

# IN4.164 Technical Writing for Automotive and Heavy Equipment/Diesel Technicians

SPRING 2020 ➤ CRN: 42482 & 43528 ➤ ONLINE

Instructor: **Will Fleming**  
Class Time: **ONLINE**  
Telephone: **(541) 917-4570**  
Email: [fleminw@linnbenton.edu](mailto:fleminw@linnbenton.edu) (\*preferred contact method)  
Office: **Moodle**  
Office Hours: **By appointment** via phone, email, video (ZOOM or DUO), or IM

Required Text: [IN4/WD4 free e-textbook](#); additional course materials posted on Moodle  
Prerequisites: **No prerequisites; please contact me if you need extra help**

**Welcome to Technical Writing for Automotive & Diesel/Heavy:** This course focuses on writing workplace documents commonly written by welders/fabricators, such as: emails, memos, descriptions, customer intake documents, instructions, summaries, accident reports, and employment documents.

## OUTCOMES

Upon successful completion of this course, students will be able to:

1. Write technical documents using a variety of strategies.
2. Identify and target an audience, purpose, and situation.
3. Write in a variety of formats, including emails, letters, reports, summaries, and descriptions.
4. Revise and edit their material to reflect college-level grammar, syntax, spelling, and punctuation.
5. Review and analyze technical reports.

## COURSEWORK

- Short weekly readings and lessons
- Short weekly writing assignments
- Quizzes
- Online forums

## ASSIGNMENTS (by week):

- Week 1 - Forum Post & Replies
- Week 2 - Email (due)
- Week 3 - Intake Documents
- Week 4 - Instructions
- Week 5 - Bad News & Apologies
- Week 6 - Project Completion
- Week 7 - Accident/Incident Reports
- Week 8 - Employment Docs
- Week 9 - Resumes
- Week 10 - Cover Letters
- Finals Week - Final Cumulative Quiz

## **GRADE SCALE - Final course grades are calculated in the following way:**

**A** = 90 - 100%; **B** = 80 - 89%; **C** = 70 - 79%; **D** = 60 - 69%; **F** = 59% or less

## **LATE WORK POLICY**

- Assignments (except quizzes and forums) may be turned in up to one week late without penalty.
- Work later than one week (or submitted after the last day of class) will be docked a letter grade (10%).
- Late assignments may not be revised/resubmitted.
- Quizzes must be completed on time to receive credit.

## **REWRITES/REVISION**

- You may rewrite and resubmit any assignment where the original grade is 82% or lower.
- Revisions must be sent to my email - [fleminw@linnbenton.edu](mailto:fleminw@linnbenton.edu).
- Changes should be **highlighted** or **bolded**.
- Rewrites are due within **two weeks** of the day I post the assignment grade.

## **ACCESSING MOODLE**

**To start work on Moodle, please do the following:**

- Go to [Moodle](#)
- Log on (your username is your LB X# and Single Sign-On password). \*If you are new to Moodle, you'll need to first claim your account by providing identifying information, setting security questions, and creating a new password). If you haven't yet done so, you can claim your account at the [Password and Account Management Portal](#). You can find additional [account setup instructions here](#).

**Having trouble logging into Moodle? Call the Student Help Desk at 541-917-4630.**

## **HOW TO REACH ME**

- I am happy to talk to you about this class. Call, email, or come by my office.
- If you cannot attend my office hours, I will schedule an alternative time to meet.
- I check and respond to emails at least once a day, Monday through Friday. I will not always respond to emails after business hours or on weekends or holidays.

## **ACCESSING GRADES**

- I will do my best to grade and return your work promptly..
- I am always happy to talk to you about your grade if you have questions.
- I will post assignment grades on Moodle, which will tally a running coursework average for the term.

## **TO SUCCEED IN THIS COURSE**

**You should:**

- Log into Moodle **at least** twice a week
- Complete all readings and assignments
- Talk me if you are having difficulties

### **You shouldn't:**

- Cheat or plagiarize. Seriously, don't do it! Violations in academic honesty will result in failure of an assignment or failure of the course. [Click here for more information on plagiarism](#)
- Put off your assignments until the last minute--writing is always better when it gets drafted and then revised
- Hesitate to contact me if you have any questions or run into any problems.

### **ADDITIONAL RESOURCES**

#### **LBCC Writing Center**

The LBCC Writing Center can help you take your writing to the next level. You may submit your writing online and receive a response within 1-2 business days. For more information, visit the Writing Center online at <http://www.linnbenton.edu/go/learning-center/writing-help>.

#### **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 CFAR (Center for Accessibility Rights) at (541) 917-4789. [Here is more 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, irreligious, male, female, transgender, married, disabled, a veteran, a non-English speaker, an immigrant, or any number of other categories not listed here. What is more, LBCC sees our differences as a source of strength and an important part of education.

### **ASSIGNMENT & QUIZ DUE DATES**

#### **Assignments:**

WEEK 1:	Forum Post and Replies –	<b>DUE 4/12</b>
WEEK 2:	Email Assignment –	<b>DUE 4/19</b>
WEEK 3:	Intake Documents –	<b>DUE 4/26</b>
WEEK 4:	Instructions –	<b>DUE 5/6 (*Wednesday for additional time)</b>
WEEK 5:	Delivering Bad News –	<b>DUE 5/10</b>
WEEK 6:	Project Completion –	<b>DUE 5/17</b>
WEEK 7:	Accident Reports –	<b>DUE 5/24</b>
WEEK 8:	Resumes –	<b>DUE 5/31</b>
WEEK 9:	Cover Letters –	<b>DUE 6/11 (*Thursday)</b>
WEEK 10:	Final Quiz	<b>DUE 6/11 (*Thursday)</b>

#### **Quizzes:**

Quiz #1 (WEEK 2):	Capitalization –	<b>DUE by 4/19</b>
Quiz #2 (WEEK 5):	Apostrophes –	<b>DUE by 5/10</b>
Quiz #3 (WEEK 7):	Quotation Marks –	<b>DUE by 5/24</b>
Quiz #4 (WEEK 9):	Misspelled Words –	<b>DUE by 5/31</b>
Final (WEEK 10):	Cumulative Quiz –	<b>DUE by 6/11 (*Thursday)</b>