

WR 227 – Technical Writing

Spring Term 2019 / CRN 40789 / 3 credits
Tuesdays & Thursdays 11:30am – 12:50pm / BC 225

Instructor: Robin Cedar

Office Hours: 10:20 – 11:20pm Tuesdays & Thursdays or by appointment

Office Location: BC 123

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Final Exam: There is no final exam for this class

Course Description

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.

PREREQUISITE: Completion of WR121 with a C or higher.

Learning Outcomes for WR 227

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 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.

Required Texts

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 older versions at your own risk.

Required Materials

- Notebook for notes and writing assignments
- Access to a word processing program such as MS Word
- Access to the internet and the Canvas website
- Computer Literacy

How to be Successful in this Class

1. Attend class! Each class gives necessary information for a successful completion of the course; students who do not make the commitment to attending class rarely pass.
 2. Be prepared for class by completing assignments & readings. The class experience will be richer for you when you have the background information needed.
 3. Challenge yourself to do your best work. You will get from this class what you put into this class. I do not *give* grades; you earn the grade you earn through your hard work and effort.
 4. Review the syllabus and learn the policies/procedures for this class. Understand your rights and responsibilities as a student and as a class member. You are highly encouraged to keep this syllabus with you throughout the course.
 5. Ask questions, especially if you need clarification.
 6. Please visit me during my office hours, or by appointment, in order to work one-on-one with class materials and questions.
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Course Requirements

Below is a breakdown of the assignments in this class:

Homework Assignments.....	80%
Reading Quizzes	10%
Self-Reflections.....	5%
Class Attendance & Participation.....	5%

Grading

Assignments are graded using four criteria: 1) Quality of thinking, 2) Organization and coherence, 3) Style and technique, and 4) Use of conventions, according to the following standards (see scoring guides for more information):

90% - 100% = A	A = exceptional achievement
80% - 89% = B	B = superior achievement
70% - 79% = C	C = satisfactory work, meets requirements
60% - 69% = D	D = requirements not met, but worthy of credit
59% and below = F	F = failure to meet requirements

A note on grading: in a writing class, each assignment you turn in does not automatically begin with full points that are then docked as the teacher finds things that are wrong or missing. Rather, each assignments begins with zero points; each point awarded is earned.

Please note that I will not “round up” final grades at the end of the term, so please do not ask me. Grades *will* be calculated based on the preceding scale. 89.9% *is* a B, 79.6% *is* a C, etc. To revise any scores simply to alter a final grade defeats the purpose of the carefully-designed rubrics and policies that I must apply across the board to all assignments.

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.

Course Policies

General Expectations: You are responsible for your own learning in this class. My job is to provide you with opportunities to expand your understanding of rhetoric and writing, but it is up to you to take advantage of those opportunities effectively.

Attendance: I will take attendance every day. While I will not take points off for poor attendance, missing too many classes will affect your grade, **because you will miss critical information, practice, and in-class assignments that cannot be made up.**

Being a body in a seat is not full attendance— while you are in class, you are expected to pay attention, take notes, participate in discussion, and complete writing tasks. I will ask you to leave the class that day if you are not actively learning (i.e. sleeping in class, not paying attention to the course materials, or using your phone extensively).

If you know that this term you will be missing many classes (for traveling, for work, etc) then consider registering for WR-227 in another term or exploring online classes as an option. Your attendance is critical for your success in this course.

Missing Class: **Absence is not an excuse for ignorance.** If you miss class, do not simply email me to ask “did we do anything important today.” I reserve the right to not answer those emails. If you are absent, it is your responsibility to contact one of your classmates and/or check Canvas for any learning materials posted (powerpoints, assignment prompts, rubrics, etc) to get the information you missed. If you are truly unable to find an answer to your questions through your peers or through your own investigations, then I’ll be happy to answer emails about specific questions.

I ask that, if you know you will miss class, you please contact me as soon as possible— this helps me plan for the day! It is your responsibility as a student to make up the work you’ve missed. You are responsible for knowing and implementing any changes to the schedule or expectations on assignments before arriving to the next class.

Class Participation: This is primarily a writing class, but the success of the class relies on active participation during discussions and activities. Failure to participate, answer questions, complete tasks, etc, will result in me asking you to leave the class that day and might negatively affect your grade, as well.

Submitting Assignments: All assignments will be due on their due date by 11:59pm. All work will be submitted online through Canvas. Occasionally, I will also ask you bring in a hard-copy to class. Any work that is not turned in through Canvas (by email, by google docs) will still be considered late. Your online assignments must be in .pdf, .doc, or .docx format and follow conventional MLA standards.

If you do not have ready access to the internet, in a way that will prevent you from successfully submitting assignments, please inform me at the start of the term so that we can discuss alternatives. If it is more efficient for you as a student to turn in hard-copies, for example, we can discuss this individually.

Late Assignments: Be sure you are planning accordingly to get your work in on time. **Late work will lose 5% of its total grade for each day it is late.** If an assignment has not been turned in within **four days** of its due date, I will no longer accept it unless you contact me. This is to ensure that you don't fall too far behind.

Please note, however, that unlike homework assignments, late **reading quizzes** and **self-reflections** will not receive credit. These must be completed on time.

Extensions: If you feel that you will not be able to complete an assignment by the due date, please contact me. If you request an extension within two days of the due date, I will often grant that extension without point penalty.

Revisions: Once you receive a grade on your assignment, you have the option to complete a revision. Revisions must be completed within a week of grades being released. You will re-upload the new assignment to the assignment folder, replacing the original assignment.

Make-Up Assignments: If you are concerned about your grade because of a missed or failed assignment, you can get in touch with me and we can discuss make-up assignments. However, this will require more work on your part, so it's always better to complete the original assignments to the best of your ability. I also reserve the right to deny a request for make-up assignments.

Feedback: I provide feedback on all major assignments. Should you ever feel like you need more feedback or for me to clarify any of my points, please contact me. The point of feedback is to help you grow as a writer.

Self-reflections and the weekly check-ins do not receive as extensive feedback but are more an opportunity for you to reflect and distill the information presented in the textbook. These assignments are your opportunity to ask questions before larger assignments are due.

Canvas: Canvas, like Moodle, allows you to access class materials you may have lost/missed. It will also allow you to access your current grade during the term. It is also where you will submit your assignments online. If you ever have any difficulty navigating or accessing Canvas, please get in touch with me as soon as possible. I will be sending an invite code via email during week 1, so be sure to sign up.

Contacting Me: The easiest and fastest way to contact me is through my LBCC email (available on the first page of this syllabus). Please note that, legally, I can only communicate with you regarding the class, your assignments, feedback, and grades through your official LBCC email. If you contact me with a non-LBCC email, I will not respond.

I will endeavor to respond to emails within twenty-four hours; if it has been longer than two days and you have not heard back from me, send me a follow-up email. I stop checking my email after 7pm every week day and I do not check my email consistently on weekends, however. Please plan accordingly when contacting me.

It is your responsibility as a student to conduct yourself with rhetorical awareness and considerations. Therefore, emails that are not properly addressed or without the proper respect and awareness of a student to teacher email will remain unanswered.

Classroom Environment: The success of our class discussions and activities depends on your being physically and mentally present, as well as respectful. Cell phone use during class is disrespectful and distracting— to your classmates, to me, and to yourself as a learner. Please keep your cell phone packed away during class. Electronic use (computers, tablets) is not permitted unless discussed with me ahead of time.

Plagiarism / Cheating: Students at LBCC are expected to behave honestly. Any plagiarism— that is, using ideas, information, words, phrases, sentences, or paragraphs from someone else's essay, book, article, website, etc. without giving full accurate credit to the original source— including forgetting to put quote marks on copy-paste— has serious consequences, up to an F for the class and/or a written report for further disciplinary action. Recycling your own work from other classes is considered self-plagiarism and is not allowed without prior written approval from me.

High School Students: If you are a student currently enrolled in high school taking college-level courses at LBCC, keep in mind that I will not fill out progress reports before, during, or after class time. You will be required to meet with me during my office hours or by appointment for me to fill out these reports. Simply handing them to me will result in me handing it back without filling it out. Please plan accordingly to give yourself enough time to fill this requirement.

Resources Available to You

Student Disability Accommodations:

You should meet with your instructor during the first week of class if:

- 1.You have a documented disability and need accommodations.
- 2.Your instructor needs to know medical information about you.
- 3.You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources Online Services web page every term in order to receive accommodations. 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.

Writing Center and OWL (Online Writing Lab):

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 2-3 business days. www.linnbenton.edu/go/learning-center/writinghelp

You will receive extra credit on an assignment for each stamp/email consultation you complete with the Writing Center. Please contact me for more detail.

Note: Instructor reserves the right to make changes in the course syllabus.