>	<i>Open Technical Communication</i>	<b>Week</b>	<b>Chapter</b>
	1	1		1	1
	2	2		2	2, 3, & 7
	3	13		3	No Open TC reading this week.
	4	4 & 5		4	No Open TC reading this week.
	5	3		5	2- revisited
	6	6, 7, & 8		6	No Open TC reading this week.
	7	11		7	4
	8	10		8	5
	9	No OTW reading this week.		9	6
	10	No OTW reading this week.		10	8 & 9

## Scoring Rubric

Total percentage points possible:

Percentage Points	100 – 90	89-80	79-70	Below 70 % is a failing grade
Topic/Content	Topic explored is clearly defined. Thesis clearly defended.	Topic explored satisfactorily defined. Thesis needs minor points of clarification.	Topic explored is adequately defined. Thesis statement needs several points of clarification.	Topics, is not clearly defined. Thesis statement not clearly defended.
Presentation	The paper is typed, double-spaced and the required minimum length.	The paper is typed and the required minimum length.	The paper is typed and the required minimum length.	The paper is typed and the required minimum length.
Organization	The paper addresses the content in a clear, organized manner.	The paper may have issues with clarity of content and organization, but they are minimal.	The paper has significant issues with clarity and organization of content.	The paper does not address the content in a clear, organized manner.
Conventions	Paper has few or no errors in conventions.	Paper has few errors in conventions.	Paper has errors in conventions.	Paper has distracting errors in conventions.
Style	Paper uses appropriate /MLA style.	Paper uses MLA style with few errors.	Paper uses MLA style with some errors.	Paper ignores MLA style.
Other	Paper was delivered on time.	Paper was delivered on time.	Paper was delivered on time.	Paper was delivered on time.