

English 330: Business Writing Syllabus Summer 2015

Dr. Dawn M. Armfield

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Office Hours: by appointment

Catalog Description

Basic writing for business and para-professional occupations. Writing resumes, job applications, memos and reports, and other kinds of business writing.

Course Outcomes

Students will

- develop critical thinking skills. (NCTE 2.4)
- conduct and incorporate research. (NCTE 3.6)
- develop a keen sense of audience. (NCTE 2.5)
- generate various documents: letters, memos, resumes, reports. (NCTE 3.2, 3.4)
- use technology effectively. (NCTE 3.6)
- hone grammatical and stylistic skills. (NCTE 3.1)
- collaborate with other professionals. (NCTE 2.3)

Course Readings

There is no official book in this course. However assigned readings will be posted in Blackboard for certain lessons. Please make sure to log in to Blackboard several times a week to review your progress and to keep up with readings and assignments.

Assignments

- Assignments must be typed and are due on the assigned date; **late papers will be penalized for each late day.** For instance, 1 day late, the highest grade you can get is a C, 2 days = D, and so on. **Assignments more than 3 days overdue will not be accepted.**
- All notes and handouts are posted in Blackboard.
- Class participation is important. I expect you to participate in discussion, and work cooperatively with others.
- I am happy to make appointments and go over drafts. As a matter of fact, I recommend that you contact me to go over your drafts. However, **I will not review drafts later than 24 hours before the due date.**

Grades

The breakdown of grades is as follows:

Assignment	Grade Points
Email	5
Proposal	20
Report	20
Promotional Video	20

Drafts	15
Discussions	20
Total	100

Criteria for CS (Continued Study) grade: Those students who are enrolled in ENGL 330 in order to satisfy the Basic University Requirements (GEP) are eligible to receive a CS grade at the end of the semester. However, in order to receive this grade, students must not miss, except in unusual medical circumstances (documented through the office of Student and Educational Services) more than two weeks' worth of class, must complete and submit all required assignments on time, and must show evidence of preparedness during the entire semester. The CS grade is not a substitute for a D or an F.

Academic Integrity

“Academic dishonesty is defined to include any form of cheating and/or plagiarism. Cheating includes, but is not limited to, such acts as stealing or altering testing instruments, falsifying the identity of persons for any academic purpose; offering, giving, or receiving unauthorized assistance on an examination, quiz or other written or oral material in a course; or falsifying information on any type of academic record. Plagiarism is the presentation of written or oral material in a manner which conceals the true source of documentary material; or the presentation of material which uses hypotheses, conclusions, evidence, data, or the like, in a way that the student appears to have done the work which he/she did not, in fact, do” (Pathfinder).

You may use MLA, APA, HRS, or IEEE style guides, although instruction on them will not be provided in class. If you have any questions about how or when to cite sources in your assignments, please contact me or consult with a tutor in the FSU Tutoring Center.

NOTE: Students found guilty of plagiarism on any assignment may receive an F for the course and face university disciplinary action. Any material suspected of plagiarism will be turned over to the Student Educational Services office for adjudication.

PROGRAM ASSESSMENT REQUIREMENT FOR ENGLISH MAJORS

A major goal of the English Department Assessment Program is to enable the faculty to assess the effectiveness of the English major and its requirements. By adhering to the following guidelines, you will help us to make improvements when they are needed. To maintain your portfolio, which will be used in the English Capstone course, you keep both a hard copy, which has been graded, and electronic copies of all your English papers. Since your writing portfolio will provide a major focus for your work in ENGL 489, English Capstone, be diligent in your efforts each semester to identify and collect your best writing. This collection will also provide you with a body of work to support future applications for jobs and graduate school admission.

The Tutoring Center

Students who need tutoring in writing for any course receive assistance from peer tutors on an appointment basis. Peers tutors help students generate, organize, and develop ideas for assigned papers. Tutors also explain punctuation and grammar errors, as well as teach students how to proofread, document secondary sources, and address a host of other writing-related issues. However, writing tutors do not edit or proofread students' papers. The goal is to provide quality assistance, tools, and resources to help students become confident, independent writers. For more information, hours, and contact, please visit <http://www.frostburg.edu/clife/tutor>.

DISABILITIES ACCOMMODATION

Frostburg State University is committed to providing accommodation for students with disabilities. If you have a disability, please bring me the appropriate documentation from Disability Support Services (voice/TTY 301/687-4483) so that we may make arrangements.

Sexual Assault, Physical Abuse and Neglect Reporting:

Please be aware that according to Maryland law, educators are required to report past child abuse and neglect even when the former victim is now an adult and even when the former alleged abuser is deceased. If you disclose past abuse/neglect that occurred while under the age of 16 in class, in papers, or to me personally, I am required by law to report it. Please see me if you want more information about this law. I am committed to supporting victims and survivors and will help you find resources for past or current issues that you may have.

Schedule

The schedule is a living document and may be subject to change due to weather, illness, etc. The most up-to-date schedule will be posted in Blackboard.

Assignments due by 11:55pm date indicated

Module	Assignments Due (11:55pm on date indicated)
Module 1: Introduction to Business Writing	June 27: Discussion: Business Communication
	June 29: Assignment: Email
Module 2: Rhetorical Appeals and Proposals	June 1: Discussion: Rhetorical Appeals
	June 3: Discussion: Proposal Draft
	June 5: Assignment: Proposal
Module 3: Intercultural Communication and Reporting	June 8: Discussion: Intercultural Communications
	June 10: Discussion: Report Draft
	June 12: Assignment: Report
Module 4: Social Media and Promotional Video	June 15: Discussion: Social Media
	June 17: Discussion: Promotional Video Draft
	June 19: Assignment: Promotional Video

No Final Exam