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# WR 227 – Technical Writing (Fall 2023)

***Course Description***

Introduces students to the types of writing they will encounter in business, industry, the academic world and government. 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.

***Prerequisites***: WR 121 English Composition with a grade of "C" or better.

***Credit Hours:*** 4

***Course Meeting Times and Information***

***Lecture:*** Tuesday and Thursday 8-9:50 a.m. North Santiam Hall Room 110

# *Course Materials on Moodle & Google Drive:* moodle.linnbenton.edu / <https://drive.google.com/drive/folders/11y0dR2Wyeq8RkDFaaHmYHzphorbosGcI?usp=drive_link>

# *Office Hours:* Tuesday and Thursday noon-1 p.m. South Santiam Hall Room 215 or on [Zoom](https://oregonstate.zoom.us/j/93191544063?pwd=M2lKNGFqNS9IbVd3QzZJWlZHQ2RhQT09)

# *Course Collaboration: Materials will be located on your Google Drive*

***Textbook****:* None required. Some references posted to Moodle (see Moodle site)

***Course Content (see course schedule for more details)***

|  |  |
| --- | --- |
| Week | Topics  |
| 1 | The Big Picture |
| 2 | Resumes and Applications |
| 3 | Ethics in Business Writing |
| 4 | Formal Work Correspondence and Cultural Competency |
| 5 | Technical Communication in a Specific Field |
| 6 | The Work Meeting |
| 7 | Instructions and Standard Operating Procedures |
| 8 | Final Project Outline and Scope |
| 9 | Peer Review of Final Project |
| 10 | Project Work |
|  | No Final Exam |

***Instructional Team***

**Instructor | Email | Office:**

Don Frier | frierd@linnbenton.edu | NSH 215

***Classroom Etiquette and Attendance***

While college is a place where the free exchange of ideas allows for debate and disagreement, all classroom behavior and discourse should reflect the values of respect and civility. Behaviors that are disruptive to the learning environment will not be tolerated. LBCC’s policy on disruptive behavior may be found at: https://www.linnbenton.edu/about-lbcc/administration/policies/board-policies-and-administrative-rules/7000-series-student-services/ar-7030-01.php

Attendance in class is expected. A portion of a student’s grade is based on your participation in class lessons. If you are not present to participate, you will not get any points for participating. In general, the instructor does not need to be informed of reasons for unanticipated absences. However, in the case of a missed in-class activity such as presentation or peer review session, please inform the instructor by e-mail as soon as possible. For anticipated absences, please inform the instructor as far in advance as possible so that we can make any accommodations necessary.

***Statement of Expectations for Student Conduct***

The Student Conduct Code establishes community standards and procedures necessary to maintain and protect an environment conducive to learning, in keeping with the educational objectives of Linn Benton Community College. This code is based on the assumption that all persons must treat one another with dignity and respect in order for scholarship to thrive. For the full Student Conduct Code see the link referenced above.

Academic or scholarly dishonesty is prohibited and considered a serious violation of the Student Conduct Code. It is defined as “including but not limited to forgery; changing or misuse of College documents or records of identification; cheating, academic dishonesty, plagiarism, aiding or abetting cheating or plagiarism; knowingly furnishing false information to the College; or copying College or copyright-licensed software.” (Administrative Rule No. 7030-01) Academic dishonesty will not be tolerated. Any incidents of academic misconduct will, at a minimum, result in zero credit for the associated assignment or exam. Further penalties, such as immediate failure of the course and/or reporting to the Office of Student Conduct & Community Standards, are at the discretion of the instructor. For specifics related to offenses proscribed by the College see: <https://www.linnbenton.edu/about-lbcc/administration/policies/board-policies-and-administrative-rules/7000-series-student-services/ar-7030-02.php>

***Technology In and Outside of the Classroom***

Students are allowed to use technology in the classroom to take notes and to assist them in following course material. However, many assignments will require that students work on hard copies. During those periods, students will close/put away technology unless it is required to accommodate a disability. Use of technology for non-class purposes is allowed in a limited capacity, and the instructor may request that technology be powered down and put away if it is being over-used.

Students will be required to access websites and digital documents for homework. It is assumed that students will have the ability to access these materials outside of the classroom. If a student does not have this capability, then please inform the instructor and hard copies of assignments can be provided.

Use of study aides (such as Course Hero) or AI programs to generate ideas for writing assignments are allowed, but please be aware that copying these answers verbatim and inserting them into your assignment is plagiarism. Please see the section on plagiarism for consequences related to that practice.

***Critical Thinking***

You have chosen to pursue a field that requires extensive analysis and evaluation in the form of critical thinking skills. These skills often manifest in written form (e.g. design reports or memos). Technical fields are, by and large, literate professions, and your ability to think critically and put your conclusions or recommendations into written and oral communication in an effective and thoughtful way is a reflection of the depth of your understanding of your discipline, as well as your ability to think critically and make the best judgment possible in a given situation.

***Student Learning Outcomes***

AS Writing Other, AAS Communication, AAOT Writing Other

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

***Statement Regarding Students with Disabilities***

Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency should speak with their instructor during the first week of class. If you believe you may need accommodations but are not yet registered with the Center for Accessibility Resources (CFAR), please visit the CFAR Website for steps on how to apply for services or call (541) 917-4789.

***Evaluation***

Students will be evaluated based on assignments and reports, quizzes, participation during class periods, and the final written project.

**Grading Policy**:

* Assignments are to be submitted electronically through Moodle.
* Late work policy: Beyond a 15-minute grace period, no late work will be accepted for credit under any circumstances. Students are responsible for submitting assignments on time and must account for issues that may arise when submitting, such as issues with conversion to PDF or reliability.
* Student work is measured against the grading rubric for that assignment.
* Students can expect to receive feedback within 10 days of submitting the assignment, unless otherwise stated. If circumstances warrant a delay, an email will be sent to all students to change the time for expected feedback.
* Graded assignments will be returned through Moodle.

**Examinations**: There will be no midterm or final examination in this course, but there will be a final paper assignment.

|  |  |  |
| --- | --- | --- |
| **Category** | **Percent of Grade** | **Student Learning Outcomes**  |
| **In-Class Activities**  | **25%** |  |
| Class Participation | 13% |  |
| Quizzes | 12% | 2, 5 |
| **Writing Assignments**  | **50%** |  |
| Resume | 10% | 1, 4 |
| Work E-mail | 10% | 1, 4, 5 |
|  Memorandum | 10% | 1, 4 |
| Technical Document | 10% | 1, 3, 4 |
| Instructional Document | 10% | 1, 4 |
| **Final Project** | **25%** |  |
| Draft of Final | 5% |  |
| Peer Review Feedback | 2% | 3 |
| Presentation of final paper | 3% | 1 |
| Final Submission | 15% | 1, 4 |
| **Total** | **100%** |  |

Grades will be awarded based on a strict percentage scale as shown below. The scale may be adjusted up or down by the instructor. Students should NOT compete but should strive for mastery of the subject.

90-100% A

80-89% B

70-79% C

60-69% D

<60% F

Assignment Due Dates

|  |  |  |
| --- | --- | --- |
| **Due Date****Week - Date** | **Assignment Name** | **Total Possible Points** |
| 1 – 28SEP23 | The Basics of Workplace Communication Quiz | 10 |
| 2 – 3OCT23 5OCT23 5OCT23 | Applications and Resumes QuizThe Interview Process QuizResume and Cover Letter Assignment | 1010100 |
| 3 – 10OCT23 12OCT23 | Etiquette in Workplace Communication QuizE-mail Assignment | 10100 |
| 4 – 17OCT23 19OCT23 | Ethics of Business Writing QuizIntercultural Communication Quiz | 1010 |
| 5 – 24OCT23 26OCT23 | Instruction Writing QuizInstructional Document Assignment | 10100 |
| 6 – 31OCT23 2NOV23 | Stylistic Approaches to the Memo QuizMemorandum Assignment | 10100 |
| 7 – 7NOV23 | Instructions Quiz | 10 |
| 8 – 14NOV23 16NOV23 | What Makes Up a Technical Document QuizTechnical Document Assignment | 10100 |
| 9 – 21NOV23 23NOV23 | Outline of Final AssignmentData and Visuals Quiz | 1010 |
| 10 – 28NOV23 30NOV23 | Draft of Final AssignmentPeer Review Feedback | 5020 |
| Finals Week – 4DEC23 | Final Paper SubmissionFinal Paper Presentation | 15030 |
|  | Class Participation | 130 |
|  | Total | 1000 |

***COVID-19, Quarantine, Isolation, Missed Class Time, Changes in Course Modality***

This class is scheduled to be offered face-to-face on campus. There may be unexpected changes. If health and safety concerns prevent us meeting in person, the class will be designed to optimize your interactions with the instructor, with the material, and with your classmates. Not everyone is able to make the same adjustments to their classes so please be flexible and understanding.

If you experience symptoms of COVID-19 or have been exposed to a confirmed or presumptive case of COVID-19, please consult [the LBCC Isolation Requirements](https://www.linnbenton.edu/about-lbcc/college-services/safety/covid19/documents/LBCC%20Isolation%20Requirements%20-%2010.11.2022.pdf) to determine your next steps. If you are then unable to attend class sessions please contact the instructor by e-mail to discuss accommodations. Please reach out directly if you are concerned about your ability to engage in course activities while you are ill or caring for someone who is. You need not disclose private medical information or provide documentation of your illness.

***Emergencies***

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised term calendar or other circumstances. I will use Moodle and e-mail to provide information about changes in this course. Please review posted guides on emergency responses and emergency alert communication.

***Retention of Student Work***

Students in this course prepare a variety of reports, correspondence, and other documents. Student work is often retained to serve as examples for students in future years. Examples of anonymized student work will be provided to future students as demonstration of the quality of work expected. All student names will be removed.

If you do not wish to have your anonymized submissions used as future course examples, please email the course instructor to opt out of this process. If you choose to opt out, your anonymized submissions will not be used as examples for future students. Opting out will have no impact on your course grade. You may opt out at any time during the course or after the course has been completed and grades submitted. If you wish to opt out after the courses have been completed, you may do so at any time before June 20, 2023.