# Kinds of Work in the Course

Technical Writing, Fall 2022

This course includes four different kinds of work: Try-Its, Check-In Surveys, Full Drafts, and Self-Checks. A fifth category, Other Weekly Activities, covers less frequent work you will focus on. All of these categories are submitted and assessed in Canvas to ensure [FERPA protection](https://docs.google.com/document/d/1E7bWUo4QbbEglPSfkj52LB5WhDIQGgAkQCvLcwYOv84/edit#heading=h.f0cj119358gg). Each kind of work is described below.

## Try-Its

Try-Its give you the opportunity to try a writing activity related to the week’s work or the current project without worrying about making mistakes. Some activities ask you to write a short technical writing document. Others present you with scenarios or documents to analyze by answering questions. These activities are all open book: you can use any resources in the textbook, in Canvas, and in your notes.

**Assessment for Try-Its**: As long as you put in your effort and provide a full response, your work will earn a Complete. Canvas marks these activities Complete automatically. I review them, and if I find you did not do the work that was assigned, I will change the mark to Incomplete.

These activities cannot be revised if I mark them Incomplete. This situation rarely happens however. When it has, it has often been that someone turned in work that was blank or skipped questions.

## Check-In Surveys

Check-In Surveys are short activities that ask you to let me know about you and how you are doing in the course. I will use your responses to customize the course. I may also share some of your responses with the class. The surveys can be multiple-choice, true-false, and short answer. There are no right or wrong answers.

**Assessment for Check-In Surveys:** Canvas marks these activities Complete automatically. In most cases, I will only see the survey statistics and answers in summary. I won’t see your name with your answers. Your responses will not help or hurt you in the course.

At times I may set Check-In Surveys so that they are not anonymous. I will indicate this change in the opening of the survey so that you know. In these cases, I am asking specific questions about your projects, and I want to be able to reply to you.

## Full Drafts

Full Drafts are the major projects in the course. You will compose full technical documents in specific genres, such as technical description, instructions, and reports. These activities are the most important in the course.

**Assessment for Full Drafts:** I compare your Full Draft to the rubric attached to the assignment in Canvas. To be marked Complete, your Full Draft needs a Yes rating for every criteria listed in the rubric. If your work is marked Incomplete, you can revise and resubmit as long as the Grace Period for Full Drafts is still open. This term, this Grace Period ends at 11:59 PM on Friday, December 2, 2022.

## Self-Checks

Assess your Label Analysis Assignment by completing this checklist, which outlines the [Label Analysis Criteria](https://canvas.vt.edu/courses/156996/pages/label-analysis-criteria). You can complete the checklist as many times as you like to see how your work compares to the expectations for the project.

In the workplace, you should be able to compare your work against a list of specifications to determine if your project is complete and ready to send out. This checklist works in just that way: You must be able to confirm each of the project criteria in the checklist before you can turn in your work.

## Icon Description automatically generatedOther Weekly Activities

Grab bag for other activities that may be assigned, such as the Syllabus Review and the presentation video during the first week of the course.