NOTE to prospective students: This syllabus is intended to provide students who are considering taking this course an idea of what they will be learning. A more detailed syllabus will be available on the course site for enrolled students and may be more current than this sample syllabus. Summer term courses may be accelerated – please check the Ecampus Schedule of Classes for more information.

WR 327
TECHNICAL WRITING (3)

COURSE CREDIT:
(3) This course combines approximately 90 hours of instruction, online activities, and assignments for 3 credits.

PREREQUISITES, CO-REQUISITES AND ENFORCED PREREQUISITES:
WR 121 [C-] or Placement Test WWRI(1)

COURSE DESCRIPTION:
Continued practice in writing with an emphasis on the rhetorical and critical thinking demands of writers in scientific and technological fields.

Technical Writing (WR 327) will prepare you to produce instructive, informative, and persuasive documents aimed at well-defined and achievable outcomes. Technical documents are precise, concise, logically organized, and based on factual information. The purpose and target audience of each document determine the style that an author chooses, including document layout, vocabulary, sentence and paragraph structure, and visuals. To this end, this course will teach processes for analyzing “writing contexts” and producing effective, clean, and reader-centered documents. You can expect to gather, read, and present the technical content of your field to various audiences in attractive, error-free copy, and learn strategies for presenting that content orally.

Baccalaureate Core Course Attributes:
Core, Skills, WR II

CONTACT INFORMATION:
For more information, contact: School of Writing, Literature and Film, MORE 238, 541-737-3244. Course Information: http://liberalarts.oregonstate.edu/wlf/students/courses

Sample syllabi may not have the most up-to-date information. For accuracy, please check the ECampus Schedule of Classes to see the most current instructor information. You can search for contact information by name from the OSU Home Page.
LEARNING RESOURCES:
This course features materials provided at no cost to the student.

NOTE: For textbook accuracy, please always check the textbook list at the OSU Bookstore website. Sample syllabi may not have the most up-to-date information.

Students can also click the ‘OSU Beaver Store’ link associated with the course information in the Ecampus schedule of classes for course textbook information and ordering.

STUDENT LEARNING OUTCOMES:
Successful students in WR 327 demonstrate their ability in technical writing in the following areas:

Rhetorical Knowledge: Awareness of the importance of audience and purpose to the production of effective documents, as demonstrated by reading, analyzing, and composing written and visual texts.

Conventions: Understanding of technical and workplace conventions, as demonstrated through the clean and clear design, style, and layout of written and oral materials.

Information Literacy: Ability to gather and apply researched information that is appropriate to your field, as demonstrated by using technological tools to find information, reading and analyzing documents, and citing sources correctly.

This course also adheres to the Writing II Outcomes:

1. Apply multiple theories, concepts, and techniques for creating and evaluating written communication.
2. Write effectively for diverse audiences within a specific area or discipline using appropriate standards and conventions.
3. Apply critical thinking to writing and the writing process, including revision.

COURSE CONTENT AND POLICIES:

Participation
The very nature of this course requires participation on the part of every student through preparation, attendance, discussion, completion of reading and writing assignments, and overall engagement in the class.
Attendance, Punctuality, and Conduct
Regular attendance is vital to your success in this class. You are responsible for all materials, ideas, and information in the class, including anything presented while you are absent. Absence from class does not excuse failing to submit assignments when they’re due.

Tardiness is disrespectful and distracting. Please make every effort to be punctual. Students who are consistently late to class will be asked to drop the course. Students will act professionally in class. Please be polite and courteous. Rude or disruptive behavior will result in the student being asked to leave and may result in a written report to the Dean’s office. Please silence cell phones before class.

Late Work
Deadlines are critical to all business communication in the professional world and in this class. All readings must be read and written assignments turned in by the beginning of class on the date they are due. Back-up all electronic files, preferably in several places (hard drive, USB drive, cloud storage, email, etc.).

Major papers will be penalized one letter grade per day past the posted deadline. Quizzes, activities, or in-class writing assignments cannot be made up for credit. The only way to avoid this penalty is to speak with the instructor before the assignment is due.

Quotations
Quoting is not writing. Unless specifically stated otherwise in a given assignment, quotations are not allowed in any paper. Each direct quote will result in a 5-point penalty on the assignment.

Plagiarism
Plagiarism, or any other form of academic dishonesty, is unacceptable. Briefly defined, plagiarism is the passing off of someone else’s words or ideas as your own. Intentional or not, plagiarism will result in a zero for the assignment. Additionally, any student found plagiarizing will be reported to the Dean’s office for further disciplinary action. Please see http://oregonstate.edu/admin/stucon/achon.htm for more information.

In-text citations are required for information taken from a source other than the author’s direct experience. Failure to properly cite information used in any paper will result in severe grade penalties and possible disciplinary action for plagiarism. Each missing in-text citation will incur a 5-point penalty on the assignment.
ADA Statement
If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify me immediately. Reasonable efforts will be made to accommodate your special needs.

Evaluation of Student Performance
Assignments will be submitted as hard copies in class or electronically on Canvas. Read the assignment details for submission instructions carefully.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal Paper #1</td>
<td>Week 3</td>
<td>25%</td>
</tr>
<tr>
<td>Formal Paper #2</td>
<td>Week 6</td>
<td>25%</td>
</tr>
<tr>
<td>Formal Paper #3</td>
<td>Week 10</td>
<td>30%</td>
</tr>
<tr>
<td>Written &amp; Oral Short</td>
<td></td>
<td>20%</td>
</tr>
<tr>
<td>Assignments/Quizzes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total 100.00 %

*These assignments and percentages subject to change as necessary.*

General Rubric
All assignments are graded according to the following criteria:

- **Appearance**
  - Follow formatting requirements.
  - Professional appearance/presentation.

- **Content**
  - Coherence
  - Appropriateness
  - Conciseness
  - Organization
  - Clarity

- **Mechanics**
  - Punctuation
  - Grammar
  - Spelling

Course site login information
Information on how to login to your course site can be found [HERE](#).

Statement Regarding Students with Disabilities
Oregon State University is committed to student success; however, we do not require students to use accommodations nor will we provide them unless they are requested by the student. The student, as a legal adult, is responsible to request appropriate accommodations. The student must take the lead in applying to Disability Access Services (DAS) and submit requests for accommodations each term through DAS Online. OSU students apply to DAS and request accommodations at our [Getting Started with DAS](#) page.
Accommodations are collaborative efforts between students, faculty and Disability Access Services (DAS). Students with accommodations approved through DAS are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through DAS should contact DAS immediately at 541-737-4098.

Additionally, Canvas, the learning management system through which this course is offered, provides a vendor statement certifying how the platform is accessible to students with disabilities.

**Academic Integrity and Student Conduct (OSU policy)**

Students are expected to be honest and ethical in their academic work. Intentional acts of academic dishonesty such as cheating or plagiarism may be penalized by imposing an “F” grade in the course.

Student conduct is governed by the universities policies, as explained in the Office of the Dean of Student Life: Student Conduct and Community Standards. In an academic community, students and faculty, and staff each have responsibility for maintaining an appropriate learning environment, whether online or in the classroom. Students, faculty, and staff have the responsibility to treat each other with understanding, dignity, and respect.

Students are expected to conduct themselves in the course (e.g. on discussion boards, email postings, etc.) in compliance with the university's regulations regarding civility. Students will be expected to treat all others with the same respect as they would want afforded to themselves. Disrespectful behavior (such as harassing behavior, personal insults, inappropriate language) or disruptive behaviors are unacceptable and can result in sanctions as defined by Student Conduct and Community Standards.

For more info on these topics please see:

- [Statement of Expectations for Student Conduct](#)
- [Student Conduct and Community Standards - Offenses](#)
- [Policy On Disruptive Behavior](#)

**Plagiarism**

You are expected to submit your own work in all your assignments, postings to the discussion board, and other communications, and to clearly give credit to the work of others when you use it. Academic dishonesty will result in a grade of “F.”

- [Statement of Expectations for Student Conduct](#)
- [Avoiding Academic Dishonesty](#)
Turnitin Plagiarism Prevention
Your instructor may ask you to submit one or more of your writings to Turnitin, a plagiarism prevention service. Your assignment content will be checked for potential plagiarism against Internet sources, academic journal articles, and the papers of other OSU students, for common or borrowed content. Turnitin generates a report that highlights any potentially unoriginal text in your paper. The report may be submitted directly to your instructor or your instructor may elect to have you submit initial drafts through Turnitin and you will receive the report allowing you the opportunity to make adjustments and ensure that all source material has been properly cited.

Papers you submit through Turnitin for this or any class will be added to the OSU Turnitin database and may be checked against other OSU paper submissions. You will retain all rights to your written work. For further information on Turnitin please click HERE.

Technical Assistance
If you experience computer difficulties, need help downloading a browser or plug-in, assistance logging into the course, or if you experience any errors or problems while in your online course, contact the OSU Help Desk for assistance. You can call (541) 737-3474, email osuhelpdesk@oregonstate.edu or visit the OSU Computer Helpdesk online.

COURSE DEMO
GETTING STARTED

Tutoring
For information about possible tutoring for this course, please visit our Ecampus NetTutor page. Other resources include:

Writing Center
Online Writing Lab

Student Evaluation of Teaching
The online Student Evaluation of Teaching form will be available in week 9 and close at the end of finals week. Students will be sent instructions via ONID by the Office of Academic Programs, Assessment, and Accreditation. Students will log in to “Student Online Services” to respond to the online questionnaire. The results on the form are anonymous and are not tabulated until after grades are posted. Course evaluation results are very important and are used to help improve courses and the learning experience of future students. Results from questions are tabulated anonymously and go directly to instructors and unit heads/supervisors. Unless a comment is “signed,” which will associate a name with a comment, student comments on the open-ended questions are anonymous and forwarded to each instructor. “Signed” comments are forwarded to the unit head/supervisor.

Refund Policy information
Please see the Ecampus website for policy information on refunds and late fees.