

Syllabus en301



**ASSIGN
BUSTER**

English 301 Professional Writing & Communication SUNY Canton Spring 2013

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315-386-7681 | Welcome! Professional Writing & Communication is focused

on preparing you to enter any workplace and assess communication

expectations: Who is my audience for this document or presentation? What

is my purpose? How can I best convince this audience to follow my

instructions or learn this concept or respond positively? We'll focus on the

wide range of audiences, genres, and contexts that professionals commonly

encounter, including the ethical issues that writers need to consider.

To help you develop the skills and strategies you need to create successful

communication, this course relies on strong interaction among class

members. Each assignment builds toward the next: to be successful, you

need to stay actively involved in the class, ask questions, and submit

assignments on time. I recommend logging on daily Monday through

Saturday to stay on top of your course work. Course Description Professional

communication is specialized writing and communication that helps students

respond to the challenges of a technical world.

In this course, students, as professionals, will analyze needs and concerns for

specific workplace situations, organize effective solutions, and prepare and

produce the needed memos, reports, presentations, web-sites and/or other

items, which will then be assessed and evaluated by other students acting as

intended users. Students will create, design, and package these documents,

selecting appropriate communication technology to accomplish the task, and

will then display the technical data in writing and visually, as well as present

such information orally when applicable.

Students should be familiar with desktop publishing and electronic presentations. Course Goals By the end of this course, students will be able to:

| Course Objective| Institutional SLO| a. | identify what forms and formats of technical professional writing and communication are traditionally used on the job, choose an appropriate style for communicating specific information, analyze audience needs and interests and then present the information in written or oral form| 1. Communication2. Crit. Thinking4. Inter-Intrapersonal| b. develop and establish their credibility as authors by writing directions, memos, e-mails, reports, manuals, and other workplace oriented material, either individually or as part of a collaborative team, as well as evaluate the ethical implications of their own and others' work| 1. Communication2. Crit. Thinking3. Prof. Competence4. Inter-Intrapersonal| c. | research specific workplace situations/problems that require a written or oral response or solution using traditional (library, surveys, interviews, etc.) and/or innovative research methodology as necessary| 1. Communication2.

Crit. Thinking3. Prof. Competence| d. | design and develop written items that have a clear-cut purpose and will be proficient in delivering such information in the appropriate form| 1. Communication2. Crit. Thinking4. Inter-Intrapersonal | At the top of the Assignment Sheet for each unit, I will review the goals specific to that unit and explain how activities will help you reach those goals. Textbook (Required) Kolin, P. (2012). Successful Writing at Work (Concise Third Edition). Boston: Houghton Mifflin Harcourt. (The e-book is available for purchase or rent at <http://www.engagebrain.com/shop/isbn/9780495901945>) Course Expectations This syllabus represents my contract with you for this semester. You will also receive

handouts detailing individual writing assignments. You are responsible for reading and understanding all of these documents and for asking questions in a timely manner. Below are some general guidelines for successfully navigating this course. For more information on learning in an online environment, see the folder Your Course Orientation. All students are required to adhere to the standards outlined in SUNY Canton's Student Handbook.

Minimum Technology Requirements * Access to a working computer with Windows 2000, XP, or Vista or Mac OS X (10.3 or higher). The computer should have a minimum 256 MB of RAM and 1GB free hard disk space. * Connection to the Internet (broadband connection such as RoadRunner or DSL is preferred; dial-up users should consult Online Learning Center). * SUNY Canton email address and access to ANGEL (the course management system). * Methods for backing up your work, such as a flash drive. Back-up Plans * Problems happen: prepare now for unexpected snafus and emergencies. Locate another computer (such as a friend or the local public library) you could use to submit your assignments in case your computer crashes or your internet service is interrupted. * Back up all work regularly, using a USB flash drive or other appropriate system. * Keep your virus protection software up to date and use it. Delivery of Assignments * All work should be submitted via ANGEL. Refer to the detailed Assignment Sheet for each unit; instructions for format and delivery are clearly spelled out. * Assignments sent via email will receive a zero. Formal documents must be in MS Word or appropriate compatible format (look for a .doc, .docx, or .rtf extension on the file). Unless otherwise noted, label your work:

Yourlastname_AssignmentName. docx Contacting the Professor * Please contact me with any questions or concerns using ANGEL email (click on the “Communicate” tab). You can expect a response within 48 hours Monday through Thursday. Questions left in an assignment Drop Box or on a Discussion Board may not be noticed in a timely manner. * All email sent for this class must be professional in tone and preparation.

Be sure to include an appropriate subject line with the course name (ENGL301). Demonstrate respect for my time and your own ideas by expressing your questions or concerns in detailed, complete sentences using correct capitalization and punctuation. (See the handout on Netiquette at COURSE DOCUMENTS> SYLLABUS> FAQs for more precise information and examples.) Demonstrating Respect Online * This class is about communication in professional environments. You are therefore expected to conduct yourself in a professional manner. Treat this like a new workplace where you don't know anyone—the kind where people don't wear jeans. In other words, ANGEL isn't Facebook!) * Making ourselves understood can be challenging in the best of circumstances. In online environments—from IMs between friends to formal business email—we must be doubly conscious of clarity and tone. (Read the handout on Netiquette at COURSE DOCUMENTS> SYLLABUS> FAQs.) Attendance and Participation * Class participation is essential to online learning. You are expected to log on daily Monday through Saturday when classes are in session to check for messages and submit assignments. Follow the calendar provided below as well as the detailed Assignment Sheets provided. ADA, Family Emergencies, and Other Considerations As in the workplace, it is the responsibility of the student to

advise the instructor of any concerns that may impact participation. If you are unfamiliar with course or college procedures, have a documented disability, or are experiencing a family emergency, contact me right away so that we can work out a fair and mutually agreeable solution. Campus Resources The Writing Center The Writing Center isn't just for standard academic essays.

Tutors are available to work with you on all kinds of documents. Located on the second floor of Southworth Library, the Writing Center is available throughout the school year to assist at any stage of the process, from making sense of an assignment to final editing. On campus, call the Writing Center at 386-7308 or drop by to learn more. Online students may access the Writing Center via email:edu. Online Learning SUNY Canton's Online Learning experts are available to help you with the logistics of taking an online course. Check them out at <http://www.anton.edu/ol/current.html>. If you need technical assistance with ANGEL, go to http://sin.suny.edu/sin_helpdesk.htm. Career Services Don't wait until you've finished your degree to learn about the amazing resources at Career Services! From exploring career options to crafting a resume, they're the experts: http://www.canton.edu/career_services/. Southworth Library The library is an excellent place to begin your research, with databases and ebooks as well as 24/7 help from reference librarians: <http://www.canton.edu/library/>. Evaluation and Grading

Evaluation criteria for individual assignments will be included on the handout for each unit. Generally speaking, "A" work begins by fulfilling the basic requirements of an assignment, but also demonstrates superior

understanding, careful preparation, and creativity. An awareness of audience and purpose is essential for producing quality work. Please note: drafts indicated on the Calendar and Assignment Sheets are required; final work will not be accepted for grading unless drafts are completed on time. Your semester grade will be based on the scale below.

Should you have questions about your grade on any assignment, at any point in the semester, please contact me promptly so that we can discuss your concerns. A| Above 90%| B+| 85-89. 9%| C+| 75-79. 9%| D| 60-69. 9%| | B| 80-84. 9%| C| 70-74. 9%| F| Below 59. 9%| Deadlines and Late Work: Your successful completion of this course depends upon your completing assigned work on schedule. Please consult the Calendar and Assignment Sheets for specific due dates; unless otherwise indicated, work due on a specific date must be properly posted by midnight on that day.

Late work will not be accepted unless you can provide a legitimate, documented excuse. If a problem arises that may prevent you from submitting your work on time, contact me right away. Feedback and Revision: I encourage you to seek out additional feedback from me, the Writing Center (see below), or colleagues. Please note: drafts indicated on the Calendar and Assignment Sheets are required; final work will not be accepted for grading unless drafts are completed on time. Rewrites and Extra Credit: There will be no opportunities for rewrites or extra credit.

Plagiarism: While this course, with its emphasis on working collaboratively, may challenge traditional ideas about plagiarism, integrity and honesty are just as important in the workplace as in the classroom. Failure to cite sources (including colleagues or information found online) is a serious ethical breach,

intentional or not. Work you submit for this course must have been written by you for this course during this semester. If you have any questions or want to coordinate writing for this class with a project you are completing for another professor, please talk to me in advance.

Overview of Assignments Below is a brief overview of the assignments you will be expected to complete over the course of the semester. Please refer to the complete Assignment Sheet for each unit (see COURSE DOCUMENTS) and the Calendar below for further details and email me with any questions.

Unit I: Communicating with Potential Employers This unit will focus on developing and refining strategies for successfully communicating with organizations you hope will hire you. In addition to quizzes and Discussion Forum posts, you will complete a questionnaire analyzing a job ad, resume, and cover letter.

Unit II: Communicating Across Organizations In this unit, you will form teams of three to four members. Each team will be responsible for researching a current issue and communicating that information to two distinct audiences. Each team must produce a series of working documents, including a contract outlining how the team plans to work together and guidelines for resolving possible conflicts. Formal documents will include memos, an informative brochure, and a short report. Course Calendar

Note: Please be aware of all relevant deadlines. Assignments must be posted by midnight on the day they're due. For example, your first Discussion Forum post needs to be submitted by midnight on Sunday. MODULE| ASSIGNMENTS DUE| NOTES| Module 1| Week of 1/21| * Read Syllabus, Netiquette, Discussion Forum Guidelines and the Unit I Assignment Sheet by Sunday 1/27 *

<https://assignbuster.com/syllabus-en301/>

Discussion Forum 1 (DF1) due Sunday 1/27 * Quiz 1 available until Sunday 1/27 midnight| | Module 2Week of 1/28| * Read Chapters 1 & 5 plus pp. 76-381 in Successful Writing at Work (SWW) by Wednesday 1/30 * DF2 Initial Post due Wednesday 1/30 * DF2 Reply due Thursday 1/31 * Job Ad Questionnaire due Sunday 2/3 (I will grade by 2/10) * Quiz 2 available until Sunday 2/3| | Module 3Week of 2/4| * Read SWW Ch 2 & pp. 381-394; also “Mixing and Managing Four Generations” (on ANGEL) by Wed 2/6 * DF3 Initial Post due Wed 2/6 * DF3 Reply due Thursday 2/7 * Quiz 3 by Sunday 2/10| | Module 4 Week of 2/11| * Read SWW Ch 3 & Ch 4 * Resume draft due Sunday 2/17 (expect feedback by 2/24) * Quiz 4 by Sunday 2/17| | Module 5 Week of 2/18| * Read SWW Ch 6 &

Ch 10 * Cover Letter draft due Sunday 2/24 (expect feedback by 3/4) * Quiz 5 by Sunday 2/24| | Module 6Week of 2/25| * No class. Winter break (2/23-3/3)| | Module 7Week of 3/4| * Final Resume & Cover Letter due Sunday 3/10| | Module 8Week of 3/11| * Read SWW Ch 7; “Everyday Writing” (on ANGEL) * Quiz 6 by Sunday 3/17| 3/13-16 CCCC| Module 9 Week of 3/18| * Read SWW Ch 8 & Ch 9 and Unit II Assignment Sheet * Finalize Groups for Unit II by Sunday 3/24—see Discussion Forum! Midterm grades on 3/19| Module 10 Week of 2/25| * Group Contract due Sunday 3/31| | Module 11 Week of 4/1| * Group Proposal due Sunday 4/7| | Module 12Week of 4/8| * No class. Spring break (4/6-4/14)| | Module 13Week of 4/15| * Draft of Report due Wed 4/17; expect feedback by 4/24| | Module 14Week of 4/22| * Draft of Informative brochure due Wed 4/24; expect feedback by 4/30| | Module 15Week of 4/29| * Final report due Tuesday 4/30| 4/27-5/1 AERA | Module 16Week of 5/6| * Final Informative brochure due Tuesday 5/7| Final grades available on 5/23|

THE INSTRUCTOR HAS THE RIGHT TO MODIFY ANY SECTION OF THE SYLLABUS. EACH STUDENT IS RESPONSIBLE TO READ AND UNDERSTAND THE SYLLABUS. ----- [1]. ADA is the abbreviation for the Americans with Disabilities Act. Please consult the SUNY Canton website at http://www.canton.edu/accommodative_services/ for more information.