

Writing 227: Technical Writing

Instructor Information:

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Office Hours: Tuesdays 2:30pm-3:30pm or by appointment
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Course Information:

Writing 227- Technical Writing
Section 13
CRN 33570
Tuesday, Thursday 1:00pm-2:20pm
North Santiam Hall 110

"If you can't explain it simply, you don't understand it well enough."

—Albert Einstein

Required Course Text:

Markel, Mike. *Practical Strategies for Technical Communication for Linn-Benton Community College*. 2nd ed., Boston, Bedford/St. Martin's, 2017.

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.

Required Course Materials:

- Textbook: *Practical Strategies for Technical Communication* by Mike Markel
- Access to the Internet
- 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 and convenient tool, it can be hard to format documents in Google docs. Word is easier and it is available free to students and teachers. Use this link to view student offers: <https://www.microsoft.com/en-us/education/students/default.aspx>

Course Description

Writing 227 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.

My Job as an Instructor

As your instructor it is my job to help you understand what it is we are learning in this class and how it will help you in your college career and your future life. This is a class about reading, communicating, researching, and collaborating. It will take participation, communication, thoughtfulness and hard work from me and from you. My desire is to create open lines of communication between you and me because this course is about collaborative learning. It is my goal to help you develop as a writer and critical thinker. I strive to be a clear, fair, engaging, and helpful instructor.

Your Job as a Student

I expect you to be present, engaged, communicative, and curious. I also need you to be a contributor to class workshops and discussions, as well as a diligent reader and writer. If you participate in class, think about what you read and what you hear in class, collaborate with other students, and are open to learning new skills, you will make the most of your time in this course.

Learning Outcomes

As a result of taking WR 227, students will be able to:

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 ideas clearly and effectively using words, sentence patterns, and writing conventions at a high college level to make writing clear, credible, and precise.

Class Participation

Participation is essential for success in this course. I expect you to be a team player in reading required material and completing assignments. Also, material is often covered in class that is not in your texts. Plan to attend every class session. If you miss class, you will lose participation points and you may miss a quiz or in-class assignment that cannot be made up. It is your responsibility to find out what you missed.

Phones and Other Electronic Devices

Smartphones, tablets, laptops, etc. distract everyone and prevent class participation. Please be respectful and keep those items stored unless we are using them in class.

Time Management

Organize and plan your time wisely. Allow at least two hours outside class for every hour spent in class. Please, do your work on time.

Assessment

Your final grade for WR 227 (100%) will be:

Your Writing 227 Projects (60%) AND

In-Class Assignments, Quizzes, and Participation (40%)

- 60% of your grade consists of five technical writing projects linked to writing exercises, collaborative/peer review workshops, and other in-class activities.
- 40% of your grade consists of quizzes, participation, and in-class assignments (writing exercises/homework, peer reviews/collaborations).

Grading Breakdown:

Project #1: Résumé and Cover Letter	100
Project #2: Policy Memo	100
Project #3: Process and Description	100
Project #4: Group Project: Oral Presentation	150
Project #5: Proposal	150
In-Class Quizzes	100
In-Class Participation	100
In-Class Assignments	200

TOTAL: ***1000 points***

Late Policy:

- Late quizzes will not receive credit
- Late assignments will not receive credit
- Late projects will receive credit, but will have a percentage immediately deducted from total score

When and How to Reach Me

- I am happy to talk to you about this class. Please feel free to communicate with me.
- I am available in person or on my cell phone during my office hour.
- If you cannot attend my office hour, please schedule an alternative time when we can meet.
- I am also available through email or through my cell phone (feel free to text me!).
- I will check and respond to emails or text messages Monday-Friday. Do not count on me being available on weekends or holidays.
- My goal is to respond to all student emails or text messages within 24 business hours.

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.

Need 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 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 visit the CFAR website at www.linnbenton.edu/cfar for steps on how to apply for services or call 541- 917-4789.

What's Plagiarism?

Presenting someone else's ideas as your own. It's not worth it. Don't do it.

Plagiarism includes:

- Turning in someone else's work as your own
- Changing around words but copying the exact structure of a source without acknowledging the source
- Leaving out the quotation marks around a quote used in your work
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Campus Resources

- Conferences with your instructor (916-812-0524). Visit me in SSH 208 whenever you have questions, concerns, or issues.
- Library (541-917-4638)
- Writing Center and OWL (Online Writing Lab). Writing Center Assistants and Writing Peer Tutors will provide assistance with specific paragraph and essay assignments.

Writing Center

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 1 – 2 business days.

www.linnbenton.edu/go/learning-center/writinghelp.