**Writing 227Z: Technical Writing**

Fall 2023 Syllabus

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This syllabus contains information about (a) what you will learn in this course, (b) what is expected of you, and (c) what you can expect from me as an instructor. Essentially, this syllabus is a contract that states what is required of both of us during the term and how your assignments will be evaluated. You are encouraged to carefully read through this document as it contains information that is vital to your success in this course.

# Instructor & Course Information

## Course Name: Technical Writing

## Course Number: WR 227Z

## CRN: 28422

## Instructor: Amy Earls

## Campus/Location: Corvallis Campus/Chinook Hall 202

## Course/Grade Access: Moodle. *All LBCC students have a Moodle account. Access with Single Sign-On ID and password.*

## Course Start Date: Monday, September 25th

## Class Time/Dates: Mon/Wed 10:30-12:20pm

## Office Hours: Wednesdays 12:30-1:30 or by appointment

## E-mail: earlsa@linnbenton.edu

# Course Description

(4 credits) WR 227Z introduces students to producing instructive, informative, and persuasive technical/professional documents aimed at well-defined and achievable outcomes. The course focuses on presenting information using rhetorically appropriate style, design, vocabulary, structure, and visuals. Students can expect to gather, read, and analyze information and to learn a variety of strategies for producing accessible, usable, reader-centered deliverable documents that are clear, concise, and ethical.

Prerequisite: WR 121Z Composition I with a grade of "C" or better.

# Outcomes

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

1. Apply key rhetorical concepts through analyzing, designing, composing, and revising a variety of deliverable documents for technical/professional contexts

2. Engage in project-based research, applying appropriate methods of inquiry for clearly defined purposes (e.g. user experience research and client/organization research)

3. Collaborate with various stakeholders to develop and apply flexible and effective strategies for managing projects

4. Develop and adapt document design and composition strategies to meet the demands of diverse clients, organizations, and multicultural audiences

5. Examine and respond to individual and professional ethical responsibilities across organizational contexts

# Required Text

***You do not need to purchase a textbook for this course*** as all required readings are through an OER ebookwhich you can access below:

* [Technical Writing at LBCC](https://openoregon.pressbooks.pub/lbcctechwriting) Copyright © 2020 by Will Fleming

# Expectations

* Attend class weekly, prepared and ready to participate.
* Participate actively and respectfully in group, class, and online activities.
* Be proactive about learning and contact your instructor for help if you are having difficulty with the course. Ask questions when you do not understand. Make appointments with your instructor or meet with tutors and other persons who provide support services at LBCC.
* Communicate absences, questions, and needs (ex. requests for more time).
* If you are absent from a class, it is your responsibility to contact the teacher.
* Complete all weekly assignments after carefully reading assignment instructions.
* Log into Moodle at least twice per week.
* Check your LBCC student email regularly throughout the week.
* Use the material you learn in this class to advance your progress in other classes. Always try to draw connections between what is learned in college and your larger career/life goals.
* Contact the [Student Help Desk](https://www.linnbenton.edu/student-services/library-tutoring-testing/library/help-desk.php) when technical issues arise.
* Communicate when something isn’t working for you.
* As you are respected as a person of great worth (regardless of sex, gender expression, race, nationality, religion, or culture), do treat your classmates in the same manner.

# Course Schedule

Most weeks will follow the pattern below:

1. **Once a week at the start of class, one of six projects will be due.**
2. **Once a week in class, you will meet with your teacher to discuss your assignments and grade status.**
3. In addition to your weekly projects, **an application essay is due by Week 10.**

*There will be a few exceptions to this timeline, which will be clearly noted in the week's materials.*

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# Grading

This is a letter grade class. In order to receive a passing grade, complete the following:

1. Attend 70% of classes. This means you are able to miss a total of three classes. Worth 30% of your final grade.
2. Earn an overall assignment grade of 70% (C) on your weekly tasks. Worth 60% of your final grade.
3. Submit an evaluation essay Week 10. Worth 10% of your final grade.

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

# Please talk to me if you are having difficulty meeting course deadlines and we can work on a solution so that you don’t get behind.

● Assignments may be turned in up to two (2) weeks late without penalty.

● Submissions more than two weeks old will be subjected a letter grade reduction (10%)

● Late assignments may not be revised/resubmitted.

## Rewrites/Revision

● You may rewrite and resubmit any assignment where the original grade is 82% or lower. Please resubmit on Moodle.

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# Technology Requirements

You will need access to a computer and reliable internet. We recognize that technology may represent a barrier to some students during this period. LBCC offers several resources to students which may help you address these barriers, including checking out laptops and hot spots through [LBCC’s Library](https://www.linnbenton.edu/student-services/library-tutoring-testing/library/help-desk.php). See LBCC’s COVID-19 frequently asked questions for students. If you know your circumstances will make it difficult, please contact me as soon as possible so we can work together to find a solution.

# Academic Integrity

Academic integrity is the principle of engaging in scholarly activity with honesty and fairness, and participating ethically in the pursuit of learning. Academic integrity is expected of all learners at LBCC. Behavior that violates academic integrity policies at LBCC includes cheating, plagiarism, unauthorized assistance or supporting others in engaging in academic dishonesty, knowingly furnishing false information, or changing or misusing college documents, among others. LBCC students are responsible for understanding and abiding by the College’s academic integrity policy.

# College Policies

## Basic Needs

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Roadrunner Resource Center for support (resources@linnbenton.edu, or visit us on the web [www.linnbenton.edu/RRC](http://www.linnbenton.edu/RRC)). Our office can help students get connected to resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

## Request for Special Needs or Accommodations

Direct questions about or requests for special needs or accommodations to the LBCC Director, Accessibility Resources (AR), RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321, Phone 541-917-4789, accessibility@linnbenton.edu or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232. Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

## LBCC Comprehensive Statement of Nondiscrimination

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy 1015 in our [Board Policies and Administrative Rules](https://www.linnbenton.edu/about-lbcc/administration/policies/board-policies-and-administrative-rules/index.php). Title II, Title IX (employee cases), & Section 504: Scott Rolen, Director of Human Resource Development and Support, CC-108, 541-917-4425; Title IX (student cases): Jill Childress, Manager for Student Conduct and Retention, WH-215, 541-917-4806, LBCC, Albany, Oregon. If you feel you have been discriminated against in any interaction at Linn-Benton Community College, or have been harassed by another person while at LBCC, or wish to report any concern or complaint, please navigate to this page to make a report: [linnbenton.edu/report-it](https://www.linnbenton.edu/about-lbcc/departments-and-contacts/report-an-issue/index.php). This and additional information can be found at <https://www.linnbenton.edu/about-lbcc/administration/policies/equal-opportunity.php>.

## Know your rights and responsibilities

LBCC students have rights: the right to free speech, the right to assemble, the right of a free press, etc. LBCC students also have responsibilities to their community: the responsibility to participate and engage in class, the responsibility to advocate for their needs (ask for help), the responsibility to support a respectful teaching and learning environment, the responsibility to treat all persons with respect, the responsibility to be truthful and honest in all work and communications, and the responsibility to follow staff directions, local, state, and federal laws.

Rights and responsibilities balance together to create the best learning environment. For example, while you have free speech in the café or courtyard, in class the instructor decides whose turn it is to talk and what the topics for conversation will be. Students are free to believe what they believe, but instructors may require students to learn and recite concepts, principles, or theories for a class even if the student does not believe those concepts. You play a role in creating a positive community at LBCC.

Please review your rights and responsibilities (<http://linnbenton.edu/go/studentrights>).

If you believe a faculty member or LBCC employee is violating your rights, please report to Human Resources, Scott Rolen, Calapooia Center Rm. 108.

# Changes to the Syllabus

I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Moodle Announcement, or through LBCC e-mail.

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# Tentative Class Schedule

## Week 1: Sep 25, 2023- Oct 1, 2023

* Topic: Writing Concisely
* Introduction to course: Syllabus, ebook, appointments, assignments
* Read from book, *Technical Writing at LBCC*
* Set up weekly appointment with teacher & put on calendar
* Getting to know your classmates

## Week 2: Oct 2, 2023 - Oct 8, 2023

* Topic: Grammar
* Reminders and announcements: Class is only on your scheduled day; other class day is optional study time
* Meet with teacher during appointment time to go over grades and assignments
* Brainstorm Project 1

## Week 3: Oct 9, 2023 - Oct 15, 2023

* **Due at start of class through Moodle:** Project 1
* Topic: Style
* Reminders and announcements
* Meet with teacher during appointment time to go over grades and assignments
* Brainstorm Project 2

## Week 4: Oct 16, 2023 - Oct 22, 2023

* **Due at start of class through Moodle:** Project 2
* Topic: Tone
* Reminders and announcements
* Meet with teacher during appointment time to go over grades and assignments
* Brainstorm Project 3

## Week 5: Oct 23, 2023 - Oct 29, 2023

* **Due at start of class through Moodle:** Project 3
* Topic: Teamwork
* Reminders and announcements
* Team project exercise

## Week 6: Oct 30, 2023 - Nov 5, 2023

* Topic: Format
* Reminders and announcements
* Meet with teacher during appointment time to go over grades and assignments
* Brainstorm Project 4

## Week 7: Nov 6, 2023 - Nov 12, 2023

* **Due at start of class through Moodle:** Project 4
* Topic: Audience
* Reminders and announcements
* Meet with teacher during appointment time to go over grades and assignments
* Brainstorm Project 5

## Week 8: Nov 13, 2023 - Nov 19, 2023

* **Due at start of class through Moodle:** Project 5
* Topic: Proofreading
* Reminders and announcements: Introduce Application Essay, no class Week 9, extra credit, last project
* Meet with teacher during appointment time to go over grades and assignments
* Brainstorm Project 6

## Week 9: Nov 20, 2023 - Nov 22, 2023 (Holiday Break)

* **Due Wednesday through Moodle**: Project 6
* **NO CLASSES THIS WEEK for this class only**
* Optional Extra Credit (5 points): Watch video on Moodle and write one-paragraph response (about 500 words).
* Work on Application Essay

## Week 10: Nov 27, 2023 - Dec 3, 2023

* **Due Friday:** Application Essay
* Topic: Communication
* Reminders and announcements: No final exam
* Meet with teacher during appointment time to go over grades and assignments