

Technical Writing Online (F2018, CRN 20836 & 25917)

Text: 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 previous versions at your own risk.

Instructor: Karelia Stetz-Waters

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Office: NSH 212

[Office Hours](#)

Basic Information About the Class

Prerequisites: WR 121 with a C or higher.

Welcome to Writing 227: Technical Writing.

WR227 introduces you to the types of writing you 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.

Course objectives and outcomes: 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.

Course Work:

- Quizzes (10%)
- Homework Assignments (85%)
- Self-reflections (5%)

Required texts and materials: Enrollment in this course requires successful (i.e. "C" level) completion of WR121.

- Textbook: *Practical Strategies for Technical Communication* by Mike Markel
- Internet access
- Access to a college library
- Access to a word processing program such as MS Word
- Computer literacy

Free Version of MS Word

While Google docs is a very robust tool, it can be hard to format documents in Google docs. Word is easier and it is available free to students and teachers. [Click here for details.](#)

How the Course Works

You should be familiar with Canvas (or able to familiarize yourself with relatively simple online interfaces) and have reasonably good access to a computer and the internet.

Having trouble logging into Canvas? Call or email me at 541-917-4556 or stetzwk@linnbenton.edu. I am your support staff for this class!

Late Policy:

- Late quizzes will not receive credit
- Late self-reflections will not receive credit
- Late homework assignments will not receive written feedback and are not eligible for a revision.

Revision Policy

- On-time homework assignments will receive feedback and may be revised for a higher grade. Revisions are due one week after the grade is posted. Revisions should be mailed to Karelia (stetzwk@linnbenton.edu) with changes highlighted or otherwise noted.

Class Policies, Expectations, and Resources

My Expectations for You

- Check Canvas *at least* three times a week.
- Read all Canvas announcements carefully.
- Complete all reading and assignments.
- Contact me if you are having difficulties in the class.
- Be kind and respectful toward everyone in the class (even if you don't like them). Be courteous when communicating online.
- Don't cheat or plagiarize. Violations in academic honesty will result in failure of an assignment or failure of the course.

When and How to Reach Me

- I am happy to talk to you about this class.
- I am available by phone or in person during my office hours (listed at the top of the syllabus).
- If you cannot attend my office hours, I will schedule an alternative time when we can meet.
- I will check and respond to emails once a day, Monday through Friday. **Please put WR 227 in the subject line.** I will not respond to emails after business hours, on weekends, or on holidays.
- My goal is to respond to all student emails within 24 business hours.

Accessing Grades

- I will grade and return your work within one week of the original due date. (I hope that you will allow me one or two late "assignments," but I will try not to use them.)
- I will talk to you about your grade if you have questions.
- I will post grades on Canvas.

LBCC Writing Center

From initial ideas to final drafts, 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 one of the supportive Writing Assistants. In addition to your draft, please bring your assignment and any questions you have. You may also submit your writing online at lbcc.writingcenteronline.net where you will receive a personalized response within 1-2 business days. For more information, visit us online at <http://www.linbenton.edu/go/learning-center/writing-help>.

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.

Disability Services

If you have a documented disability, I will help you in any way I can. Talk to me during the first week of class. If you think you might have a disability, but you are not sure, contact Disability Services, 917-4789. [Here is a lot more useful information about Disability Services and LBCC's disability policies.](#)

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.

If you need any help during the term, do not hesitate to call me!