

WR 227 – Technical Writing (Online)

Spring Term 2019 / CRN 40766 / 3 credits

Instructor: Robin Cedar

Office Hours: 10:20 – 11:20AM Tuesdays & Thursdays or by appointment

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Final Exam: There is no final exam for this class

Course Description

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: Completion of WR121 with a C or higher.

Learning Outcomes for WR 227

1. Analyze the rhetorical needs (the needs of their 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 their written assignments, with an emphasis on technical, evidence-based analysis, reporting, application, and evaluation.
3. 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.
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 at a high college level to make their writing clear, credible, and precise.

Required Texts

You may use **LBCC's custom edition of *Practical Strategies for Technical Communication*** by Mike Markel (available in the bookstore) or the regular version of this textbook new. Older editions are acceptable also, but quiz questions may not align perfectly. Use older versions at your own risk.

Required Materials

- Notebook for notes and writing assignments
 - Access to a word processing program such as MS Word
 - Access to the internet and the Canvas website
 - Computer Literacy
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How to be Successful in this Class

1. Check Canvas and your email every day! Because this is an online class and we do not meet formally each week, you are responsible for your own work and your own time management.
 2. Be prepared for class by completing assignments & readings.
 3. Challenge yourself to do your best work. You will get from this class what you put into this class. I do not *give* grades; you earn the grade you earn through your effort.
 4. Review the syllabus and learn the policies/procedures for this class. Understand your rights and responsibilities as a student. You are highly encouraged to keep this syllabus with you throughout the course.
 5. Ask questions, especially if you need clarification. I am always available through email.
 6. Please visit me during my office hours, or by appointment, in order to work one-on-one with class materials and questions. If you are unable to meet in person, I am always happy to set up an appointment via Google Hangouts or other video chat technology.
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Course Requirements

Your grade in this course is made up of the following:

Homework Assignments.....	85%
Reading Quizzes	10%
Self Reflections.....	5%

Grading

Assignments are graded using four criteria: 1) Quality of thinking, 2) Organization and coherence, 3) Style and technique, and 4) Use of conventions, according to the following standards (see scoring guides for more information):

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

59% and below = F

A = exceptional achievement

B = superior achievement

C = satisfactory work, meets requirements

D = requirements not met, but worthy of credit

F = failure to meet requirements

A note on grading: in a writing class, each assignment you turn in does not automatically begin with full points that are then docked as the teacher finds things that are wrong or missing. Rather, each assignment begins with zero points; each point awarded is earned through your effort.

Please note that I will not "round up" final grades at the end of the term, so please do not ask me. Grades *will* be calculated based on the preceding scale. 89.9% *is* a B, 79.6% *is* a C, etc. To revise any scores simply to alter a final grade defeats the purpose of the carefully-designed rubrics and policies that I must apply across the board to all assignments.

Statement of Inclusion

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact

with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

Course Policies

General Expectations: You are responsible for your own learning in this class. My job is to provide you with opportunities to expand your understanding of rhetoric and writing, but it is up to you to take advantage of those opportunities effectively.

Submitting Assignments: All assignments will be due on their due date by 11:59pm. All work will be submitted online through Canvas. Any work that is not turned in through Canvas (by email, by google docs) will still be considered late. Your online assignments must be in .pdf, .doc, or .docx format and follow conventional MLA standards.

Late Assignments: Be sure you are planning accordingly to get your work in on time. **Late work will lose 5% of its total grade for each day it is late.** If an assignment has not been turned in within **four days** of its due date, I will no longer accept it unless you contact me through email. This is to ensure that you don't fall too far behind.

Please note, however, that unlike homework assignments, late **reading quizzes** and **self-reflections** will not receive credit. These must be completed on time.

Extensions: If you feel that you will not be able to complete an assignment by the due date, please contact me. If you request an extension within two days of the due date, I will often grant that extension without point penalty.

Revisions: Once you receive a grade on your assignment, you have the option to complete a revision. Revisions must be completed within a week of grades being released. You will re-upload the new assignment to the assignment folder, replacing the original assignment.

Make-Up Assignments: If you are concerned about your grade because of a missed or failed assignment, you can get in touch with me and we can discuss make-up assignments. However, this will require more work on your part, so it's always better to complete the original assignments to the best of your ability. I also reserve the right to deny a request for make-up assignments.

Feedback: I provide feedback on all major assignments. Should you ever feel like you need more feedback or for me to clarify any of my points, please contact me. The point of feedback is to help you grow as a writer.

Self-reflections and the weekly check-ins do not receive as extensive feedback but are more an opportunity for you to reflect and distill the information presented in the textbook. These assignments are your opportunity to ask questions before larger assignments are due.

Contacting Me: The easiest and fastest way to contact me is through my LBCC email (available on the first page of this syllabus). Please note that, legally, I can only communicate with you regarding the class, your assignments, feedback, and grades through your official LBCC email. If you contact me with a non-LBCC email, I will not respond.

I will endeavor to respond to emails within twenty-four hours; if it has been longer than two days and you have not heard back from me, send me a follow-up email. I stop checking my email after 7pm every week day and I do not check my email consistently on weekends, however. Please plan accordingly when contacting me.

It is your responsibility as a student to conduct yourself with rhetorical awareness and considerations. Therefore, emails that are not properly addressed or without the proper respect and awareness of a student to teacher email will remain unanswered.

Plagiarism / Cheating. Students at LBCC are expected to behave honestly. Any plagiarism— that is, using ideas, information, words, phrases, sentences, or paragraphs from someone else’s essay, book, article, website, etc. without giving full accurate credit to the original source— including forgetting to put quote marks on copy-paste— has serious consequences, up to an F for the class and/or a written report for further disciplinary action. Recycling your own work from other classes is considered self-plagiarism and is not allowed without prior written approval from me.

High School Students: If you are a student currently enrolled in high school taking college-level courses at LBCC, keep in mind that I will not fill out progress reports before, during, or after class time. You will be required to meet with me during my office hours or by appointment for me to fill out these reports. Simply handing them to me will result in me handing it back without filling it out. Please plan accordingly to give yourself enough time to fill this requirement.

Resources Available to You

Student Disability Accommodations:

You should meet with your instructor during the first week of class if:

- 1.You have a documented disability and need accommodations.
- 2.Your instructor needs to know medical information about you.
- 3.You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources Online Services web page every term in order to receive accommodations. If you believe you may need accommodations but are not yet registered with CFAR, please visit the CFAR website at www.linnbenton.edu/cfar for steps on how to apply for services or call 541-917-4789.

Writing Center and OWL (Online Writing Lab):

From invention to revision, beginning to end, the LBCC Writing Center can help you take your writing to the next level. Please feel free to drop in during regular hours to work one-on-one with a Writing Assistant. In addition to your draft, bring your assignment and any questions you have. You may also submit your writing online at lbcc.writingcenteronline.net where you will get a personalized response within 2-3 business days. www.linnbenton.edu/go/learning-center/writinghelp

You will receive extra credit on an assignment for each stamp/email consultation you complete with the Writing Center. Please contact me for more detail.

Note: Instructor reserves the right to make changes in the course syllabus.