**WD4.164 Technical Writing for Automotive Technicians (Hybrid)**

**Spring 2017 ➢ CRN: 48815 ➢ Wednesdays 1:00-1:50 p.m. at the ATTC**

Instructor: **Will Fleming** Email: **fleminw@linnbenton.edu** (**\***preferred contact method)

Office: **NSH/201** Office Hours: **M/W 10:00 a.m. to 12:00 p.m. & by appt.**

Phone: **(541) 917-4570 (\*also available after class on Wednesdays)**

**Welcome to Technical Writing for CTE (Automotive Technicians):** There are no prerequisites for this course (see me if you need extra help). This course focuses on writing workplace documents commonly written by technicians, such as: emails, memos, descriptions, customer intake documents, documentation of work completed, instructions, summaries, accident reports, and employment documents.

**Coursework:**

* Weekly readings
* Weekly writing assignments
* Quizzes
* Online forums

**Course Assignments**:

* **Week 1** - Introduction Forum
* **Week 2** - Email Sample
* **Week 3** - Intake Documents
* **Week 4** - Instructions
* **Week 5** - Midterm Break
* **Week 6** - Workplace Ethics
* **Week 7** - Accident/Incident Report
* **Week 8** - Resumes
* **Week 9** - Cover Letters
* **Week 10** - Documenting Work Completed
* **Finals Week** - Final Cumulative Quiz

**Required course materials:**

* Access to Moodle via a computer with internet
* **No textbook** is necessary; all readings, handouts and assignments are on Moodle

**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

**My Expectations for You**

**Do:**

* Log into Moodle at least twice a week
* Attend classes on Mondays
* Complete all readings and assignments
* Talk to me if you are having difficulties
* Be kind and respectful toward everyone in the class (even if you don't like them).

**Don'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.Please see me if you are unsure what plagiarism is.

**Due Dates**

* Due dates are posted on Moodle (usually by 11:55 p.m. on Sunday of each week).

**Late Work Policy**

* Assignments (except quizzes and forums) may be turned in up to **one week late** without penalty.
* Work that is **later than one week** **will be docked a letter grade** (10%).
* Assignments that come in late may not be revised.
* Quizzes must be completed on time to receive credit.

**Rewrites/Revisions**

* You may rewrite and resubmit any assignment where the original grade was lower than 85%.
* Revisions must be sent to my email - fleminw@linnbenton.edu.
* All changes you made to the work must behighlighted or in **bold text**.
* All rewrites are due within **two weeks** of the day I return your graded assignment.

### **What You Can Expect from Me**

**When and How to Reach Me**

* I am happy to talk to you about this class. Speak to me after class, email, call, or come by my office.
* If you cannot attend my office hours, I will schedule an alternate 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, on weekends, or on holidays.

**Accessing Grades**

* I will do my best to grade and return your work within one week of turning it in.
* I will talk to you about your grade if you have questions.
* I will post grades on Moodle.

**LBCC Writing Center**

The LBCC Writing Center can help you take your writing to the next level. Drop in during regular hours or make an appointment. You may also submit your writing online at lbcc.writingcenteronline.net where you will receive a response within 1-2 business days. For more information, visit the [Writing Center online](http://www.linnbenton.edu/writing-center).

### **School Policies**

**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.](http://www.linnbenton.edu/go/disability-services)

**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, transgendered, 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.

### **To Access Moodle**

To start work, please do the following:

1. Go to Moodle (elearning.linnbenton.edu)
2. Log on. Your username is your LB email (first.last.1234@mail.linnbenton.edu). If you are new to Moodle, the password is your birthday in 6 digit format (MMDDYY).
3. After logging in, please update your password.
4. To proceed in the class, just follow the instructions listed for each week.
5. If you have questions, please feel free to email me at fleminw@linnbenton.edu or call the **Student Help Desk at 541-917-4630.**