WR 227 Syllabus

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Office Hours

Be sure to read the <u>Start Here</u> page for the course.

1. Basic information about the class

Prerequisites: WR 121 with a C or higher

To remain enrolled in the course, you must log in to Canvas by Wednesday of Week 1 (April 8, 2020). If not, you can be dropped from the class to allow wait-listed students the opportunity to register.

Welcome:

WR 227 introduces you to the types of writing you encounter in business, industry, the academic world, and government. It examines how to write persuasively 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 catalog:

Upon successful completion of this course, students 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 Work:
- Quizzes (10%)
- Homework Assignments (80%)
- Self-reflections (10%)

Required texts and materials:

- **Textbook**--The textbook for this class is LBCC's custom edition of *Practical Strategies for Technical Communication* by Mike Markel. The book can be ordered through the [LBCC campus bookstore](). FREE shipping will be offered to all student purchases that are sent in-state. Students can use Financial Aid and 3rd Party Agency accounts, along with normal credit cards, to purchase books.

  You may also order the regular version of this textbook (3rd edition) through online stores like Amazon. Older editions are also acceptable, but quiz questions may not align perfectly. Use previous versions at your own risk.

  Note: you <u>do not</u> need to buy the version of the book with the access code or "LaunchPad."

- Internet access
- Access to a college library (many libraries, including LBCC's, has remote access)
- 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 use it to format documents. Microsoft Word is easier and it is available free to students and teachers. Click here for details.

2. How the course works

Canvas:
This course will be on Canvas. By the beginning of the term, you will have received an email explaining how to log into Canvas. The spring course link is
https://canvas.instructure.com/enroll/8N7L93

Please note, enrolling in the Canvas shell does NOT register you for the class. To register, please go to Webrunner.

Because Canvas is not the LBCC supported system, I am your technical support for Canvas. If you have any problems, call me at 541-917-4873 or email me at moraled@linnbenton.edu.

Email is generally the fastest way to reach me. Include WR 227 in the subject line of your emails; I answer student emails first. I will always try to answer emails within 24 hours, except on weekends.

Assignments

This course will have six major assignments that account for 80% of your grade:
- Email Assignment (25 pts)
- Analyzing Technical Writing Assignment (100 pts)
- Infographic (100 pts)
- Final Project, which consists of three parts:
    1. In-depth Audience Analysis (100 pts)
    2. Annotated Bibliography (100 pts)
    3. Technical Report (100 pts)

The Final Project can be completed by pairs of students or a team.

Team work:
- The three larger assignments that make up the final project (In-depth Audience Analysis, Annotated Bibliography, and Technical Report) can be done as a team. You can form a team for all three assignments or only work as a team on some of them. Teams cannot be larger than 4 people.

- Before beginning each assignment, the team must complete a short contract outlining everyone's roles and responsibilities. When an assignment is submitted for grading, each team member has to complete a quick online evaluation survey. The individual assignments will not be graded until everyone has submitted the evaluation survey.

Late policy:
- Late quizzes will not receive credit.
- Late self-reflections will not receive credit.
- Homework assignments can be handed in up to one week late without any grade penalty; however, late assignments will not receive written feedback and are not eligible for revision. Assignments handed in after one week will be scored a zero.
- The only exception to the late policy for assignments applies to the Technical Report. The Technical Report must be handed in on time (by June 7 at 11:59 PM) to receive credit.

Revision policy:
- On-time homework assignments may be revised for a higher grade. You can revise up to two of the major assignments: Email, Infographic, Analyzing Technical Writing, In-depth Audience Analysis, and Annotated Bibliography. **The Technical Report cannot be revised.**

- Please go to the Assignments tab and click on Revision 1 or 2 for complete instructions on revisions. I prefer that you talk with me before turning in a revision, but that is not required.

3. Class policies, expectations, and resources

My expectations for you:
- Check Canvas *at least* three times a week.
- Keep pace with the reading and assignments. A common mistake that students make when taking an online class is thinking they can ignore the work for weeks at a time and then catch up. These students usually fail.
- Read all Canvas announcements carefully.
- Remember to check your email. All of the course announcements are linked to your email.
- Contact me if you are having difficulties in the class or if you have an emergency that prevents you from keeping up with the work. The earlier you let me know about challenges you are having, the better I can help.
- 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.

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 try to find someone who can. I check email once a day, Monday through Friday and try to empty my inbox every time. I answer student emails first, so include WR 227 in the subject line.

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

I will comment on every major assignment. My comments will focus on one or two things you did particularly well and one or two areas where you could improve your writing. If you'd like more feedback, contact me.

LBCC Writing Center
From initial ideas to final drafts, the LBCC Writing Center can help you take your writing to the next level. Although the Writing Center will be closed for in-person meetings during the spring term, they will have [online services](#) available, where you can receive a personalized response within 1-2 business days. For more information, visit the [Writing Center online](#).

4. 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](#) 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
- 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 or citation, 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 other medium.
- Handing in a paper that you have used for another class you have taken or are taking. This is called self-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. For the official nondiscrimination policy click here. What is more, LBCC sees our differences as a source of strength and an important part of education.