

Job Description for Technical Reader for Writing 227

The Oregon Institute of Technology needs technical readers to help guide student research and read term papers for a Writing 227 class. The class meets from October 2 to December 4.

Writing 227 is a required technical writing class designed to prepare students for writing in their professions and for their senior capstone projects. In the class, each student must write a technical report about a subject related to his or her major, doing some secondary and primary research. The faculty member teaching the class guides the students through the research standards, organization, argumentation, writing, editing, and oral presentation of their projects, and evaluates the students. Because the instructors have no specific technical expertise, the class additionally requires each student to find and work with a second, technical, reader who can judge the technical correctness of the student's research.

The students are all Oregon Tech undergraduates at the Wilsonville campus. They are typically sophomores just getting started in their engineering classes, although some are upperclassmen, many are already working, and a few have other degrees. Their majors include electronic, mechanical, manufacturing, software, and renewable energy engineering, engineering management, information technology, and health care technology fields.

It is the student's responsibility to find and communicate with a technical reader, either among the Oregon Tech faculty or among other qualified volunteers.

A technical reader:

- Agrees to talk with the student approximately once a week for about eight weeks (the paper is due the ninth week of the term)
- Agrees with the student about how to communicate, such as in person, by phone, or other method
- Receives and discusses the student's proposal, outline, annotated bibliography, progress report, and paper drafts
- Guides the student in defining a realistic audience and purpose, finding technical information, and in identifying gaps or errors in research
- Reads the final paper
- Evaluates the student (using a standard 2-page evaluation form) on
 - o The quality of the paper
 - o The depth and accuracy of the technical information
 - o The readability of the paper and use of graphics and outside sources
 - o The professionalism of the student's interactions with the reader
- Returns the evaluation form to the instructor by mail or email by the end of classes for the term (for Fall term 2013, December 6)