**Technical Writing - Winter 2019**

**MWF, 12-12:50PM, IA 207**

**CRN 30279**

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| **Class Information/Materials/Instructor** |

**Required Text & Materials:**

* *Practical Strategies for Technical Communication at Linn-Benton Community College* by Mike Markel, Second Edition, ISBN 13: 978-1-319-14779-2 (available in the bookstore)
* 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, visit the following URL. <https://www.microsoft.com/en-us/education/students/default.aspx>

**Instructor:** Sonney Wolfe **Telephone:** 541-917-4717

**E-Mail:**[wolfes@linnbenton.edu](mailto:wolfes@linnbenton.edu) (preferred) **Office:** MKH 208 **Office Hours:** T/Th 3-4PM

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| **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

* *Analyze* the rhetorical needs of your audience in relationship to college-level, evidence-based writing assignments.
* *Apply* appropriate levels of critical thinking strategies (knowledge, comprehension, application, analysis, synthesis, evaluation) in written assignments, with an emphasis on technical, evidence-based analysis, reporting, application, and evaluation.
* *Implement* appropriate rhetorical elements and organization (executive summary, introduction, thesis, development, and research-based support, visual evidence, conclusion, etc.) in written assignments, with an emphasis on technical evidence-based analysis, reporting, and evaluation assignments.
* *Locate, evaluate, and integrate* high-quality information and opinion appropriate for technical evidence-based assignments.
* *Craft* sentences and paragraphs that communicate ideas clearly and effectively using words, sentence patterns, and writing conventions at a high college level that produce clear, credible, and precise writing.

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| **Course Work** |

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| **Assignments** | **Points** | **Percentage** |
| **Homework**   * **Toast** * **Ch 4 Purpose** * **Ch 4 Audience (Ex. 1 & 2)** * **Nominalization Exercise** | **40** | **11%** |
| **Audience and Purpose Analysis** | **30** | **9%** |
| **Real-World Applications: Informal Reports**   * **Internal Proposal** * **Incident Report** * **Directive** | **90** | **24%** |
| **Real-World Applications: Product**   * **Technical Definition** * **Technical Description** * **Instruction Manual** | **90** | **24%** |
| **Real-World Applications: Marketing**   * **Brochure** * **Letter of Inquiry** * **Newsletter** * **Sales Letter** | **120** | **32%** |
| **Total:** | **370** | **100%** |

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| **Class Policies, Expectations, and Resources** |

**Accessibility to Class Resources:**

Course Calendars and assignment are available on my instructor website. I will update as we go.

**Late Policy:**

* 10% deducted for every day late.
* **Emails me ahead of time:** If you’ve communicated through email and made prior arrangements with me, you can turn an assignment in without penalty.
* **Attends class but doesn’t have homework:** If you show up without your homework, I will still accept it late, but I will deduct 10% for each day it is late.
* **Skips class, does not email ahead of time:** If you do not communicate with me, and you do not show up to class, I will not accept any homework that was due for that day.

**Revision Policy**

* On-time homework assignments will receive feedback and may be revised for a higher grade.

**My Expectations for You**

* Complete all reading and assignments.
* Contact me if you are having difficulties in the class or if a personal crisis or emergency impacts your ability to succeed in the class and you would like extra help or accomodation.
* 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 email 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.
* When you email **please put WR 227 in the subject line.**

**My Promises to You**

* I check email once every business day around 4pm. It is my goal to get back to you within 24 business hours, but I will always respond within 72 (i.e. three business days).
* I aim to grade all weekly assignments by Monday of the following week.
* The gradebook will be updated weekly.
* I am always happy to explain grades or clarify assignments.
* I will never be offended if you point out problems with Canvas such as unclear instructions, broken links, or incorrect due dates. We’re all human, and I appreciate your help.
* I will work with you if you are suffering a personal crisis that affects your work.
* I am happy to work with you if you have CFAR accommodations, but I believe that this course follows principles of universal design (which means it should be accessible to all).

**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.

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| **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.](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, 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.](http://www.linnbenton.edu/go/about-lbcc/policies/equal-opportunity)     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!**