OER Guide for WR 227 Instructors

Using Open Educational Resources (OERs) in WR 227 Courses

Created by and for faculty in the PSU Technical & Professional Writing Program
with support from the Millar Library 'Open Education Initiative'

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Accessibility of OER Guide for WR 227 Instructors

OER Guide for WR 227 Instructors meets the criteria outlined below, which is a set of criteria adapted from BCcampus' Checklist for Accessibility, licensed under CC BY 4.0.

This material contains the following accessibility and usability features:

Organization of content

- Content is organized under headings and subheadings, which appear in sequential order and are reflected in the corresponding Table of Contents
- List structures (numbered and unnumbered) are used

Images

- All images contain alternative text and are in-line with text
- Images do not rely on color to convey meaning

Tables

- All tables include header rows and cell padding, with the exception noted in the Known Issues section
- Tables do not include merged or split cells, with the exceptions noted in the Known Issues section

Font Size and formatting

- Font size is 12 point or higher for body text
- Font size is 9 or higher is used for footnotes, captions, and text inside tables
- No known repeated characters or excessive spaces

Known Issues/Potential barriers to accessibility

- Descriptive link text is not used consistently. Many hyperlinks are spelled out in full.
- Table 2 and tables appearing in Appendix B pose barriers to accessibility. For example, they rely on color to convey meaning, have color contrast/hard-to-read text issues, and one table is missing a heading row.

If you have trouble accessing this material, please let us know at pdxscholar@pdx.edu.

This accessibility statement has been adopted and adapted from Accessibility Statement and Appendix A: Checklist for Accessibility found in Accessibility Toolkit - 2nd Edition by BCcampus, and is licensed under a Creative Commons Attribution 4.0 International License.

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Introduction

PSU is part of a state-wide initiative to develop and encourage the adoption of free or low-cost teaching materials in courses where applicable, including open educational resources (OERs).[1] Funded in part by a grant from the Millar Library, this guide aims to reduce the labor for instructors in finding quality, relevant OERs for WR227 and comparable introductory courses in technical communication.[2] Content in this guide is separated into the following sections:

1. **Getting Started with OERs**: Overview of OERs with references to more resources
2. **Adapting and/or Adopting OERs**: Approaches for adapting/adopting OER content for WR227
3. **Choosing OERs**: Descriptions and links for commonly used, PSU-sanctioned WR227 OERs
4. **Comparing OERs**: Comparative content analysis of the PSU-sanctioned WR227 OERs
5. **Grouping OERs by Topic**: Descriptions and links to topic-based OER content for WR227
6. **Further Reading**: An appendix of even more descriptions and links to WR227 OER material

1: Getting Started with OERs

OERs are teaching, learning, and research materials in any medium that reside in the public domain or have been released under an open license that permits free use and repurposing by others. By using OERs, you can make educational materials like textbooks and modules available at a lower cost. For a comprehensive OER guide, see the Millar Library OER webpage: http://guides.library.pdx.edu/oers. Most WR227-based OERs allow instructors full legal right to customize and contextualize material to fit different pedagogical needs. Fair use falls into 5 categories/rights (aka, the 5Rs):

1. **Reuse**: Use the entirety or portions of the content for any purpose
2. **Remix**: Mashup content with other material
3. **Revise**: Adapt, adjust, modify, or alter the content
4. **Retain**: Make, own, and control copies of the content
5. **Redistribute**: Share original and altered versions of the content

While this guide focuses specifically on *adapting* and *adopting* OERs, there is also *contributing to* and *creating for* the OER ecosystem, both at PSU and elsewhere, see below:

[1] See also, Oregon Higher Education Snapshot of tuition, costs, affordability and PSU Snapshot for costs for PSU.

[2] This guide was sponsored by an Open Education Initiative 'Adapt OER' Grant' from the Millar Library (#D99281).

- **Adopt**: *Choose a WR227 OER and start using it as a course text*. This guide provides details for, and a comparative list of, common WR227 OER textbooks to choose from below.
- **Adapt**: *Gather a few OER items together and/or modify them as your own*. Parts of OERs can be customized for different instructional needs/approaches, see the topic-based tables below.
- **Contribute**: *Add to other OERs*. Contribute to PSU's WR227 OER repository via this online OER survey form and submit one or more OERs useful to you, or upload your WR227 syllabus.
- **Create**: *Start an OER from scratch*. Write and publish your own OER textbook; the English Department and the Office of Academic Innovation have many tools and resources to help you.

2: Adapting and/or Adopting OERs for WR227

An existing WR 227 course can *adopt* an OER as a base text and/or *adapt* parts/elements of OERs as supplementary course material. This guide recommends a combination of both (see the 60/40% approximation below), but variations to this approach and other approaches are supported.

- **Base texts**: This guide is structured to encourage the adoption and/or adaption of a base text (or texts) to serve as the primary course resource for students. Base texts can be adopted and/or adapted to suit the instructor's requirements and syllabus.
- **Supplemental texts**: Given the base text or texts chosen, instructors can then adopt and/or adapt supplementary OER materials, either to augment the base texts with more material and/or specialized material, or to fill the gaps in the complete OER textbooks (all of which have gaps).
- **Variations/hybrid approaches**: The recommended "base text/supplementary material" method may not be appropriate for all WR227 pedagogies. Variations are not only possible but common.

In choosing OERs, consider a 60/40% rule as an approximate guideline, then customize to your needs:

- **Base text**: If the main text can support approximately 60% of your course assignments and lessons, then it is worth adapting/adopting as a base text.
- **Supplementary texts**: The remaining 40% can be supplemented with other OERs or other similar free resources.

Note that available OER content for WR227 and similar courses can be wide ranging and diverse:

- *Sources are a plurality, not a singularity*. There is no single open educational governing body for WR227 or authoritative source text consolidated in a central location. Rather, there are many open educational organizations and other diffuse sources hosted on numerous servers.
- *Platforms and formats vary*. OERs come in different media, and WR227 content is hosted on several different software platforms (e.g., WordPress and PressBook webpages, Google Docs, XHTML/XML websites, downloadable PDF documents, video/audio clips, ePub, and more).
- *Topics focus on different technical aspects/subjects*. Sources focus on different aspects of scientific, technical, and professional writing, some anchored with professional examples.
- *Content ranges widely, from redundant to lacking*. Materials can include short readings, examples, exercises, quizzes/tests, videos, and/or other content. While some WR227 OERs have unique sections, content in sources can overlap with other sources (sometimes verbatim), and, in some cases, whole topics can be found lacking in content in some resources.
- *Quality is a concern*. Stable funding for OER publishing varies and can be difficult to find, thus the overall quality of content can suffer (e.g., broken links, low-quality content, ads on page).

In general, when assembling your OER texts, keep in mind how you will *keep it as simple as possible for students* to find and use quality open educational resources.[3]

3. Choosing OER Textbooks for WR227

Below are links and descriptions for suggested WR227 OERs, either to use as your base text for the course or in concert with another textbook/resource. Note that this list is not comprehensive (see appendix for further reading). When choosing a base resource for your class, consider the following:

- Which OER textbooks(s) should I use? (*See table 1 and appendix for more WR227 OERs*)
- What are the major sections of each textbook, and do they serve my syllabus? (*See table 2*)
- What kind of class was the book written for (e.g., engineering writing, business writing, professional writing, general technical writing)? (*See also table 2*)
- How much supplementary material will I have to find from other OER resources? What is the copyright? Is it accessible to all students? (*See table 3*)

[3] For more information on who OERs work for, see this ODU Digital Commons article for more details on the different student requirements and capabilities to consider when designing WR227 coursework.

Table 1: Suggested OER WR227 Textbooks

Suggested OER WR227 Textbooks
Technical Writing by A Gross, A Hamlin, B Merck, C Rubio, J Naas, M Savage & M DeSilva Open Oregon Educational Resources sponsored this 2017 OER technical writing compilation, which is widely used among local Oregon community colleges (see below, the Canvas course companion). https://openoregon.pressbooks.pub/technicalwriting/ Below is a Canvas course containing materials to go along with the Open Oregon text above. https://lor.instructure.com/resources/355626b1a0194d1782df3e605d089a5f
Open Technical Communication by Tamara Powell, Tiffani Reardon & Jonathan Arnett Currently in its 3rd edition (updated fall 2019), this is Kennesaw State University's online textbook for technical communication, technical writing, workplace writing, and other related courses. open-tc.com (reroutes to https://softchalkcloud.com/lesson/serve/PySpCEBQodADFZ/html)
Free Online Textbook for Technical Writing by David McMurrey The Open Oregon Educational Resource technical writing textbook above heavily references David McMurrey's longtime online OER textbook, which includes much more and many sample texts. https://www.prismnet.com/~hcexres/textbook/acctoc.html
Technical Writing by Lumen Learning and SUNY Open Textbook Resources This is a public-facing OER edition of a SUNY / Lumen Learning's technical writing course content, categorized under "professional communication." https://courses.lumenlearning.com/suny-professionalcommunication/
Technical Writing Essentials: Intro to Profess. Comm. in the Technical Fields by Suzan Last A single PDF source was developed at the University of Victoria in BC by Last and contributors. https://pressbooks.bccampus.ca/technicalwriting/
Introduction to Professional Communications by Melissa Ashman A University of Victoria in BC online textbook for a general professional communications course that includes intercultural communication, team work, professional writing, audience analysis and adapting messages, document formatting, oral communication, and other TC topics. https://pressbooks.bccampus.ca/professionalcomms/

4. Comparing OER Textbooks for WR227

Table 2 below is a content comparison of the OER comprehensive textbooks above in Table 1, expanding on the primary topics covered in each textbook, as well as the type of target course.

- As a rough guideline, follow the 60/40% rule: If the main text can support 60% of your course assignments and lessons, then it is worth adopting as a base text and supplementing the remainder with OER or other specialized free resources.
- An "**X**" indicates that the section is included; shaded green indicates that a section is excluded).

Table 2: OER Comprehensive Textbook Contents Comparison

Book Title	**Technical Writing (Open Oregon)**	**Open Technical Communication (Kennesaw State)**	**Free Online Textbook for Technical Writing (McMurrey)**	**Technical Writing (SUNY)**	**Technical Writing Essentials (BC, Last)**	**Intro to Professional Communications (BC, Ashman)**
Target Course	General Tech Writing	Tech Writing (engineer-focused)	Tech Writing	Tech Writing	Tech Writing (engineer-focused)	Prof Writing
Major Book Sections						
Defining Technical/Professional writing	**X**	**X**	**X**	**X**	**X**	**X**
Correspondence (memos, letters, email)	**X**	**X**	**X**	**X**	**X**	**X**
Audience Analysis	**X**	**X**	**X**	**X**	**X**	**X**
Proposals	**X**	**X**	**X**	**X**	**X**	**X**
Technical Reports	**X**	**X**	**X**	**X**	**X**	
Lab reports					**X**	
Progress/Summary Reports	**X**	**X**	**X**	**X**	**X**	**X**
Standard Operational Policies & Procedures		**X**	**X**	**X**		
Recommendation and Feasibility Reports		**X**	**X**	**X**	**X**	**X**
Definition & Description		**X**			**X**	

Handbooks		X	X			
Instructions		X	X	X		
User Guide		X	X			
Resumes/Cover Letters	X	X	X			X
Business Plans		X	X			
Graphics/Visuals	X	X	X	X		X
Ethics	X	X				
Document Design	X	X	X	X	X	
Technical Editing		X				
Writing Process/Outlines	X	X	X	X	X	X
HTML/CSS/Web Development		X		X		
Collaborative/Team Writing		X	X		X	X
Usability		X				
Intercultural Communication	X					X
Citation and Plagiarism	X			X	X	X
Information literacy	X	X	X			
Genre Analysis	X					
Oral Presentation		X	X	X	X	X
Grammar		X	X	X	X	
Style				X	X	X
Research	X			X	X	X
	OpenOR	Kennesaw	McMurrey	SUNY	BC-Last	BC-Ash

5: Finding OER Content by WR227 Topic

The section below organizes OER content topically, so that instructors can locate resources to supplement their comprehensive textbooks or to plan specific lessons and assignments around a specific topic. Note: the OER content below focuses specifically on WR227 / technical communication topics; while the main topics are sorted alphabetically, the list starts with "Defining technical and professional writing," since introductory overviews are often the first subject of most course textbooks.

Table 3: Hyperlinked Table of OER Content by WR227 Topic

Defining technical and professional writing

Below are links to OER on defining technical and professional writing, see below for details:

#	*Descriptive Title*	*Short Description*	*Link*
1	Intro chapters to Technical Writing	Includes text on overview, definitions, contexts, assumptions, complications, legal issues, and cultural differences, as well as introductory videos on technical communication types, audiences, cross-cultural communication, and ethics.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/message-from-the-instructor-26/
2	Video: What is Technical Communication?	An 8-minute video on what technical communication can be. This is also a YouTube video, posted at the following URL, see https://www.youtube.com/watch?v=Fi5eZ2XLJc4&feature=youtu.be.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/video-what-is-technical-communication/
3	Introduction to technical communications	Definition of technical communications concepts (Warning: Steven Pinker sourced)	https://ohiostate.pressbooks.pub/engrtechcomm/chapter/what-is-technical-communications/
4	Webpage overview of technical and professional writing	Overview of what technical writing and professional writing are and the importance of audience. Includes embedded video about difference between academic and technical writing, as well as introductory concepts on workplace writing, meaning of "technical." Focused on writing about technical info for non-specialist audience.	https://openoregon.pressbooks.pub/technicalwriting/front-matter/introduction-2/
5	What is technical communication?	Sections 1-1.5 cover an introductory problem-solving, rhetorical approach to technical writing alongside case studies.	https://pressbooks.bccampus.ca/technicalwriting/part/techcomm/
6	Summary intro to "What is technical writing?"	4 screens of definition, characteristics, standards, accessibility and exercises for introducing students to TW. Includes video of technical professionals talking about how important writing is to their work.	https://softchalkcloud.com/lesson/serve/HwmuCkxaDvcA5Z/html
7	Technical Communication Body of Knowledge (TCBOK)	A combination of articles and links, the Society for Technical Communication (STC) Technical Communication Body of Knowledge (TCBOK) is a source for TC-related info from by practitioners, academic researchers, and teachers, and a central location for STC content, including STC community content (e.g., Special Interest Groups) and STC periodicals (Intercom, Technical Communication, and Summit Proceedings).	https://www.tcbok.org/

Audience/user analysis and research

Below are links to OER material related to audience, reader, and user analysis research methods:

#	*Descriptive Title*	*Short Description*	*Link*
1	Video: “You Attitude” Tutorial	7-minute video on the “You Attitude," writing in second-person voice focused on the audience/reader rather than the writer. Class project for technical writing but has good written examples. https://youtu.be/DQaE5fFWDd0.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/video-you-attitude-tutorial/
2	Short chapter on audience analysis	Short 3-screen chapter on introducing the basic concepts of audience analysis and its importance. Includes types of audiences, audience analysis, adapting writing to audience needs.	https://openoregon.pressbooks.pub/technicalwriting/part/2-audience-analysis/
3	Reader-Centered Writing	How to phrase constructively rather than negatively and write reader-centric prose with a professional tone.	https://pressbooks.bccampus.ca/technicalwriting/chapter/readercentred/
4	Task & Audience Analysis to Determine Rhetorical SItuation	Explanation of the rhetorical situation and why it matters when writing in the workplace. Covers how to conduct a task and audience analysis. Includes exercises and templates.	https://pressbooks.bccampus.ca/technicalwriting/chapter/understandingrhetoricalsituation/
5	TEDx talk about the myth of the average user	The first 5.5 mins of this TEDx talk are about how the US Air Force learned to design cockpits to accommodate pilots of all shapes and sizes, none of whom were "average" size. This message resonates strongly with TC values for user research and participation. The whole video is about education.	https://www.youtube.com/watch?v=4eBmyttcfU4

Collaborative writing and project management for documentation

Below are links to OER material related to professional writing collaboration and the communications of project management:

#	*Descriptive Title*	*Short Description*	*Link*
1	Video: How To Create a Basic Gantt Chart in Excel	A 6-minute video demonstrating the basic concepts behind Gantt charts using Microsoft Excel 2010 and basic project scheduling data. Also on YouTube: https://youtu.be/sA67g6zaKOE.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/video-how-to-create-a-basic-gantt-chart-in-excel/
2	Collaborative Writing	Collaborative writing's importance in the workplace, collaborative writing strategies, document control methods, and team roles.	https://pressbooks.bccampus.ca/technicalwriting/chapter/collaborativewriting/

3	Stakeholder Engagement and Consultation in Project Planning	Explains why stakeholder involvement is vital to the planning phase of large-scale/community-based projects. Lists public engagement tools; links several examples and resources.	https://pressbooks.bccampus.ca/technicalwriting/chapter/stakeholderengagement/
4	Team Project Management Tools and Strategies	Project management and team building tips, along with example team meeting and work log documents	https://pressbooks.bccampus.ca/technicalwriting/chapter/teampmtools/
5	Models for Understanding Team Dynamics	Explanation of five different models of team dynamics often used in the workplace. Includes graphical representations.	https://pressbooks.bccampus.ca/technicalwriting/chapter/understandingteamdynamics/
6	Collaborative Writing and Teamwork	9-page chapter explaining benefits of collaborative writing, ways to collaborate, effective/ineffective collaboration and scenarios the class can discuss.	https://softchalkcloud.com/lesson/serve/O93QpyLbZ1mWT6/html
7	Team Formation, Team Management and Project Leadership	Content about building, working in and leading teams that could be adapted/simplified for teaching about collaborative work.	https://wisc.pb.unizin.org/technicalpm/chapter/team-formation-team-management-and-project-leadership/

Content management systems (websites, social media, programming, etc.)

Below are links to OER material related to content management systems, including websites, programming languages (XHTML, JavaScript, etc.), topic-based authoring (DITA/XML, etc.), social media platforms, user-generated content/crowdsourcing, and other electronic (and analog) content management systems:

#	***Descriptive Title***	***Short Description***	***Link***
1	DITA Open Toolkit website	DITA Open Toolkit is open-source publishing engine for content authored in the Darwin Information Typing Architecture (from OASIS).	https://www.dita-ot.org/
2	Stack Overflow tag [dita-ot]	Stack Overflow questions tagged "[dita-ot]" (without quotation marks)	https://stackoverflow.com/questions/tagged/dita-ot
3	Websites	Includes a brief overview, considerations for website writing, website design, page design, pictures and photographs, typography; however, the video section is to be avoided (many broken links and out-of-date material).	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/information-and-instruction-for-module-3_lecture-2/

4	XML Validator	Use this XML validator to syntax-check XML.	https://www.w3schools.com/xml/xml_validator.asp
5	XML Validator	Validate an XML file.	https://www.xmlvalidation.com/

Correspondence (business memos and letters, emails, netiquette, etc.)

Below are links to OER material related to professional and technical correspondence, including memos, letters, and other communication genres and conventions:

#	*Descriptive Title*	*Short Description*	*Link*
1	Business Correspondence and Resumes	This webpage from McMurrey links to 5 webpages on business correspondence: an overview of business correspondence, inquiry letters, complaint letters, application letters, and resumes. To quote McMurrey's subtitle for this page: "Get the job; write like a professional."	https://www.prismnet.com/~hcexres/textbook/lettov.html
2	Sample business email	A sample email that demonstrates best practices for effective business emails in professional scenes and settings	https://openoregon.pressbooks.pub/technicalwriting/chapter/1-2-e-mail/
3	Short chapter on professional "netiquette"	A short article on best practices for professional "netiquette," i.e., etiquette on the Intranet (derived by faculty from Oregon Community College from the UBC Centre for Teaching, Learning and Technology)	https://openoregon.pressbooks.pub/technicalwriting/chapter/1-3-netiquette/
4	Short chapter on professional business emails	TEDx Athens talk on how to write professional business emails by a senior editor at WIRED UK	https://www.ted.com/talks/victoria_turk_how_to_write_an_email_no_really
5	Short chapter on professional business letters	Includes an overview, example letters (transmittal, complaint, inquiry, adjustment, thank you), formatting for business and other professional letters. The videos are to be avoided.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/unit-3_letters_lecture-2/
6	Short chapter on professional business letters	A short article on best practices for business letters	https://openoregon.pressbooks.pub/technicalwriting/chapter/1-5-letters/
7	Short chapter on professional business memos	Includes an overview, purpose, formatting, organization, tone/style, examples, and somewhat out-of-date videos (be advised of the latter).	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/unit-2_memos_lecture-2/
8	Short chapter on professional memos	A short article on best practices for business memorandums	https://openoregon.pressbooks.pub/technicalwriting/chapter/1-4-memorandums/

9	Technical Memo Checklist	A short 1-page memo checklist from the MIT OpenCourseware (OCW) website	https://ocw.mit.edu/courses/global-studies-and-languages/21g-225-advanced-workshop-in-writing-for-science-and-engineering-els-spring-2016/study-materials/technical-memo-checklist/
10	Text Messages, Emails, Memos and Letters	Explanation of netiquette, with guidelines for online communication. Covers several types of correspondence, with examples and graphics to illustrate.	https://pressbooks.bccampus.ca/technicalwriting/chapter/correspondence/
11	Web article on professional business emails	A short article on how to write professional business emails hosted on Ideas.TED.com that summarizes a TEDx Athens talk by Victoria Turk, the video of which is also embedded video on the web page.	https://ideas.ted.com/yes-there-is-a-right-way-to-write-an-email-here-are-some-simple-rules/
12	Webpage on Professional Business Texting	A short article on best practices for effective business texting as correspondence in professional scenes and settings	https://openoregon.pressbooks.pub/technicalwriting/chapter/1-1-texting/
13	Webpage on writing business emails	A short article on best practices for effective business emails as correspondence in professional scenes and settings	https://openoregon.pressbooks.pub/technicalwriting/chapter/1-2-e-mail/

Document design (layout, formatting, composition, typography, etc.)

Below are links to OER material related to document design:

#	***Descriptive Title***	***Short Description***	***Link***
1	Basic Design and Readability in Publications	Includes tips for technical writers on style conventions, knowing your audience, knowing your purpose, making your publication more inviting, basic principles of readability (CRAP, contrast, repetition, alignment, and proximity).	https://openoregon.pressbooks.pub/technicalwriting/part/x-basic-design-and-readability-in-publications/
2	Document Design as Usability/Readability	Introduction to document design as focused on making documents usable based on their purpose, genre and conventions. Includes brief information about style guides.	https://pressbooks.bccampus.ca/technicalwriting/chapter/readability/

3	Document Design: Headings	How to write effective headings, and when to use them. Covers hierarchy and styling. Includes quick-reference lists.	https://pressbooks.bccampus.ca/technicalwriting/chapter/headings/
4	Document Design: Lists	Detailed coverage of different types of lists along with guidelines on how to use them effectively.	https://pressbooks.bccampus.ca/technicalwriting/chapter/lists/
5	Format	Includes overview, general design concepts and additional sources for formatting, but be forewarned: the video on document design, which may be a dead link.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/unit-2-format-heading-subheadings-markers-and-white-space_lecture-2/
6	Web page on how to format technical communication	Web page on best practices for formatting technical communication, mainly headings and related elements.	https://www.prismnet.com/~hcexres/textbook/headings.html
7	Webpage on common page design	Standards and best practices for common page design, including headings, lists, notices, figures, tables, highlighting, margins, indentation, alignment, fonts, and color.	https://www.prismnet.com/~hcexres/textbook/page_design.html

Editing, revising, and proofreading documentation

Below are links to OER material related to editing and writing for technical communication:

#	***Descriptive Title***	***Short Description***	***Link***
1	Commonly misspelled technical terms	As list of terms that are commonly misspelled in technical communication	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/terms-that-are-commonly-misspelled-in-technical-writing/
2	Google Doc example practice sheet for reviewing punctuation	This Google Doc is an example assignment sheet for an exercise that reviews common punctuation in technical communication (note needs to be adapted).	https://docs.google.com/document/d/1qvu2_--c_eEgovzF5a4Xi368vO9EsQ2gBCcORScRN2Q/edit

3	Revision Process and Checklist	Describes a four-step revision process moving from global to local concerns, with a checklist for each.	https://pressbooks.bccampus.ca/technicalwriting/chapter/styletipsreadability/
4	Short chapter on language and tone	Includes articles on avoiding confusing terms, legal issues, using language sensitive to audience, thinking of reader response to tone, using concrete/sensory language, using active voice, reading material aloud to check for cohesiveness, using parallel structure, ordering your wording, economizing words, and a "You Attitude" video.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/unit-3-using-appropiate-language-and-tone-avoiding-confusing-terms-lecture-2/
5	Short chapter on rules of writing	Includes overview, basics of punctuation/mechanics, editing for economy, spelling and other tips, including some videos on editing.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/language-usage-word-usage-sentence-structure_lecture-2/
6	Using Strong Verbs	Useful table of verb tenses and modes, from strong to weak, as well as bland vs. descriptive verbs. Includes exercises.	https://pressbooks.bccampus.ca/technicalwriting/chapter/importanceverbs/
7	Writing for Clarity and Professional Style	Heuristic for the qualities of solid professional communication, plus an excellent discussion of revision for clarity.	https://pressbooks.bccampus.ca/technicalwriting/chapter/communicatingprecision/

Ethics (social, econ., and environ. justice, diversity statements/policy, etc.)

Below are links to OER material related to ethics in technical communication:

#	***Descriptive Title***	***Short Description***	***Link***
1	Blog article on methods of misleading data visualizations	Short, 4-minute blog article on how to lie with data visualizations	https://heap.io/blog/data-stories/how-to-lie-with-data-visualization
2	Example ethics violations in technical communication	New evidence indicates that Boeing pilots knew about "egregious" problems with the 737 Max airplane three years ago, but federal regulators were not told about them. See also: https://www.npr.org/2019/10/29/774345348/boeing-chief-to-families-of-crash-victims-we-are-sorry-deeply-and-truly	https://www.npr.org/2019/10/18/771451904/boeing-pilots-detected-737-max-flight-control-glitch-two-years-before-deadly-cra

3	New York Times article on organizational ethics	New York Times retrospective/'Retro' Report" on the organizational ethics issues behind the Challenger and Columbia disasters	https://www.nytimes.com/2014/06/02/us/challenger-columbia-and-the-nature-of-calamity.html
4	Report of the Presidential Commission on the Space Shuttle challenger accident	Comprehensive report not just of the history lesson on organizational and bureaucratic ethics violation in full, completed by the Presidential Commission	https://history.nasa.gov/rogersrep/genindex.htm
5	Video of Richard Feyman publicly debunking NASA's infamous O-ring	Public display of Richard Feynman during 1996 Rogers Commission investigation of Space Shuttle Challenger disaster. See also, http://www.feynman.com/science/the-challenger-disaster/.	https://www.youtube.com/watch?v=8qAi_9quzUY
6	Video of Space Shuttle Challenger disaster	20-minute video of the ethics investigations behind the technical malfunctions created by overpowering organizational bureaucracy, see also complementary New York Times article: https://www.nytimes.com/2014/06/02/us/challenger-columbia-and-the-nature-of-calamity.html	https://www.youtube.com/watch?v=-O_DMyHdq_M
7	Video: Ethics and Writing	A 2:30-minute video in which Professor Gerik discusses "ethical issues in technical communication" and "the importance of giving credit for materials that are not the sole creation of the writer." (Mentions unrelated chapters 6 and 7 of the text are discussed." Also a YouTube video: https://youtu.be/2-61hp5sx1Y.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/video-ethics-and-writing/
8	Webpage on ethics in technical writing	Includes general principles, presentation of information, typical ethical issues (conflicts of interest, info suppression, visual ethics, limited info, other concerns), documenting sources, plagiarism and sources, and ethics in professional organizations.	https://openoregon.pressbooks.pub/technicalwriting/part/9-ethics-in-technical-writing/

Instructions (user manuals, how-tos, handbooks, guides, training, etc.)

Below are links to OER material related to how-to and other types of instrumental and instructional technical communication:

#	***Descriptive Title***	***Short Description***	***Link***
1	Best practices for visual instructions	Best practices for how to include visual instructions	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/the-value-of-visual-instructions/

2	Collection of instructions/videos	Popular maker website with a wide range of projects featuring step-by-step instructions. Some projects also include videos.	https://www.instructables.com/
3	Example of how-to specifications	Short, simple example and visual of process steps for how pencils are made.	http://www.pencilpages.com/articles/make.htm
4	Instructional Video Collection	YouTube eHow channel for examples of how to make instructional videos.	https://www.youtube.com/user/eHow
5	Process Descriptions and Instructions	Analysis exercise with links to a variety of multidisciplinary examples of instructions and process descriptions. Introductory content is OK, but has formatting issues.	https://writingcommons.org/chapters/professional-technical-communication/instructions-definitions-descriptions/23-instructions-a-process-reports
6	Ready-made projects for teaching how-to guide writing	IFixitEDU offers ready-to-teach projects that support students through creating or revising how-to guides for fixing technologies and common household items. Published guides are hosted on IFixit's website. IFixit offers instructors support and an opportunity for students to write how-to documents for a real audience.	https://edu.ifixit.com/
7	Rubric for Technical Manual	Rubric for technical manual for instructors in need of grading materials.	https://drive.google.com/file/d/1VK-Y5Fpl8EFcYbzMnxDoZVrY2pQ1dgsA/view
8	Sample unit lesson for technical instructions (Google Drive folder with Docs)	Unit lesson surrounding technical instructions, including overview, lesson plan and schedule, assignment sheets, quizzes, examples, outcomes, rubric, etc. Needs to be customized and lacks base text; otherwise, materials are comprehensive. Stored on Google Drive folder hosted by the Washington State Board for Community and Technical Colleges (ENGL 235 – Technical Writing).	https://drive.google.com/open?id=0B9HLBJSmC6v2clMwNGxRbldmeEU
9	Short chapter on writing instructions	Detailed explanation of how to write instructions with examples and revision checklist. Website and examples are somewhat dated.	https://www.prismnet.com/~hcexres/textbook/instrux.html
10	Video on how to write instructions	A video on how (hard it is) to write instructions for a computer program that makes peanut butter and jelly sandwiches	https://www.youtube.com/watch?v=wEdvGqxafq8&t=481s
11	Wikibook page on writing instructions	Intro to writing procedural documents with an audience focus. Includes style tips and a section on usability testing. Lacking examples; no treatment of multicultural issues.	https://en.wikibooks.org/wiki/Professional_and_Technical_Writing/Instructions

12	Writing Instructions	Preparing to write instructions, common sections, writing style, illustration and formatting. Adapted from David McMurrey's text.	https://pressbooks.bccampus.ca/technicalwriting/chapter/writinginstructions/

Presentations for meetings and other social technical events

Below are links to OER material related to presentations, meetings, and other social gatherings:

#	***Descriptive Title***	***Short Description***	***Link***
1	10 Rules for Presenting as a Team	Succinct coverage of 10 key points for better team presentations.	http://publicwords.com/2010/06/30/10-rules-for-presenting-as-a-team/
2	Building Confidence as a Presenter	Brief, persuasive chapter explaining the benefits of being an effective public speaker along with how to overcome concerns about presenting.	https://pressbooks.bccampus.ca/technicalwriting/chapter/buildingconfidence/
3	Building Presentation Skills and Preparing Your Presentation	Covers strategies for learning how to be a better presenter along with use of visual aids. Includes links to example PowerPoint presentations.	https://pressbooks.bccampus.ca/technicalwriting/chapter/developingpresentationskills/
4	Questions to Ask Before Preparing a Team Presentation	Brief introduction to team presentations along with a list of 20 questions teams can ask themselves to better prepare for their collaborative presentation.	https://www.inc.com/deborah-grayson-riegel/presenting-as-a-team-requires-more-work-not-less-h.html
5	Short chapter on informative presentations	Includes an overview, functions and types of presentations, and preparing and creating informative presentations.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/unit-3_instructional-presentation_lecture-2/
6	Short chapter on persuasive presentations	Includes overview, functions and principles of persuasion, audience needs, and assessment/checklist. Avoid videos.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/unit-5_persuasive-presentation_lecture-2/

7	Short chapter on slide presentations	Discusses merits and cons of PowerPoint and tips for professional slide decks.	https://openoregon.pressbooks.pub/technicalwriting/chapter/x-5-slides-and-powerpoint-presentations/
8	Video: How to Coordinate a Team Presentation	Brief (4:45) lecture on how to present as a team. Coursera allows up to 3 trial videos; after that, students must create a free account to watch for free.	https://www.coursera.org/lecture/oral-communication/how-to-coordinate-a-team-presentation-2EpP0

Proposals (projects, grants, RFP/RFI, and other persuasive documentation)

Below are links to OER material related to proposals and grant writing:

#	***Descriptive Title***	***Short Description***	***Link***
1	Short chapter on writing proposals	Includes an overview, preparation, organization, and ethics, but beware the videos.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/unit-4-the-proposal_lecture-2/
2	Short chapter on writing proposals	Preliminary definitions and elements, basic types, typical scenarios, common and specialized sections, audiences, and revision checklist.	https://openoregon.pressbooks.pub/technicalwriting/part/3-proposals/
3	Writing Proposals	Defines types of proposals, explains proposals typically written in Technical Writing classes, offers sample proposal organization, and covers the life cycle of a project idea.	https://pressbooks.bccampus.ca/technicalwriting/chapter/proposals/

Reports (formal/scientific, recommendations/feasibility, progress, etc.)

Below are OER material related to reports and other types of informational and scientific technical reporting, including feasibility/recommendations reports, information reports, white papers, etc.

#	Descriptive Title	Short Description	Link
1	Brief intro to short reports for reporting lab or other data	Basic outline of parts of memo and letter short reports for industry and government. Basic guidelines and stylistic reminders.	https://owl.purdue.edu/owl/subject_specific_writing/writing_in_engineering/handbook_on_report_formats/reports_and_memos.html
2	Descriptive and Prescriptive Reports	Includes an overview of report genres in workplaces: instructional descriptive reports, instructional prescriptive reports, classification and partition reports, business reports, informative/instructional presentations, and procedure and process reports (as well as examples of instructional and process reports).	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/message-from-the-instructor-28/
3	Feasibility Report Overview	This feasibility report overview includes sections on: cover page, transmittal letter, table of contents, executive summary, introduction, background, purpose, research, alternative solutions, recommendations, conclusion, reference page, and appendices. Includes an overview, preparation, organization, and ethics, but beware videos.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/unit-4-b_feasiblity-report_lecture-2/
4	Formal Technical Reports (Annotated PDF)	Annotated PDF for formal technical reports include hyperlinks to: DVD Technology and Applications, Cerebral Palsy and Its Treatments, Effects of Increased Atmospheric Carbon Dioxide, and Report on Light Water Nuclear Reactors	https://www.prismnet.com/~hcexres/textbook/models.html#technical_reports
5	Homepage for OWL Handbook on Report Formats	The Handbook on Report Formats includes an introduction, purposes and types, reports and memos, reports checklist, reports sections, the report body, abstracts and executive summaries and mechanical elements.	https://owl.purdue.edu/owl/subject_specific_writing/writing_in_engineering/handbook_on_report_formats/index.html
6	How to Write a Business Case — 4 Steps to a Perfect Business Case Template	Article on Workfront.com that and shows how to write a business case for a project or business change initiative. An outline for the business case template is provided, as well as the examination of a weak business case.	https://www.workfront.com/blog/how-to-write-a-business-case-4-steps-to-a-perfect-business-case-template
7	Planning Reports (Annotated)	Planning reports (annotated) includes sections on: introduction, methods of obtaining information, results, discussion, conclusions, recommendations, reader's six basic questions, and a revision checklist.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/problem-analysis_readings-2/
8	Progress Reports	Includes functions and contents, timing and formatting, organizational patterns and sections, additional/other parts, and revision checklist.	https://openoregon.pressbooks.pub/technicalwriting/part/6-progress-reports/
9	Recommendation & Feasibility	Example recommendation & feasibility reports include hyperlinks to: Neighborhood Safety, Sport	https://www.prismnet.com/~hcexres/textbook/models.ht

	Reports	Utility Vehicles, Laptop Computers (annotated PDF), Fire Ant Control, Blood Glucose Monitoring Systems, Uninterruptible Power Supply (UPS) Systems, First Telescope Purchase, and Voice Recognition Software.	ml#recommendation_reports
10	Sample unit lesson for feasibility report (Google Drive folder with Docs)	Unit lesson surrounding feasibility/recommendations report, including overview, lesson plan and schedule, assignment sheets, quizzes, examples, outcomes, rubric, etc.). Needs to be customized and lacks base text; otherwise, it's materials are comprehensive. Stored on Google Drive folder hosted by the Washington State Board for Community and Technical Colleges (ENGL 235 – Technical Writing)	https://drive.google.com/open?id=0B9HLBJSmC6v2SHRXY2wyZ3d6S1k
11	Sample unit lesson for formal report (Google Drive folder with Docs)	Unit lesson surrounding formal report, including overview, lesson plan and schedule, assignment sheets, quizzes, examples, outcomes, rubric, etc. Needs to be customized and lacks base text; otherwise, materials are comprehensive. Stored on Google Drive folder hosted by the Washington State Board for Community and Technical Colleges (ENGL 235 – Technical Writing).	https://drive.google.com/open?id=0B9HLBJSmC6v2eWs1Rl9uYmxSZUk
12	Sample unit lesson for progress report (Google Drive folder with Docs)	Unit lesson surrounding progress report, including overview, lesson plan and schedule, assignment sheets, quizzes, examples, outcomes, rubric, etc. Needs to be customized and lacks base text; otherwise, materials are comprehensive. Stored on Google Drive folder hosted by the Washington State Board for Community and Technical Colleges (ENGL 235 – Technical Writing).	https://drive.google.com/open?id=0B9HLBJSmC6v2MTA1aGgyWmpHYzg
13	Technical report design	Best practices and standards for technical report design.	https://www.prismnet.com/~hcexres/textbook/report_design.html
14	Technical report tutorial / assignment	Brief 8-page tutorial from MIT Open Courseware (OCW) for an assignment on writing a technical report.	https://ocw.mit.edu/courses/mechanical-engineering/2-000-how-and-why-machines-work-spring-2002/tools/technicalwriting_fixed.pdf

15	Technical reports: components and design	Best standards and practices on the design of components when writing technical reports. Includes cover page, cover letter, abstract, executive summary, table of contents, introduction, body, conclusions.	https://openoregon.pressbooks.pub/technicalwriting/part/10-document-design/
16	Writing Progress Reports	Defines progress reports and explains their purpose along with a structural overview of a typical report.	https://pressbooks.bccampus.ca/technicalwriting/chapter/progressreports/

Research methods and articles

Below are links to OER material related to research methods, articles, and other associated topics:

#	***Descriptive Title***	***Short Description***	***Link***
1	Best practices from Surveymonkey about creating a survey	Article about best practices for creating surveys. Includes all major topics for short survey design in a writing course.	https://www.surveymonkey.com/mp/survey-guidelines/
2	Example of a research article	Example of a recently published research article by Google on quantum supremacy in the journal Nature	https://www.nature.com/articles/s41586-019-1666-5.pdf
3	Finding and Evaluating Sources	Brief descriptions of various source types; how to evaluate source authors, contents and purposes; overview of logical fallacies	https://pressbooks.bccampus.ca/technicalwriting/chapter/findingevaluating/
4	Guide to writing good interview questions	Brief article about asking open, closed, hypothetical, and mirror questions	https://writingcommons.org/chapters/research-methods-methodologies/primary-research/interviews-surveys/213-types-of-interview-questions
5	Guide to writing good survey questions	Brief article about different survey question types: open, closed, rank order and demographic. By Joe Moxley.	https://writingcommons.org/chapters/research-methods-methodologies/primary-research/interviews-

			surveys/756-create-a-survey-instrument
6	Guidelines for creating Good Interview and Survey Questions	Brief article about how to avoid bias, assumptions, double-barreled questions, confusing or wordy, or irrelevant survey or interview questions.	https://owl.purdue.edu/owl/research_and_citation/conducting_research/conducting_primary_research/interview_and_survey_questions.html
7	Help topic about how to Create, Edit and Format Google Forms	Google's how-to for building a survey in Google Forms	https://support.google.com/docs/topic/6063584
8	Information Literacy	Provides basic overview and standards for information literacy, including information formats, information timeline, research cycle, research tools, search strategies, source evaluation, citations, and plagiarism.	https://openoregon.pressbooks.pub/technicalwriting/part/4-information-literacy/
9	Problem analysis, summaries, and responses	Guidelines for writing summaries and responses. Includes problem analysis procedure, format, organization, and planning used to write a problem analysis report. Includes example: https://s3-us-west-2.amazonaws.com/oerfiles/technical+writing/Problem+Analysis+Report+for+Teldon+Facilities.doc	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/problem-analysis_lecture-2/
10	Research	Includes research overview, textual research, APA documentation overview, basic guidelines for citing resources, questions for evaluating authorities, demystifying research methods, and analytic theory.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/information-and-instruction-for-module-5_lecture-2/
11	Research Methods and Terminology	Overview of primary, secondary and tertiary sources plus qualitative and quantitative data.	https://pressbooks.bccampus.ca/technicalwriting/chapter/researchterms/
12	Very brief primer on key concepts of analyzing data	Very brief primer on key concepts of analyzing data for interviews, surveys and observations. Introduces concepts of over-generalization and triangulation.	https://owl.purdue.edu/owl/research_and_citation/conducting_research/conducting_primary_research/analyzing_primary_data.html
13	Video on how to do a [qualitative] research interview	This video covers what makes for a good interviewer and shows a good and a bad example of a qualitative interview with commentary on what went right or wrong.	https://www.youtube.com/watch?v=9t-_hYjAKww

Resumes/CVs, applications, cover letters, and other job-related documents

Below are links to OER material related to resumes, CVs, cover letters, etc.:

#	*Descriptive Title*	*Short Description*	*Link*
1	Employment materials	Includes overview; preparation (finding job/career databases and websites, conducting self inventory); resume formats, sections, and guidelines; cover letters (backgrounds, outlines, sample cover letters); and submitting materials and next steps.	https://openoregon.pressbooks.pub/technicalwriting/part/y-employment-materials/
2	Web page on how to write resumes	This resume web page from McMurrey provides a resume definition, design overview, section overview, types, formatting, layout, special sections, notes on early-career resumes, a checklist of elements, and resume published research and advice.	https://www.prismnet.com/~hcexres/textbook/resume.html
3	Webpage on job application letters	This webpage focuses on common types of application letters, common sections in application letters, background details to include, early-career application letters, and checklist of common problems in application letters.	https://www.prismnet.com/~hcexres/textbook/applic.html

Rhetorical concepts (theories, heuristics, and other applications)

Below are links to OER material related to rhetorical concepts in technical communication:

#	*Descriptive Title*	*Short Description*	*Link*
1	Audience Analysis	Ebook chapter on audience in technical communication, including types of audience, audience analysis, and adapting writing to audience needs.	https://openoregon.pressbooks.pub/technicalwriting/part/2-audience-analysis/
2	Audience-Centered Communication	Includes discussion of appreciating technical communication audiences, the rhetorical nature of technical and professional writing, and two videos on "accessibility, relevance, and audience" and "definition rules."	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/message-from-the-instructor-27/

3	How to do genre analysis and diagram genre sets	How to do genre analysis and diagram genre sets, including what features of a text to look for, a case study that connects features to rhetorical purpose, info on doing interviews and observation for collecting data about genres and genre maps.	https://openoregon.pressbooks.pub/technicalwriting/chapter/14-3-methods-for-studying-genres/
4	Intro to genre, genre sets, genre systems	Good explanatory text about genre, genre sets and genre systems. No guidance on how to do genre analysis	https://openenglishatslcc.pressbooks.com/chapter/genre-in-the-wild-understanding-genre-within-rhetorical-ecosystems/
5	Short chapter on genre topics	Includes genre, genre sets, genre systems, and methods for analysis.	https://openoregon.pressbooks.pub/technicalwriting/chapter/14-2-genre-genre-sets-genre-systems/
6	Understanding the writing situation (audience, purpose)	A 12-minute video that discusses the basics of the writing situation (audience, purpose) and the differences between academic writing versus technical writing.	https://www.screencast.com/t/vOp1ql1NoUw
7	Video: “You Attitude” Tutorial	7-minute video on the “You Attitude," writing in second-person voice focused on the audience/reader rather than the writer. Class project for technical writing but has good written examples. https://youtu.be/DQaE5fFWDd0.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/video-you-attitude-tutorial/
8	Writing to Persuade in Technical Communication	Explains rhetorical appeals within the framework of technical writing; compares/contrasts writing for marketing to technical writing and explores the overlap. Briefly covers ethics.	https://pressbooks.bccampus.ca/technicalwriting/chapter/writingpersuade/

Specifications (needs/requirements, definitions, descriptions, etc.)

Below are links to OER material related to specifications, definitions, descriptions, etc.:

#	***Descriptive Title***	***Short Description***	***Link***
1	Example specifications	Example specifications of the design and construction of a single-story birdhouse	https://www.prismnet.com/~hcexres/textbook/examples/specs1.html
2	Example specifications	Example specifications of the design and construction of a single-story birdhouse	https://www.prismnet.com/~hcexres/textbook/examples/specs1.html

3	Introduction to Professional Communications in the Technical Fields	Includes overview of technical communication, professional style, document design, collaborative writing, research methods, citing IEEE style, and common document types, oral and verbal presentations, and academic writing basics.	http://solr.bccampus.ca:8001/bcc/file/836b5a53-291d-4236-9821-15aca6bae4f5/1/Technical-Writing-Essentials-1563391724.pdf
4	Sample unit lesson for technical description (Google Drive folder with Docs)	Unit lesson surrounding progress report, including overview, lesson plan and schedule, assignment sheets, quizzes, examples, outcomes, rubric, etc. Needs to be customized and lacks base text; otherwise, materials are comprehensive. Stored on Google Drive folder hosted by the Washington State Board for Community and Technical Colleges (ENGL 235 – Technical Writing).	https://drive.google.com/open?id=0B9HLBJSmC6v2ZEtrMXdWNkpQRW8
5	Technical specification examples	Technical specification examples of metal doors and cassette deck	https://www.prismnet.com/~hcexres/textbook/examples/specs2.html
6	Video: Definition Rules	A 5-minute video on making definitions and reducing ambiguity. Also a YouTube video: https://youtu.be/bws5BMVPjY4.	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/video-definition-rules/
7	Writing Technical Descriptions and Definitions	Covers mechanism and process descriptions along with definitions. Offers templates and links to several examples.	https://pressbooks.bccampus.ca/technicalwriting/chapter/technicaldescriptions/

Style (style guides, plain language guidance, etc.)

Below are links to OER material related to styles guides, plain language, and other elements of style:

#	***Descriptive Title***	***Short Description***	***Link***
1	Examples of Federal Plain Language Documents	Before and after examples of plain language revision as well as examples of effective plain language reports, brochures, handbooks, manuals, letters and notices.	https://www.plainlanguage.gov/examples/

2	Federal government guidelines for plain language	Simple guide including rhetorical reminders and strategies for choosing words, conciseness, designing for reading, web standards. PDF also available on site.	https://www.plainlanguage.gov/guidelines/
3	Fun text editor for writing with 10,000 most common English words	Fun text editor for students to try explaining a hard idea by using the 10,000 most common words in English.	https://splasho.com/upgoer5/
4	Fun web comic about plain language in a technical context	Web comic that is a description of parts of the Saturn 5 rocket with labels written using on the 10,000 most common words in English.	https://xkcd.com/1133/
5	Link to ASD Simplified Technical English (STE) Specification ASD-STE100	Download pdf doc. ASD-STE100 (STE) is a controlled language developed in the early Eighties (as AECMA Simplified English) to help the users of English-language maintenance documentation understand what they read. It was initially applicable to commercial aviation. Then, it became also a requirement for Defence projects, including Land and Sea vehicles. As a consequence, today, primary texts of maintenance manuals are mostly written in STE.	http://www.asd-ste100.org/index.html
6	Old, but short, video about using plain language on a website	A short, but old (2010) video about using plain language on a government website. Good as rapid review of main points of plain language.	https://www.youtube.com/watch?v=QtXSCwphuzg
7	Plain Language revisions examples (revised mortgage disclosures)	Great examples of revisions of consumer facing forms (mortgage disclosures) to make information accessible and understandable.	https://www.consumerfinance.gov/know-before-you-owe/compare/
8	Research and citation resources	The Purdue OWL provides style guidelines, best practices and standards, and sample texts for many of the common styles used by various disciplines, including the IEEE, AMA, CMS, APA, MLA, and others.	https://owl.purdue.edu/owl/research_and_citation/resources.html

9	Strategies and examples for editing for conciseness	Strategies and examples for editing for conciseness, including excessive detail, unnecessary determiners or modifiers, repetitive wording, redundant pairs and categories.	https://owl.purdue.edu/owl/general_writing/academic_writing/conciseness/eliminating_words.html

Translation (globalization, localization, and other intercultural contexts)

Below are links to OER material related to translation, globalization/internationalization, localization, and intercultural contexts:

#	*Descriptive Title*	*Short Description*	*Link*
1	Short chapter on communicating across cultures	Overview of cultural awareness in technical communication, including basics on understanding cultures, cultural contexts, deepening cultural contexts, and defining intercultural communication.	https://openoregon.pressbooks.pub/technicalwriting/part/communicating-across-cultures/

Usability testing for documentation and other deliverables

Below are links to OER material related to usability testing:

#	*Descriptive Title*	*Short Description*	*Link*
1	How to conduct a usability test	One-page chapter with steps to conduct a usability test	https://softchalkcloud.com/lesson/serve/B9nxjJFd1sy6kg/html
2	Usability Report Example	Example of a highly detailed (57 page) usability report evaluating the Purdue OWL website.	https://owl.purdue.edu/research/usability/documents/OWLreport.pdf
3	Usability.gov Index page with links to informational pages about usability testing	Index page with links to informational pages about usability testing, including articles on User Experience basics, project management basics, user research basics, usability evaluation basics, user-centered design basics, benefits of user-centered design, creating a user-centered approach	https://www.usability.gov/what-and-why/index.html
4	Usability.gov overview of	Overview of Usability Testing including definition, benefits, factors and links to other resources, such	https://www.usability.gov/how-to-and-

	Usability Testing	as how to run a usability test	tools/methods/usability-testing.html
5	Usability.gov sample usability testing report (.docx)	Link to sample usability testing report (.docx) that can be modified for student use.	https://www.usability.gov/how-to-and-tools/resources/templates/report-template-usability-test.html

Video production for technical communication topics

Below are links to OER material related to video-related content:

#	***Descriptive Title***	***Short Description***	***Link***
1	Adding Closed Captions for Accessibility in YouTube	This help article from YouTube explains various ways to add closed captioning or subtitles to your video.	https://support.google.com/youtube/answer/2734796?hl=en
2	Basic Video Editing Principles	While geared towards filmmakers, this has mostly good advice on how to cut shots together.	https://learnaboutfilm.com/film-language/editing/
3	Basic Video Shooting and Editing	Short video and image explanations of various shot types, tripod use composition, lighting, audio, and transitions.	https://mediacommons.psu.edu/2017/02/01/video-production-tips/
4	Camera Angle and Three-Point Lighting Basics	Explains eye level, high and low angle camera placement along with basics of three point lighting. Includes videos.	https://tubularinsights.com/video-production-lighting-camera-angles/
5	Forum post: Text articles vs. video tutorials	Includes a brief overview of multimedia learning theory along with a heuristic to determine if video should be used.	https://ux.stackexchange.com/questions/66552/text-articles-vs-video-tutorials
6	How To Make a Storyboard for Video	Tutorial explaining why to make storyboards, storyboard types, shots and cuts. Includes examples and a template.	https://photography.tutsplus.com/tutorials/how-to-make-a-storyboard-for-video--cms-26374
7	How to Write a Training Video Script	Well-developed tips on writing a solid video script. Training videos are similar enough to instructions that these can be adapted.	https://learningsolutionsmag.com/articles/video-clinic-how-to-write-an-awesome-training-video-script

8	How to Write A Two-Column Script	Explanation of a two-column script format with audio on the right and visuals on the left for each shot. Can be used instead of separate script/storyboard.	https://itstillworks.com/twocolumn-script-12214069.html
9	List of Free Video Editing Software	Provides a variety of software and platform options for video editing depending on students' needs.	https://www.oberlo.com/blog/best-free-video-editing-software
10	Making Instructional Videos and Screencasts	Guide from the makers of Camtasia software with an overview of video types as well as steps to plan and make a video (mostly focused on screencast tutorials).	https://www.techsmith.com/blog/instructional-videos/
11	Outlining and Fleshing Out Video Scripts	A video explaining how to develop from outline to fully detailed script. Not directly related to how-to videos, but could be adapted.	https://learningsolutionsmag.com/articles/video-clinic-how-to-write-an-awesome-training-video-script
12	Post-Production and Video Editing Process	Generic steps to prepare and edit your video in the editing program of your choice.	https://learnaboutfilm.com/making-a-film/organising-filmmaking-process/editing/
13	Steps to writing a video script	Audience analysis, goal setting, choosing a central character, and other useful tips to calculate words per minute, etc.	https://biteable.com/blog/tips/video-script/
14	Structure and Conventions of Effective YouTube Videos	10 minute video covering the basic structure of a YouTube video script from a popular YouTube marketer.	https://youtu.be/cCpvVDc0Glw
15	Table Reads for Workshopping Scripts, and other scriptwriting tips	Basic tips on scriptwriting and revising. Section on table reads is especially helpful for workshopping scripts.	https://www.techsmith.com/blog/how-to-write-script-for-video/
16	Tips for Better Tutorial Videos	In-depth article from a documentation firm covers many useful tutorial video tips with example videos. Focus on software documentation, but largely relevant for any tutorial.	https://instrktiv.com/en/tutorial-video/
17	Video Lighting Tutorial for Beginners	Basic tips, including just using a window to get good lighting.	https://www.youtube.com/watch?v=flc5iP0KwTg&feature=youtu.be
18	Video vs. written instructions: who uses them when?	Based on usability tests, new users prefer videos while intermediate users prefer text. Brief discussion of limitations of video as well as the impact of usability testing.	https://idratherbewriting.com/2011/07/22/a-few-notes-from-usability-testing-video-tutorials-get-watched-text-gets-skipped/

19	Video: Basic Camera Shots	This gives a quick overview of most of the basic types of camera shots students could employ in their videos.	https://www.youtube.com/watch?v=ICcE72RwEyc&feature=youtu.be
20	Video: Better Audio - 5 Budget Tips	This video gives a rundown of microphone types and shows ways to inexpensively get good audio (although it offers some mic buying tips as well)	https://www.youtube.com/watch?v=vc46lG8EC7E
21	Video: Getting Good Audio Outdoors	An explanation of potential problems with audio outside and how to avoid them with the right mic and placement	https://www.youtube.com/watch?v=5kAoE_Spm_0
22	What's best for instructions — words or videos?	Article from a plain-language consultant firm on when to use text vs. video for instructions. Slanted towards text possibly due to the organization's own work, but still useful.	https://write.co.nz/whats-best-for-instructions-words-or-videos/
23	Writing Video Production Briefs	Explains the process of writing a creative brief for a marketing video. Some content is not relevant, but instructors could adapt for a tutorial video.	https://dmakproductions.com/blog/how-do-i-write-a-video-production-creative-brief/

Visuals (figures/graphics, photographs, icons, symbols, other semiotics)

Below are links to OER material related to data visualizations, graphics, photographs, symbols, icons, and other symbology on the semiotic spectrum:

#	***Descriptive Title***	***Short Description***	***Link***
1	A slide presentation introduction to to visuals	A slide presentation that is an introduction to basic components to visual thinking (via LinkedIn SlideShare: https://www.slideshare.net/rycoleman/an-introduction-to-visual-thinking/28-Friends_Experiences_Free_Premium_Experiences)	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/slideshare-an-introduction-to-visual-thinking/
2	Best practices for photos and illustrations	Best practices for how to include photos and Illustrations in technical communication	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/photos-and-illustrations/
3	Blog article on methods of misleading data visualizations	Short, 4-minute blog article on how to lie with data visualizations	https://heap.io/blog/data-stories/how-to-lie-with-data-visualization
4	Chapter on visuals	Explanation of visuals used to write NASA technical reports: presentation, figures, graphs, and tables.	https://courses.lumenlearning.com/suny-professionalcommunication/

			chapter/unit-4_visuals_readings-2/
5	Choosing and Using Figures and Tables	Covers conventions for including visuals in documents as well as a table explaining types of visuals along with their purposes. Includes link to a Powerpoint presentation with more examples of visuals.	https://pressbooks.bccampus.ca/technicalwriting/chapter/figurestables/
6	Creating and Integrating Graphics	Includes tips on graphics for technical communication, including deciding which graphics to use, audiences, placement and contrast, samples, and guidelines for final reviews.	https://openoregon.pressbooks.pub/technicalwriting/part/8-creating-and-integrating-graphics/
7	Misleading Graphs	Marketing piece that breaks down and visualizes 5 common don'ts for visualizing data: omission, manipulation, selectivity, misleading visual types, and failure to recognize conventions.	https://venngage.com/blog/misleading-graphs/
8	Outlines misleading graph methods	Wikipedia page on common methods that lead to misleading data visualizations	https://en.wikipedia.org/wiki/Misleading_graph
9	Overview of basic visual types	Overview of basic visual types in technical communication	https://courses.lumenlearning.com/suny-professionalcommunication/chapter/unit-4_visuals_lecture-2/
10	Style guide for APA Tables and Figures	Info on purpose and format of data tables in APA style.	https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_tables_and_figures_1.html
11	Style guide on creating data figures in APA style	Info on types of figures in APA style, including bar graphs, pie graphs, drawing and photographs and info on captions and legends	https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_tables_and_figures_2.html
12	Video of Edward Tufte lecture	5-minute video of clips of Edward Tufte lecturing on document design concepts from Beautiful Evidence and his other titles	https://www.youtube.com/watch?v=Th_1azZA2OY&feature=youtu.be

Writing process (writing on writing, development strategies, reflection, etc.)

Below are links to OER material related to the writing process, writing about writing, and related topics:

#	*Descriptive Title*	*Short Description*	*Link*
1	Defining the Scope of Your Project	Covers the invention phase of a project with a focus on discovering audience and constraints, then narrowing scope appropriately. Good lead-in to project proposals.	https://pressbooks.bccampus.ca/technicalwriting/chapter/definingscope/
2	Examples technical communication artifacts	Examples technical communication artifacts: letters (application, complaint, adjustment, inquiry); resumes; proposals; instructions, user guides, handbooks; policies, procedures, SOPs; reports (progress, recommendations / feasibility, formal, annotated, research); oral-report scripts; technical specifications (descriptions, comparisons, classifications, causal discussion, definitions), process discussion, and persuasion.	https://www.prismnet.com/~hcexres/textbook/models.html
3	Outlines	Includes tips on creating and using outlines, and developing rough outlines.	https://openoregon.pressbooks.pub/technicalwriting/part/7-outlines/
4	Sample unit lesson for a reading response (reflective) essay (Google Drive folder with Docs)	Unit lesson surrounding a reading response / reflective essay / critique, including overview, lesson plan and schedule, assignment sheets, quizzes, examples, outcomes, rubric, etc. Needs to be customized and lacks base text; otherwise, materials are comprehensive. Stored on Google Drive folder hosted by the Washington State Board for Community and Technical Colleges (ENGL 235 – Technical Writing).	https://drive.google.com/open?id=0B0X_xc0KLyncaTJtRnZ2a2ZZem8
5	Video: Write a comparative analysis	A short 1-minute video on how to write a comparative analysis for report writing.	https://youtu.be/eVhhTOAzHXc
6	Writing Process	Strategies for team writing, audience analysis, topic ideas, brainstorming and invention, narrowing, outlining, note-taking, libraries, documentation, cross-referencing, strategies for peer-reviewing, and revision techniques.	https://www.prismnet.com/~hcexres/textbook/process_over.html
7	Writing tool tutorials	Tutorials for writing tools used by mechanical engineers	https://ocw.mit.edu/courses/mechanical-engineering/2-000-how-and-why-machines-work-spring-2002/tools/

Appendix A: Further Reading

In addition to the textbooks compared above, there are additional OER comprehensive texts, repositories, and other tools with free WR227 content.

Tables 4-12: Additional OER Sources for WR227 and Similar Courses

The tables below provide further information on additional resources for WR227 and similar courses.

Table 4: Additional Technical & Professional Communication Textbooks

Below are also valuable OERs, but not included above because they vary in focus or resource type.

Additional Technical & Professional Communication Textbooks
IEEE Guide to Writing in the Engineering and Technical Fields This textbook from the Institute of Electrical and Electronics Engineers (IEEE) is not technically an open-educational resource. In fact, it is normally a $50 textbook. However, PSU students can log in to their PSU accounts and use the Millar Library link below to bypass the paywall and download a free digital copy/PDF. This textbook provides a realistic, holistic rhetorical view of writing in STEM fields. https://search.library.pdx.edu/permalink/f/p82vj0/CP51305644600001451
Technical Writing Textbook OER by Canvas Canvas-based WR227 OER textbook on concepts, collaborative writing, proposals, ethics, audience, cultural issues, professional communication, and instructions. https://canvas.instructure.com/courses/1617064
Professional Communications OER Modules 1-4 by Olds College This Open Educational Resource (OER), developed by Olds College in collaboration with the Government of Alberta, is a series of modules intended for use in Higher Education courses or by independent learners, including introductory communication skills, workplace communication, technical communication, or business writing. It contains four modules, each with its own lesson plans, assessments, and supporting materials. https://open.bccampus.ca/browse-our-collection/find-open-textbooks/?uuid=0382aa4c-e64e-469a-b64b-36fd38ccd81b&contributor=&keyword=&subject=
Communication for Business Professionals by eCampusOntario Published on the Open Library publishing platform for Ontario's Postsecondary Educators (printed version released in May 2018). https://ecampusontario.pressbooks.pub/commbusprofcdn/

Business Communication for Success by University of Minnesota Libraries University of Minnesota Libraries approach to the study and application of written and oral business communication, first published in 2015. https://open.lib.umn.edu/businesscommunication/
A Guide to Technical Communications: Strategies & Applications by Lynn Hall & Leah Wahlin A textbook focused on developing both technical and professional communication skills, Hall and Wahlin focus on rhetorical foundations, job search communication, engaging with research, and collaboration and team projects. https://ohiostate.pressbooks.pub/engrtechcomm/
Effective Technical Writing in the Information Age by John A. Dutton, Penn State General grammar and style, chapter 6 looks most useful https://www.e-education.psu.edu/styleforstudents/c2.html
Open Technical Writing: An Open-Access Text for Instruction in Technical & Profess. Writing From University of Arkansas https://scholarworks.uark.edu/oer/4/

Table 5: OER Course Modules and Materials for WR227

Some OERs provide not just the textbook but also the coursework documentation, such as the syllabus, lesson specifications, exercises, and so on.

OER Course Modules and Materials for WR227
Technical Writing WR227 OER Open Oregon This is a Canvas course containing materials to go along with the Open Oregon text. https://lor.instructure.com/resources/355626b1a0194d1782df3e605d089a5f'
ENGL 235 Technical Writing Designed by Marcia Woodard, Amanda Laughtland, Sandy Linsin, this is a comprehensive collection of WR235 course resources and course modules managed by the Washington State Board for Community and Technical Colleges. The course explores techniques for gathering, organizing, and presenting technical information in written reports for technical and non-technical readers by studying the purpose and design of reports commonly used in business and technical industries. Includes writing reports, memoranda, and other business and technical documents with an emphasis on layout, tone, and clear and concise communication. Instruction focuses on research techniques, research paper formatting, and academic documentation, culminating in a formal report on a technical topic. Discussions and assignments introduce methods for developing the writing skills and techniques needed to communicate effectively, efficiently, and persuasively in professional workplaces, technical industries, and academic environments. http://opencourselibrary.org/engl-235-technical-writing/ https://drive.google.com/drive/folders/0B9nrmpuRmC4EbmMwdUppZEdtZ0U
FRCC ENG115 Overview Materials by James Hutchinson An online “Technical English” course with many adaptable OER materials for WR227 instructors. https://contentbuilder.merlot.org/toolkit/html/stitch.php?s=38836406952549

Professional and Technical Writing from OER Commons
OER Commons is a public digital library of open educational resources. This textbook for professional and technical communication is a compilation of several Open Resource materials. It was designed to provide a variety of materials on subjects in professional and technical communication, and to offer several different perspectives and delivery modes of those materials.
https://www.oercommons.org/authoring/54645-professional-and-technical-writing/view

Introduction to Technical Communication: Explorations in Scientific and Technical Writing
This 2006 course provides the syllabus, calendar (semester), readings, assignments, and related resources. Instructors and students can download course materials from a public facing website. Be advised, the course readings have links to purchase a textbook, see "Readings" via the link below for details). Overall, the course focuses on basic principles of writing well in the scientific and technical fields and the types of documents common to disciplines and organizations. Emphasis is put on writing, but oral communication of scientific and technical information also form an important course component.
https://ocw.mit.edu/courses/comparative-media-studies-writing/21w-732-5-introduction-to-technical-communication-explorations-in-scientific-and-technical-writing-fall-2006/index.htm

Communicating in Technical Organizations
https://ocw.mit.edu/courses/comparative-media-studies-writing/21w-780-communicating-in-technical-organizations-spring-2005/index.htm
This 2005 course provides the syllabus, calendar (semester), readings, assignments, and related resources. Instructors and students can download course materials from a public facing website. Be advised, the course readings have links to purchase a textbook, see "Readings" via the link below for details). Overall, this course has two parallel aims: (1) to improve student writing about technical subject matters, including forms of writing commonly employed in technical organizations, and (2) to critically examine the nature of technologically-assisted communication, focusing somewhat on professional communication among scientists and engineers. Goals are often combined.

Intro to Tech Communication
This 2002 course provides the syllabus, calendar (semester), readings, assignments, and related resources. Instructors and students can download course materials from a public facing website. Be advised, the course readings have links to purchase a textbook, see "Readings" via the link below for details). Overall, this course is designed to serve as a basic introduction to the practice of technical writing for those who work as scientists and technical researchers. Intercultural communication issues are also considered at some length.
https://ocw.mit.edu/courses/comparative-media-studies-writing/21w-732-2-intro-to-tech-communication-fall-2002/

Introduction to Technical Communication: Ethics in Science and Technology
This 2006 course provides the syllabus, calendar (semester), readings, assignments, and related resources. Instructors and students can download course materials from a public facing website. Be advised, the course readings have links to purchase a textbook, see "Readings" via the link below for details).
This course deals specifically with ethical issues associated with the design, use, and propagation of technology. At virtually all stages of development and use, any technology can carry with it ethical dilemmas for both creators and users. Of particular interest is how such dilemmas are resolved (or complicated) according to how effectively they are communicated to stakeholders.
https://ocw.mit.edu/courses/comparative-media-studies-writing/21w-732-2-introduction-to-technical-communication-ethics-in-science-and-technology-fall-2006/

Graduate Technical Writing Workshop This 2002 course provides the syllabus, calendar (semester), readings, assignments, and related resources. Instructors and students can download course materials from a public facing website. Be advised, the course readings have links to purchase a textbook, see "Readings" via the link below for details). This course is designed to improve the ability to communicate technical information. It covers the basics of working with sources, including summarizing and paraphrasing, synthesizing source materials, citing, quoting, and avoiding plagiarism. It also covers how to write an abstract and a literature review. In addition, it covers communication concepts, tools, and strategies that can help you understand how engineering texts work, and how you can make your texts work more effectively. Note, this course is limited to MIT graduate engineering students based on the results of the Graduate Writing Exam. https://ocw.mit.edu/courses/comparative-media-studies-writing/21w-794-graduate-technical-writing-workshop-january-iap-2019/
Science Writing and New Media: Perspectives on Medicine and Public Health This 2016 course provides the syllabus, calendar (semester), readings, assignments, and related resources. Instructors and students can download course materials from a public facing website. Be advised, the course readings have links to purchase a textbook, see "Readings" via the link below for details). Overall, this course is designed for medical researchers and clinicians, who like other scientists, must be capable of presenting their work to an audience of professional peers. Unlike many scientists, however, physicians must routinely translate their sophisticated knowledge into lay terms for their own patients and for the education of the public at large. A surprising number of physicians write for less utilitarian reasons as well, choosing the narrative essay as a means of exploring the non-technical issues that emerge in their clinical practice. This course explores the full range of writings by physicians and other health practitioners. https://ocw.mit.edu/courses/comparative-media-studies-writing/21w-034-science-writing-and-new-media-perspectives-on-medicine-and-public-health-fall-2016/

Table 6: Activity/Genre-Based WR227 OERs

Some OER content is specialized/focused on a TC activity/genre either instructional/instrumental, informational/scientific, persuasive/affective, and/or expressive/reflective.

Activity/Genre-Based WR227 OERs
Creating Rhetorically Effective Instruction Manuals A rhetorical guide to writing manuals by Madelyn Pawlowski & Antonnet Johnson https://writingcommons.org/open-text/genres/stem-technical-writing/1277-creating-rhetorically-effective-instruction-manuals)
Technical Writing for Software Documentation Writers Kennesaw State University (pp. 52-59 focus on user manuals) by Elizabeth Warnke's https://digitalcommons.kennesaw.edu/etd/50
Technical Project Management in Living and Geometric Order This textbook focuses on project planning and management from the University of Wisconsin-Madison***,*** by Jeffrey Russell, Wayne Pferdehirt, and John Nelson https://wisc.pb.unizin.org/technicalpm/

Open English @ SLCC: Texts on Writing, Language, and Literacy This online textbook on rhetorical principles is one part of the Open English project at the Salt Lake Community College English Department. https://openenglishatslcc.pressbooks.com/ https://openenglishatslcc.pressbooks.com/chapter/genre-in-the-wild-understanding-genre-within-rhetorical-ecosystems/
Bay College Technical and Report Writing https://docs.google.com/document/d/1Zmt-NPk-0IEHNde_gJrzjk8ao2K4W1ksL1HBpDpaP9s/edit
Online Ethics Center for Engineering and Science Website that maybe has some relevant ethics info. https://www.onlineethics.org/
Dozuki.com Tech Writing Handbook A well-done online manual by the iFixIt folks. https://www.dozuki.com/tech_writing
iFixIt.com Technical Writing Project Resources Not technically OER but probably some good actionable tips here. https://edu.ifixit.com/student-resources

Table 7: OER Writing in the WR227 Disciplines

There are some OER that are focused on writing in the disciplines.

OER Writing in the WR227 Disciplines
Writing in Knowledge Societies Edited by Doreen Starke-Meyerring, Anthony Paré, Natasha Artemeva, Miriam Horne, and Larissa Yousoubova. Essays on the roles rhetoric and writing play as knowledge-making practices in diverse knowledge-intensive settings (creating, shaping, sharing, and contesting knowledge in a range of human activities in workplaces, civic settings, and higher education). https://wac.colostate.edu/books/perspectives/winks/
Technical Communication by Chelsea Milbourne, Anne Regan, Morgan Livingston, Sadie Johann https://contentbuilder.merlot.org/toolkit/html/snapshot.php?id=7025068250508111 (description and how instructors are using) https://contentbuilder.merlot.org/toolkit/html/getUpload.php?ud=65327&fn=oer_june7.pdf Direct link to content
Writing Lessons for Engineering and Science by Michael Alley, Penn State technically about science writing, but some may be applicable? https://www.craftofscientificwriting.com/
Written Communication for Engineers https://newprairiepress.org/textbooks/2/

Technical Writing for Technicians Discipline-specific for welders, automotive, and other technicians https://openoregon.pressbooks.pub/ctetechwriting/

Table 8: Technical Communication Style Guides and Other Resources

Some OER content is geared at the specialized conventions, styles, formatting, and so on, among technical disciplines, as well as providing example documents and annotations to demonstrate communication principles.

Technical Communication Style Guides and Other Resources
Purdue Online Writing Lab (OWL) The Purdue OWL provides style guidelines, best practices and standards, and sample texts for many of the common styles used by various disciplines, including the IEEE, AMA, CMS, APA, MLA, and others: https://owl.purdue.edu/owl/research_and_citation/resources.html
Professional and Technical Writing Wikibook Student-created; looks like most of the work was done in 2012, but many pages have been updated within the last few years. https://en.wikibooks.org/wiki/Professional_and_Technical_Writing

Table 9: OER Search Engines

Interested in searching yourself? Below are links to sites that specialize in searching for OER content.

OER Search Engines
PSU Library OER Guide PSU OER homepage, where you can find many tools to search by. http://guides.library.pdx.edu/oers
PSU Library Writing Guide Links to free textbooks and resources for teaching writing. http://guides.library.pdx.edu/c.php?g=700613&p=6086271
Mason OER Metafinder (MOM): Search all the major 15 OER repositories in one search. https://mason.deepwebaccess.com/mason/desktop/en/search.html

MERLOT.org Project Heavily used website started by California State University that provides links and other data on a variety of OERs in an assortment of types and topics. Search for “technical writing/communication,” “professional writing,” “business writing,” and other synonyms. https://www.merlot.org/merlot/
Open Oregon Educational Resources Relative treasure trove of OERs in use by courses around Oregon, with lots of tech writing represented, including full syllabi and course shells that use various OER. Worth a deeper dive. https://openoregon.org/resources/
OpenCourseLibrary.org: http://opencourselibrary.org/engl-235-technical-writing/

Table 10: OER Websites

Below are OER websites from PSU and other sources.

OER Websites
BC Campus https://open.bccampus.ca/
OERs at PSU http://guides.library.pdx.edu/oers
OER Commons (OER repository) https://www.oercommons.org/
Open Oregon Education Resources https://openoregon.org/
OpenStax (open textbooks) http://openstax.org
Open Textbook Library (OER repository) https://open.umn.edu/opentextbooks/
PDXOpen https://pdxscholar.library.pdx.edu/pdxopen/
WAC Clearinghouse https://wac.colostate.edu/
Writing Commons https://writingcommons.org/
Writing Spaces https://writingspaces.org

Table 11: OER Titles for Technical Communication Instructors

There are some OER titles that focus on the profession of technical communication and TC programs.

OER Titles for Technical Communication Instructors
Design Discourse: Composing and Revising Programs in Professional and Technical Writing Edited by David Franke, Alex Reid, and Anthony Di Renzo. Designed and copy edited by David Doran. This OER focuses on technical communication faculty at education institutions. Essays in the collection address complexities of developing professional and technical writing programs and offer reflections and insights into the high-stakes decisions made by program designers. https://wac.colostate.edu/books/perspectives/designdiscourse/
Designing Authentic and Engaging Personas for Open Education Resources Designers As a WR227 instructor, consider your student's needs as well as your pedagogical needs. Accessibility is one consideration, and OERs offer a wide variety of different formats for varying accessibility needs of your students, including ability, aptitude, attitude, assistive technology, format preference, and other accessibility needs. But this is just the tip of the iceberg. Below are sample personas based on case studies that demonstrate how OER can be used to help address these personas' learning needs, goals, objectives, constraints, etc. https://digitalcommons.odu.edu/cgi/viewcontent.cgi?article=1087&context=stemps_fac_pubs

Table 12: Open Pedagogy Resources for Instructors

The following are links to open education pedagogy websites:

Open Pedagogy Resources for Instructors
Open Education Group Examples: https://openedgroup.org/oer-enabled-pedagogy
Open Pedagogy Notebook Description and examples: http://openpedagogy.org See also "Open Pedagogy As Social Justice," the collaborative google doc from that workshop
Robin DeRosa's website Description and examples: http://robinderosa.net/higher-ed/extreme-makeover-pedagogy-edition/
Wiki Edu Edit Wikipedia in your classroom: https://wikiedu.org/

Appendix B: Example OER-Based WR227 Syllabi

To give some idea of how an OER-based WR227 might look in practice, below are sample syllabi.

Example 1: Jordana Bowen's Winter 2020 WR227 Syllabus

This version of the course presents writing as a researchable activity and expands the boundaries of technical writing to include collaborative video production. Course readings lean heavily on three OER textbooks, with supplementation to support the how-to video assignment.

A designed Google Docs version of this syllabus and course calendar (plus an instructor calendar including additional resources) are available to view and/or adapt as you see fit.

Course Description

Technical writing: another ho-hum class you take to check a box on the way to graduation. Or, so the story seems to go.

What if I told you a different story: one where technical writing is much more than writing as clearly and accurately as possible? A story where doing your job well -- and getting raises and promotions along the way -- is likely dependent on your ability to identify your audience and communicate effectively with them?

Surprise: it's not just a story. Welcome to the world of technical communication. Our primary goal in this course is to learn strategies for successfully navigating technical writing situations. A strategy is the thinking aspect of planning to write in a technical context: it is the framework that you adopt as you make a series of choices about how you will respond to a technical writing situation. Strategies are fully portable across any technical writing context. You can take them with you no matter what company, industry or profession you end up in.

During this course, you'll apply these strategies to a few specific technical writing situations that are common in many technical professions and industries. These will provide you with a strong foundation of practice to build on in the future, along with a strategic toolbox for technical communication to help set you apart from the crowd.

Learning Outcomes

If you take advantage of these learning opportunities, this course will help you to:

- Recognize and understand technical communication situations in the workplace.
- Read, interpret, analyze, and evaluate complex technical and professional documents and visuals.
- Design and produce communications through the ethical and accurate use of a variety of sources, including graphics.

- Collaborate effectively with peers throughout the document cycle.
- Gather information using a variety of methods, including surveying subject matter experts, reading online journal articles, and observing users.
- Apply effective technical communication strategies to create user-driven rather than document-driven solutions across a variety of formats and media.
- Explain the rationale behind specific rhetorical choices, including content, format, language, and tone.

Course Structure and Deliverables

This is a course consisting of four major projects (deliverables). All of this work is broken into smaller, more manageable chunks (milestones) with frequent due dates to keep you on track and moving forward. See the Course Calendar for milestones and due dates.

- **D1: What I Need To Know about Technical Writing**
  To get a better picture of technical writing in your career field, you will propose a survey project to gather information from subject matter experts, develop survey questions, and summarize your findings in a short memo report.
- **D2: Midterm Exam**
  You'll answer a few short essay questions to demonstrate your ability to apply our class discussions and readings to a specific technical writing scenario.
- **D3: How-To Video**
  You'll draft written instructions to access or use a specific student service here at PSU. You'll then group up and select one set of instructions from which to collaboratively create a how-to video. Along the way to producing your video, you'll create user profiles, team task schedules, scripts and storyboards. You'll then conduct a usability test on your final product.
- **D4: Letter of Reflection**
  You'll write a final 500 (+/- 100) word essay to reflect upon and solidify what you have learned in this course. This assignment is meant to help you think through ways you could apply what you have learned across many contexts.

Grades

In addition to major assignments, this course involves considerable work. Since it is all important, you get credit for it. This includes practice exercises, in-class writing, workshops and more. Your final grade will represent your work across five categories, as shown in the table below.

D1: What I Need to Know about TW	**20%**
Proposal Email	5%
Survey Questions	3%
Short Memo Draft	2%
Revised Short Memo	10%
D2: Midterm	**10%**
D3: How-To Video	**35%**
User profile draft	1%
Written instructions draft	3%
How-to video proposal with revised user profile	4%
Team Task Schedule	3%
Script and storyboard draft	2%
Revised script and storyboard	5%
How-To Video	10%
Usability test	2%
Usability report	5%
D4: Letter of Reflection	**15%**
Presence Grade	**20%**
In-Class Work & Class Prep Assignments	10%
Workshop, Conference & Presentation Participation	10%

Course Calendar with Links to OER Resources

Week	Date	Class Topics & Action Items:
		Read before class (to prepare for class discussion) There are three main digital texts in this class, abbreviated as follows: ● *OpenOregon Technical Writing* (OOTW) ● *Open Technical Communication* (OTC) ● *Technical Writing Essentials* (TWE) **Bring to class** (Assignment for class prep) **Milestones/Deliverables: D1 D2 D3 D4**
Week 1	M - 1/6	**Class Topics:** Defining Technical Writing, Syllabus, Introduce D1
	W - 1/8	**Class Topics:** Defining Genre; the Professional Email Genre **Read before class:** Open English: Genre in the Wild OOTW: Methods for Studying Genre OOTW: Writing Effective Business Email **Bring to class: One artifact from a genre important in your field**

		Calendars and schedules from all your classes (digital or print)
Due Saturday 1/11 11:59 PM: Proposal Email		
Week 2	M - 1/13	**Class Topics:** Research; Authoring Survey Questions **Read before class:** TWE: Research Terminology TWE: Finding and Evaluating Research Sources OOTW: The Information Timeline SurveyMonkey: 10 best practices for creating a survey Google Forms How-to
	W - 1/15	**Class Topics:** Ethics in TC; Survey Question Workshop **Read before class:** OOTW: Ethics in Technical Communication NPR: Boeing Pilots Detected 737 Max Flight Control Glitch 2 Years Before Deadly Crash **Due for class: Survey Qs in Google Form** **Email survey to participants after class**
Nothing due this weekend, just stay on top of survey results		
Week 3	M - 1/20	**NO CLASS - MLK Jr. Day**
	W - 1/22	**Class Topics:** Discuss Short Memo Report. Intro D3: How-To Video Project **Read before class:** Purdue OWL: Analyzing Primary Data Purdue OWL: Writing Short Letter and Memo Reports Purdue OWL: Tables and Figures 1 | Tables and Figures 2 Purdue OWL Handbook on Report Formats **Due in class: Completed survey results**
Due Saturday 1/25 11:59 PM: Google Form survey for D3 groups		
Week 4	M - 1/27	**Class Topics:** Intro midterm exam; Plain language, revision, workshop **Read before class:** TWE: Communicating with Precision TWE: The Importance of Verbs Plain Language Guidelines Purdue Owl: Eliminating Words **Due in class: Draft of short memo report**
	W - 1/29	**Class Topics:** Writing/composing for users, user profiles **Read before class:** TWE: Reader-Centered Writing OOTW: Audience Analysis (2, 2.1, 2.2) **Bring to class: Instructions idea; example of good/bad written instructions**

Due Saturday 2/1 11:59 PM: Revised Short Memo Report		
Week 5	M - 2/3	**Class Topics:** Written instructions, written vs video instructions **Read before class:** OTC: Writing Instructions (sections 1-5) What's best for instructions: words or video? Video Tutorials Get Watched, Videos Get Skipped **Due in class: User profile draft**
	W - 2/5	**Class Topics:** Collaboration, project management, group meeting **Read before class:** TWE: Teamwork and Communication 4.1, 4.2, and 4.3 OTC: Successful Collaborative Writing OTC: Ineffective Collaborative Writing **Due in class: Draft of written instructions**
Due Saturday 2/8 11:59 PM: Midterm Exam **How-To Video Proposal (production brief) with User Profile and Team Task Planning** **Sign up for Wednesday group conference times**		
Week 6	M - 2/10	**Class Topics:** How To Videos genre analysis: structure/conventions. Basic principles of video production, storyboarding and scripting. **Read before class:** How to Easily Make Instructional Videos How to make a storyboard for a video How to Write A Training Video Script **Bring to class: a how-to video you like and a how-to video you hate (check the** eHow instructional video collection**)**
	W - 2/12	**Group Conferences: no regular class meeting**
Work on scripts/storyboards		
Week 7	M - 2/17	**Class Topics:** Present storyboards/table readings for workshop. Discuss video shooting basics. **Read/Watch before class:** How to Write Scripts (section on Table Reads) Basic Video Production Tips Camera Angle Basics **Bring to class (groups 1-4): Script and storyboard draft**
	W - 2/19	**Class Topics:** Present storyboards/table readings for workshop. Discuss video editing basics. **Read before class:** Video Editing Basics Post-Production and Editing Process Free Video Editing Software Options **Bring to class (groups 5-8): Script and storyboard draft**
Continue shooting and editing video		

Week 8	M - 2/24	**Class Topics:** Usability testing **Read before class:** Usability.gov: Usability Testing Usability.gov: Planning a Usability Test Usability.gov: Running a Usability Test Usability.gov: Recruiting Test Participants
	W - 2/26	**Class Topics:** Accessibility considerations, group work time **Read before class:** Add subtitles and closed captions in YouTube Usability.gov: Accessibility basics
Due Saturday 2/29 11:59 PM: How-To Video		
Week 9	M - 3/2	**Class Topics:** Discuss presentations and usability test report; workshop usability test plan **Read before class:** Usability.gov: Usability Report Template **Bring to class: usability test plan draft**
	W - 3/4	**Class Topics:** Conduct in-class usability testing **Bring to class: revised usability test**
Due Saturday 3/7 11:59 PM: Usability test report		
Week 10	M - 3/9	**Class Topics:** Group Presentations, Discuss Letter of Reflection
	W - 3/11	**Class Topics:** Group Presentations, Course Conclusion
Nothing due this weekend		
Finals Week	W - 3/18	**NO CLASS** **Due at 11:59 PM on D2L: Letter of Reflection; optional How-To Video revisions**

Example 2: WR227 Spring 2019 Syllabus

Below is a basic application of how some of the selected OER textbooks discussed in this instructor's guide were applied across an 11-week term in spring 2019 (**see also other notes to readers below*).

Course overview

Course focused on the practical experience of professional and technical communication (TC) while emphasizing basic organization and presentation of technical information, including strategies for analyzing audience and information needs. Recommended, not required: WR121 or Freshman Inquiry.

Course projects

Built around the readings and class discussions outlined below were three primary projects, designed to elicit course outcomes. Students worked on projects both inside class (subject of lectures and workshops) and outside of class (interviews and collaborative writing work). See the projects below:

1. Technical recommendations report (individual, primary research interviews and surveys)
2. User's guide (group, project management methods and a collaboration writing tools)
3. Lessons learned report (individual, reflective, annotated metacognition essay)

Course readings

The course used common OER texts combined with other instructor readings/material.

Abbr.	Title (publication date)	Author	Link
Open Educational Resources (OER)			
WR227	WR227 Spring Coursework	PSU TC Faculty	Link to Main Google Drive Folder
OPOR	Technical Writing (2017)	Open Oregon Educational Resources	https://openoregon.pressbooks.pub/technicalwriting/
McMurrey	Free Online Textbook for Technical Writing (2017)	David McMurrey	https://www.prismnet.com/~hcexres/textbook/acctoc.html
SUNY	Technical Writing (2018)	State University of New York (SUNY) / Lumen	https://courses.lumenlearning.com/suny-professionalcommunication/

OWL	Research and Citation Resources (accessed 2019)	Purdue Online Writing Lab	https://owl.purdue.edu/owl/research_and_citation/resources.html
*IEEE	*Note that a Fall-2019 version of the syllabus below also used selected readings from the *IEEE Guide to Writing in the Engineering and Technical Fields* (2017)	*D. Kmiec and B. Longo	Log in to PSU library website and search for this *free title to download* (normally $50-$60)
*TWE	*Note that a Fall-2019 version of the syllabus below also used selected readings from *Technical Writing Essentials* (accessed 2019)	*Suzan Last, University of Victoria	https://pressbooks.bccampus.ca/technicalwriting/

Course calendar with links to OER Resources

- **Project document deliverable key**: **Project 1 = blue**, **Project 2 = green**, **Project 3 = red**
- **Document delivery instructions**: Upload document to respective Google Drive (**GD**) folder or D2L Assignment folder. All deliverables due before the respective class, unless otherwise noted.

Day-Month	Reading due	Document due	Topics and activities to be covered in class	Week-Class
Project 1: Technical reports				
01-APR	N/A	N/A	-Course overview: syllabus, projects, tools, and texts -Slides: Course Introduction	1-1
03-APR	*Required:* -WR227: Project 1 Overview -OPOR: Introduction -OPOR: Audience Analysis -SUNY: Introduction -SUNY: Audience-Centered Communication -McMurrey: Types of Technical Documents		-Topic: Intro to technical communication (TC) -Slides: Intro to TC -Overview: Project 1 coursework -Lab: Project 1 proposal brainstorm	1-2
08-APR	*Required:* -WR227: Project Proposal -OPOR: Thinking About Writing -SUNY: Demystifying Research Methods *Recommended:* -OPOR: Information Literacy -SUNY: Textual Research	Proposals	-Topic: TC research methods -Slides: Researching technical subjects -Lab: Methods development and proposal review -Overview: Genre sets and genre ecology models	2-3

10-APR	*Required:* -WR227: Interview Guide -Winsor: What Counts as Writing? *Recommended:* -OPOR: Professional Communications -SUNY: Letters		-Guest speaker: TC professional -Slides: What counts as writing? -Overview: Interview field guide specifications and professional correspondence	2-4
15-APR	*Required:* -WR227: Draft Report -OPOR: Outlines -WR227: Methods of Content Development *Recommended:* -McMurrey: Information Infrastructures -McMurrey: Writing Process -McMurrey: Translating Technical Discussions McMurrey: Basic Patterns and Elements of the Sentence	Interview field guides	-Topic: TC content development and analysis -Slides: Turning data/info into knowledge -Lab: Topline reports, transcript coding, affinity diagrams, and other post-note-taking strategies	3-5
17-APR	*Required:* -WR227: Final Report -OPOR: Technical Reports: Components and Design -Alred, et al.: Reports Examples *Recommended:* -McMurrey: Report Design -McMurrey: Formal Technical Reports -McMurrey: Recommendation and Feasibility Reports -SUNY: Planning Reports -SUNY: Feasibility Reports		-Topic: TC report genres -Slides: Reporting technical information -Overview: Progress reports	3-6
22-APR	*Required:* -WR227: Progress Report -*Strategic Guide* Chapter 4: Writing Technical Prose, only read the first 13 pages and end reading at "Defining, describing, and explaining" heading *Recommended:* -McMurrey: Progress Reports -OPOR: Progress Reports -SUNY: Visuals	Progress reports	-Topic: TC prose -Slides: Writing technical prose -Lab: Editing TC prose workshop	4-7
24-APR	*Required:* -OPOR: Basic Design and Readability in Publications -SUNY: Format		-Topic: TC visuals -Slides: Communicating through visuals -Lab: Visual communication strategies and practices -Overview: Criteria for project 1 visuals	4-8
29-APR	*Required:* -SUNY: Rules of Writing	Draft report	-Topic: TC document design -Slides: Designing documents -Overview: Criteria for project 1 style and formatting -Lab: Document design, typography, formatting, etc.	5-9
01-MAY	*Required:* -McMurrey: Power-Revision Techniques *Recommended* -McMurrey: Writing Process -McMurrey: Strategies for Peer Reviewing and Team Writing	Bring revised draft copy to class	-Topic: TC editing -Slides: Editing and finalizing draft material -Lab: Peer review and self-editing exercises -Overview: Final report specifications	5-10

	-McMurrey: Advanced structuring and coherence strategies -McMurrey: Thoughts on Remedios Varo's Creation of The Birds			
Project 2: User Guides				
06-MAY	*Required:* -WR227: Project 2 Overview -McMurrey: User Guides *Recommended:* -Wolfe, "Ch.4 Getting Started with the Task Schedule" (PDF) -OPOR: Citations and Plagiarism		-Topic: Collaborative writing project management -Slides: Goodbye Project 1, Hello Project 2 -Lab: Project management and work groups -Overview: Project 2 coursework -Lab: Requests for proposals	6-11
08-MAY	*Required:* -WR227: Proposals -OPOR: Proposals -SUNY: Proposals -McMurrey:Proposals	Final report	-Topic: User guide contexts, content & craft -Slides: TC user guides -Overview: Project elements, charters, and plans -Workshop: Work group strategies rundown	6-12
13-MAY	*Required:* -WR227: Charters and plans*:* -McMurrey: Instructions -McMurrey: User guides -McMurrey: Standard Operating Policies and Procedures -McMurrey: Handbooks	User guide proposals	-Topic: User guide content ½ -Slides: Structuring content -Overview: Team project charters and plans -Lab: Team project charters and plans	7-13
15-MAY	*Required:* -WR227: Final draft -SUNY: Language and Tone -SUNY: Descriptive and Prescriptive Reports -SUNY: Classification and Partition Reports		-Topic: User guide content 2/2 -Slides: Defining, describing, explaining content -Lab: More elements of user-friendly instructions	7-14
20-MAY	*Required:* -Ornatowski: Between Efficiency and Politics *Recommended:* -OPOR: Ethics in Technical Writing		-Topic: TC ethics -Slides: Ethics in technical communication	8-15
22-MAY	*Required:* -Ornatowski: Between Efficiency and Politics -WR227: Usability Tests	Individual user guide charters & plans	-Topic: Usability testing -Slides: Ethics in technical communication -Lab: Plain language, grammar, mechanics, etc. -Overview: Criteria for usability testing documents	8-16
27-MAY	*Required:* -WR227: Draft User Guide	Draft user guides	**No class**: Memorial Day	9-17
29-MAY	*Required:* -WR227: Presentations	Bring in draft user guides for usability tests	-Topic: Public speaking and presentations -Lab: Document usability testing -Overview: Presentation overview	9-18
03-JUN	*Required:* -SUNY: Persuasive Presentations		-Topic: Presentations of technical reports	10-19
05-JUN	*Required:* -WR227: Project 3 Overview	P1-presentations	-Topic: Remaining presentations of technical reports -Overview: Criteria for reflection letter, course surveys	10-20
Project 3: Lessons Learned				
10-JUN	*Required:* -WR227: Peer review	P2 final user guides	-Finals week: No class	11-21

12-JUN		Reflections (D2L midnight)	-Finals week: No class	11-22

Last updated: **07 May 2019**

Notes on the above: More details of these projects were kept in a requirements overview coursebook and then outlined further in each project's file folder in Google Drive.

- Each project above was the final doc in a genre set that supported creation of the final doc.
- Each project and its genre set was covered via a requirements overview coursebook with concepts and outcome statements, instructions, and templates for learners.
- Templates and other sections from the coursebook were provided as handouts during workshops, were worked on in class individually and collaboratively, and were also take-home assignments to be transferred to a digital class portfolio on Google drive (using both group and individual docs/folders). When applicable in templates and other course material provided by the instructor, hyperlinks to course OER textbook sections were provided.

Appendix C: FAQ and Troubleshooting Guide

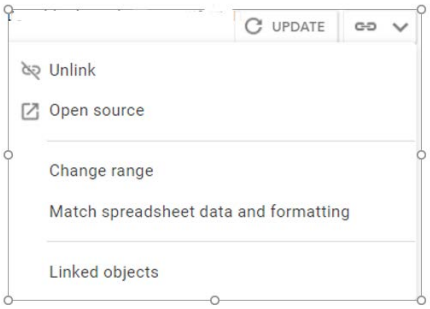
Below are frequently asked questions and troubleshooting information:

Q: How do I update the headings and/or tables of contents in this guide?
A: Be careful when editing headings. All heading links need to be changed in the table of contents first so as not to break the hyperlink. If a heading link is broken, then the table needs to be refreshed, and the text for the table manually selected while the rest of the text in the table is deleted.

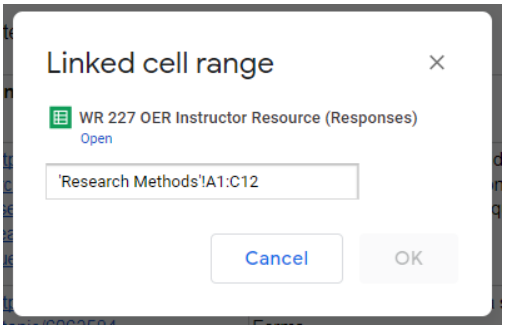
Q: How do I add an OER entry to this instructor's guide?
A: Submit the entry via this link. An administrator of this guide will then update the "Linked cell range," see instructions below.

Q: Can I make any edits to my entries?
A: Yes, make sure to select "Send me a copy of my responses" of the survey before submitting it to make it easy to "Edit your response." If any changes are made to the entry, an administrator of this guide will need to click the "Update" button to repopulate the list, see instructions below.

Q: How do I update tables in Docs that are linked to Sheets in Google Drive?
A: The options google tools give us to adjust the tables below. Here is how it works: Each table is referencing a column and row range. The range can be adjusted in the table's settings before the inline table is updated, see "Change Range," which opens the "Linked cell range" dialogue window, where the alphanumeric cell notation can be updated.



Screenshot image from Sheets in Google Drive



Screenshot image from Sheets in Google Drive

Q: What fonts are used in this document?
A: This document uses standard Google fonts. Arial for headings and basal text. The font size is 11 points, which is true of the Google Sheet containing the data table that this document references.

Q: The topics are not "alphabetized by publisher" when I update the page; what does this mean?
A: The "alphabetized by publisher" line means that the URL hyperlinks are alphabetized, so that each publisher in these sections is chunked together. This requires that the main data table is ordered alphabetically. If the main data table (Google Sheet) has been ordered differently, by topic, for instance, then it will affect how the data are visualized in the guide (Google Doc).

Q: How do I make global changes to the topic-based tables?
A: You can’t, but an existing table can be copied, pasted, and the linked cell range changed, see above.

Appendix D: Research Methodology

This guide was sponsored by an Open Education Initiative 'Adapt OER' Grant' from the PSU Millar Library.

- **Fall 2019**: Part of the grant was allocated to the development of a first draft in the fall term.

- **Winter and Spring 2020**: Part of the grant was allocated to paid professional development workshops for WR 227 instructors, specifically contracts for two professional development sessions.

Fall 2019

Below are phases from fall 2019 term development sessions:

- **Initial outlining**: An outline draft was created during brainstorming sessions and then and fleshed-out afterward.
- **Meeting-notes copyediting**: Document text was revised based on bi-weekly meetings.
- **Programmatic review**: Iterative editorial passes through the document to make sure that messaging is targeted correctly, reading consistently throughout, etc. (including copyediting as well as substantive editing and line editing when needed).
- **Data entry**: Used survey entries to input topic-based content from OER textbooks, both PSU-sanctioned (i.e., OpenOR, SUNY, McMurrey, and others), but also other curated OERs.
- **Course syllabus and calendars**: WR227 also uploaded their course syllabi and calendars to a collaboration folder for entry in a new section in the guide.
- **Style guide**: A preliminary template guide for styling and formatting was created for the married document and data table.
- **Data cleanup and migration**: Survey entries were edited in the data table and input into the draft guide, then revised and edited.
- **Doc finalization and delivery**: Documentation was finalized winter break and delivered for document review the first of the year.
- **Final programmatic QA/QC review**: The white glove review of the final documentation at the administrative/programmatic level.
- **PDF delivery to instructors**: The PDF document was sent the first week of the term for feedback in February workshops.
- **Plan/create workshop materials**: During January, materials were developed for February workshops, including but not limited to the following:
    - *Presentation*: Develop presentation for workshop.Initial ideas to have at least 3 parts where guide contributors all spoke to aspects:
        - Why/Who: High-level focus/rationale from the programmatic/admin level

        - What: The content/structure of the guide
        - How/When/Where: Real-world classroom/experience applications
    - *Usability test/review*: Instructors completed usability tests during/after workshops in Feb (usability test the document via surveying users on sections/elements like/disliked/missed/etc.)

Winter/Spring 2020

The winter and spring workshops included a total of 8 hours paid professional development time. Workshops were held in the winter and spring quarters.

- Sessions introduced and piloted elements of this guide as a resource manual for WR 227 instructors that will support a smooth and incremental transition to teaching WR 227 using OER resources.
- Sessions added to and developed the manual based on experience, as well as share ideas about and support for instructors in adapting an existing course to use more OER resources. Keeping textbook costs down ($40 or less) is a commitment that we will work towards for sections of WR 227 at PSU.

Guide Use Cases

This instructor's guide was built for an "Adopting" instructor, an "Adapting" instructor, and "Hybrids."

Titles: The "Adoptor," "Adaptor," and "Hybrids"

- *Adopters*: New to semi-experienced WR227 instructors adopting OER content to help support their own course. Experienced instructors replacing or augmenting expensive texts with OERs.
- *Adaptors*: Experienced WR227 instructors adapting OER content to preexisting syllabi (mixing, integrating, embedding, experimenting). New to semi-experienced instructors adapting OER content to fill gaps in OER base texts.
- *Hybrids*: Experienced technical communicators with some or no instruction experience, who may or may not have examples from the field and/or other supplementary materials. Etc.

Needs

- Movement to OER based on multiple factors, including legislative, pedagogical, economical, and technological shifts are breaking down the normal publishing channels in education. Faculty need to be aware of and adapt to these paradigm shifts.
- Student pocketbooks are shrinking. Textbooks are a low-priority to food and other amenities, and are costly.
- Students have different levels of accessibility, abilities, aptitudes, and require assistive tech, preferred formats, etc.

Problems

- There is no overarching OER guide on Technical and Professional Communication. OER is a broad collection of different sources at different levels of educational, governmental, and industry levels, from computer science to drama and theater, from layperson texts to highly technical documentation, from local to regional, state, and federal levels. Instructors are often confronted with an ocean of choices, especially when it comes to WR227 courses (technical communication genres are sometimes more apt to be online and free, given that technologists are part of the writing groups.).

Goals and Objectives

- PSU wants to:
    - Make it easier on students
    - Make it easier on instructors
    - Adhere to the highest standards of content and pedagogical excellence

Constraints:

- OER content is more often low to medium quality. High-quality is rarer.
- Courses that have been built over time on one text are hard to let go. Creating new content based on free materials takes more effort.

Rewards:

- Providing OER content saves students money.
- OERs are digital, and served from a shared location.
- OERs can be used in ad hoc instruction planning and remote teaching (e.g., snow days)