WRI 327: Advanced Technical Writing

Term: Spring 2021
Instructor: Dr. Erin Pumroy
Office Hours: By Appointment
Office: Virtual Office via Zoom
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DESCRIPTION AND GOALS
Preparation of professional and technical publications through the use of communication analysis. Substantial writing required.

LEARNING OUTCOMES
Welcome to WRI 327, Advanced Technical Writing. This course is meant to help you develop your communication skills, and show you how to use those skills in a professional setting. By the end of the term, you should be able to:
• Create technical documents that are tailored to the specific needs and expectations of a professional audience; clearly define an audience and their need(s) (purpose and audience)
• Compose focused, organized technical documents, including a statement of purpose, a clear hierarchy of information, and consistent, logical organizing elements (focus and organization)
• Thoroughly support your work with source materials, and use and cite those materials effectively and responsibly (support and documentation)
• Compose work that applies standard English usage and professional formatting, and make use of published guidebooks to aid your work (style and conventions).
• Create effective designs and informative visuals for technical/professional documents (visual communication)
• Use organized writing/composing processes: generate ideas, evaluate rhetorical situations, research, draft, revise, edit, proofread; elicit, provide, and use constructive feedback in a productive manner (justification)
• Write collaboratively to produce a unified product (focus and organization; style and conventions; visual communication)
• Employ good time management skills

TEXTBOOK & MATERIALS
Textbooks: This course uses Open Education Resource textbooks. Students ARE NOT required to purchase any textbooks or supplemental readings. All readings will be made available electronically through the course learning management system.

Email Account & Internet: Students are required to have an OIT email account and access to the Internet.

Computer & Electronic Storage Device: Students are required to have access to a computer and electronic storage device for saving their class work to, such as a flash drive or cloud storage (OneDrive, Google Drive, Dropbox, etc.).

Software: Students will also need to have the following software for this course:
• Microsoft Office (Word, Excel, PowerPoint)
• Canvas (Learning Management System)
• Internet access - regular, dependable
• Access to email
• Web browser - a current version of one of the following - Internet Explorer, Mozilla Firefox, Safari, Google Chrome, Opera, or Microsoft Edge. Downloads for the newest browser versions are available free of charge.
• The latest version of Java
• The latest version of Adobe Flash
• The latest version of Adobe Acrobat Reader

GRADING & ASSESSMENT POLICIES/PROCEDURES

Assignments (1000 Total Points)
• Project Proposal - Client project idea and scope of work (Technical Description + Technical Instructions) (75 points)
• Technical Description (100 points) - Choose one: object, mechanism, OR process description
• Technical Instructions (200 points) - Choose one: policy & procedure OR user manual
• Informal Usability Report (75 points)
• Formal Project Completion Report (250 points)
• Oral Presentation (Pre-recorded) on Project (in lieu of final exam) (100 points)
• Weekly Discussions/Writing Activities (200 points)

ASSIGNMENT GRADING SCALE

The assignment grading scale, based on 100 percent, is as follows:
A = 90–100%
B = 80–89%
C = 70–79%
D = 60–69%
F = 0–59%
Assignment percentages are determined by points earned/total assignment points. For example, a student who earns 218 points on the Technical Instructions assignment (250 points) will earn a grade of 87% (B) on that assignment.

COURSE GRADING SCALE

The course grading scale, based on 1,000 points, is as follows:
A = 900–1,000
B = 800–899
C = 700–799
D = 600–699
F = 0–599

Total points at the end of the course determines the final course grade. A student's total points score is rounded to the nearest whole decimal. A score with a "0.50" to "0.99" will round up to a whole "1.0" point. A score with a "0.01" to"0.49" will round down. For example, a student whose final course grade totals 899.50 will become "900" (an A) and a student whose final course grade totals 899.49 will become "899" (a B).

ASSIGNMENT SUBMISSION POLICY
Assignments are due by 11:59 pm Pacific Time in Canvas on the date indicated on the syllabus schedule. Deadlines for turning in your work are firm and are marked according to the Canvas time clock set for Pacific Time zone.

In the rare event that Canvas is not accessible, students must submit a copy of their completed work to me via email as an attachment (as proof that the work was completed by the deadline). The time clock on the OIT email will serve as the official submission time in such cases.

Then, when Canvas is accessible again, the student MUST submit the assignment to Canvas. (I will waive the late penalty with a confirmation email that your assignment was received on time via email.)

LATE WORK POLICY
I do accept late work for major writing assignments and weekly participation activities, up to one week from the original deadline (excluding final week deadlines).

However, late work does receive a point deduction for each 24-hour period it is late. Late work is marked as received any time after the 11:59 pm assignment deadline, for up to 1 week from the original submission deadline. Any work submitted after the 1-week late submission period will not be accepted for points.

Late assignments are subject to a 5% deduction for each day (24-hour period) it is late. For example, an assignment that earned 89/100 points would become 84 points if turned in one day late and 79 points if turned in two days late, and so on.

Late work without a penalty may be accepted with prior approval by the instructor or with OIT official documentation of an excused absence. It is the student's responsibility to seek permission and provide documentation for approval for late work without a penalty.

REVISION POLICY
Revisions on assignments will not be permitted for an improved grade on that assignment.

EXTRA CREDIT POLICY
Extra credit is not permitted in this course. However, students have an opportunity to earn 20 bonus points for completing course evaluations at the end of the term.

ATTENDANCE & ABSENCE POLICY
Teaching faculty are required to report non-attendance during the first two weeks of the term from a class if the student has not attended (submitting assignments & engaging in class discussions/exercises). Students will be administratively withdrawn from the course based on non-attendance.

If you are unable to participate in the class for more than four consecutive days, please contact me in a prompt manner (prior to the absence from the course if possible). It is always the student's responsibility to make up coursework or information that is missed as a result of the absence.

If a student has not completed any work (participation and/or assignments) during the first two weeks of the course (by Sunday at 11:59 pm Pacific Time), the student may be dropped from the course as a faculty-initiated withdrawal.

Graded work may be made up for excused absences only.

Excused and Unexcused Absences
Excused absences include any pre-notified & documented absence for participating in official university functions, completing jury duty, military service, and experiencing personal illness/serious injury or death of an immediate family member or close friend resulting in four or more consecutive days of university absence. Other situations may apply and are at the discretion of the instructor.

If you must miss class for athletics or other extracurricular activities, it is your responsibility to plan ahead and follow along with the schedule in order to keep up with the required coursework. By being absent, you will miss important opportunities to deepen your understanding of both course readings and assignments, which could negatively impact your grade; however, if you plan ahead, ask questions, and do the work, you should be able to successfully balance your academic and extracurricular responsibilities (like maintaining eligibility to play, etc.).

Unexcused absences include any other absence than the above, such as missing class for work; personal illness/injury without documentation; personal illness/injury resulting in fewer than four consecutive days of university absence; incarceration; sorority/fraternity/club events; career days/fairs; etc. Other situations may apply and are at the discretion of the instructor.

ACADEMIC INTEGRITY (PLAGIARISM & CHEATING POLICIES)
Cheating and plagiarizing are serious academic offenses and will not be tolerated (policy OIT14-30). Cheating involves copying someone else's assignments, quizzes or exams, letting someone else copy your assignments, quizzes, or exams, turning in work previously completed for another course or section (self-plagiarizing), or using unauthorized notes, outside editors/paper mills, and other material to complete assignments, quizzes, or exams.

Plagiarizing entails taking credit for someone else's work by not citing sources and using these ideas as your own.

If found guilty of cheating, plagiarism, or any other form of academic dishonesty, you will receive a zero on your assignment, and a report will be sent to the Student Affairs office, who has responsibility for enforcing OIT's Student Conduct Code. Further information, including definitions of plagiarism and cheating, can be found in OIT's statement on Student Academic Integrity (http://www.oit.edu/docs/default-source/Student-Affairs-/student-handbook/studentacademic-integrity-policy.pdf (Links to an external site.)).

In cases of suspected academic dishonesty, the procedures outlined in OIT's "Student Academic Integrity" policy will be strictly followed. (This includes the instruction to faculty that "all academic dishonesty cases will be reported to the Office of Student Affairs."). I always include items that will provide indications that cheating has occurred, and I will not hesitate to report instances of academic dishonesty. You should know that the typical penalty at Oregon Tech for a second academic integrity violation is suspension from the university for somewhere between a term and a full academic year.

CIVILITY & CONDUCT
Oregon Tech and the Communication Department endeavor to foster a classroom climate of mutual respect among students and between students and instructor. Mutual respect means that we should be tolerant of different ideas and varying opinions about topics of discussion between students; we address each other respectfully and without interruption; and we do not engage in disruptive behavior.

Your conduct in the classroom should promote a positive learning environment. Conversations and comments should always be respectful; demeaning comments and offensive language will not be tolerated. Students are expected to abide by the OIT Student Conduct Code (http://www.oit.edu/docs/default-source/Student-Affairs-/student-handbook/student-conductcode.pdf (Links to an external site.)).

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other institutional activities on institutionally owned or controlled property is strictly prohibited by Oregon Tech's code of student conduct and may result in disciplinary action.

Safe Learning Environment
The Communication Department at Oregon Tech is committed to creating and maintaining a safe learning environment so that all students can focus on their education. If, at any time during this or any of your other classes at Oregon Tech, you feel that you are being discriminated against or treated inappropriately by faculty or classmates because of a disability, ethnic or national origin, gender identity, race, religion, sex, or sexual orientation, the Communication Department encourages you to let us know. Feel free to talk to me or to my department chair, Dr. Veronica Koehn, so that we can help you identify the best resources to address your concerns.

STUDENT SUPPORT SERVICES & RESOURCES
If you have a physical, learning, sensory, or psychological disability and require accommodations, please let me know as soon as possible. You will need to register with and, in most cases, provide documentation of your disability to Disability Services.

Students with a documented disability who require assistance or academic accommodations should contact the office of Disability Services immediately to discuss eligibility. Disability Services staff are located on both the Klamath Falls and Wilsonville campuses; however, arrangements can be made to meet with a student on any campus. Meetings are by appointment only, so please contact the Disability Services office at the campus closest to you: Klamath Falls (541) 885-1790 and Portland-Metro (503) 821-1305. Specific information and Disability Services forms can be found at www.oit.edu, then go to "Academics" and click on "Student Success Center" and then "Disability Services." This link leads to the department's
website: http://www.oit.edu/academics/ssc/disability-services (Links to an external site.)

Title IX
Oregon Tech faculty and staff are committed to creating and maintaining a safe and equitable learning environment for the Oregon Tech community. Pursuant to U.S. Department of Education requirements, all Oregon Tech faculty and staff (other than designated confidential staff) must report any information they become aware of regarding gender-based bias, sexual harassment, sexual assault, sexual misconduct, relationship violence, or stalking involving a student to the University Title IX Coordinator.

In addition, Oregon law requires a mandatory report to the Oregon Department of Human Services of any physical or emotional abuse of a child or other protected person, including elders and people with disabilities, or when a child or other protected person is perceived to be in danger of physical or emotional abuse.

If you are the victim of sexual or physical abuse and wish to speak with a confidential resource, please call the National Sexual Assault Hotline at 1-800-656-4673. You may report an incident using Oregon Tech's Anonymous Safe Campus Incident Report form on the Title IX site at http://www.oit.edu/title-

ix (Links to an external site.), and select the "Report an Incident" button. For more information about your options, please visit http://www.oit.edu/title-ix (Links to an external site.).

Academic & Student Support Resources
ACADemic Success Seminars (http://www.oit.edu/academics/ssc/academic-success-seminars (Links to an external site.))
Integrated Student Health Center (http://www.oit.edu/campus-life/student-health (Links to an external site.))
Library (http://www.oit.edu/libraries (Links to an external site.))
Peer Counseling Services (http://www.oit.edu/academics/ssc/peer-consulting-services (Links to an external site.))
Student Disability Services (http://www.oit.edu/academics/ssc/disability-services (Links to an external site.))
Student Success Center (http://www.oit.edu/academics/ssc (Links to an external site.))

Course Summary:

Date	Details	
Fri Apr 2, 2021	Assignment Week 1 Discussions	due by 11:59pm
Fri Apr 9, 2021	Assignment Week 2 Discussions	due by 11:59pm
Fri Apr 16, 2021	Assignment Week 3 Discussions	due by 11:59pm
	Assignment Assignment #1 Client Project Proposal	due by 11:59pm
Fri Apr 23, 2021	Assignment Week 4 Discussions	due by 11:59pm
	Assignment Assignment #2 Technical Description	due by 11:59pm
Fri Apr 3, 2021	Assignment Week 5 Discussions	due by 11:59pm
Fri May 7, 2021	Assignment Week 6 Discussions	due by 11:59pm
	Assignment Assignment #3 Technical Instructions	due by 11:59pm
Fri May 14, 2021	Assignment Week 7 Discussions	due by 11:59pm
Fri May 21, 2021	Assignment Week 8 Discussions	due by 11:59pm
	Assignment Assignment #4 Usability Report	due by 11:59pm
Fri May 28, 2021	Assignment Week 9 Discussions	due by 11:59pm
Wed Jun 2, 2021	Assignment Assignment #5 Oral Presentation	due by 11:59pm
Fri Jun 4, 2021	Assignment Week 10 Discussions	due by 11:59pm
Mon Jun 7, 2021	Assignment Assignment #6 Completion Report	due by 11:59pm