**WRITING 227: Technical Writing**

**Instructor:** Karina Camacho

**Office Location:** Zoom **Office Hours**: Upon request

**Office Phone:** Zoom **Email:** camachk@linnbenton.edu

**Class Meeting Days/Times:** Online only **Class Location**: Online only

This course introduces you to the types of writing you will 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. You will learn how to effectively design documents, present instructions, create proposals and produce technical reports.

**Materials (optional):** *Practical Strategies for Technical Communication for Linn-Benton Community College: A Brief Guide*, Third Edition

**Assignments:**

Cover Letter and Resume

Memo

Instructions

Correspondence

Executive Summary

Proposal

Informational Reports

**Grading Scale:**

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%

**Course Objectives:**

After taking this class, the successful student will demonstrate the following habitual skills:

• Reading, understanding, and explicitly following instructions and specifications.

• Designing work to fulfill the needs and wants of the intended audience.

• Creating consistently error-free, accurate, complete, concise, usable, and useful work.

• Using quality-assurance techniques such as proofreading and peer review.

• Developing completely original material based on attributed research.

**Important Course Policies and Campus Resources**:

●  **No-Show Policy** : Unless prior arrangements have been made with me, registered students not attending the first two class sessions will be withdrawn.

●  **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. If you do miss a class, you should contact me or a trusted classmate to find out what you missed. Likewise, if you miss a class when an assignment is due, you will need to contact me to make arrangements for getting me the work. If you are absent for an in-class activity that is collected for grading, it cannot be made up.

●  **Withdrawing from the Course:** Typically the Friday that concludes Week 7 is the last day for students to withdraw from a course.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.

● **Laptops/Tablets in the Classroom:** I prefer that students use these devices in the classroom.

**●  Policy on Late Work:** Policies for late work will be included with assignment instructions.

●  **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. An easy way to get to Moodle is to start at the LBCC homepage , and then click on the yellow Moodle logo at the top right. Alternatively, you can go directly to the sign-inscreen. If you’ve never logged-into Moodle before, you will first have to claim your account at https://identity.linnbenton.edu/ . If you have any problems logging, please contact the Student Help Desk; they can be reached at 541-917-4630 or 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 (WH-200) is a fantastic free resource for students. As explained above, you will be required to visit the WC to earn a grade of A or B in this class. 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 .