

WRITTEN COMMUNICATION SKILLS FOR BUSINESS, INDUSTRY, AND TECHNOLOGY

ENG 1205-01 Fall 2024	Day/Time: Tue., Thu., 11-12:15 Location: A-212	
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1. COURSE DESCRIPTION

This course focuses on writing for the vocational, technical, and business worlds. Designed for students in business, technical, and vocational programs, the writing includes memos, letters, resumes, reports, and other business/technical documents. The course also stresses team-building, critical thinking, and problem-solving. **Credit Hours:** 3. **Division:** Humanities, Fine Arts, and Social Sciences. **Prerequisites:** English and Reading placement according to the Illinois Valley Community College Course Placement Guide (www.ivcc.edu/assessmentcenter/PlacementGridIVCC.pdf) and successful completion of Orientation to Distance Learning (CSP-0002).

2. EXPECTED LEARNING OUTCOMES

These are the things you should be able to do when you finish this course.

- Recognize and apply techniques for effective writing.
- Recognize and apply techniques for effective presentation of numerical data.
- Recognize and apply techniques of critical thinking and problem-solving.
- Write acceptable routine business/technical documents, including paper and electronic memos (e-mail), letters, resumes, application letters, reports, and other standard documents (e.g. summaries, descriptions, instructions, etc.).
- Understand and use contemporary technology effectively in producing business/technical documents.
- Recognize and apply techniques of collaborative writing and team-building.

This course also addresses the IVCC institutional learning outcome of communication (to communicate effectively).

3. REQUIRED RESOURCES

- Searles, G. J. (2020). *Workplace communications: The basics* (8th ed.). Pearson. **(Inclusive access purchased automatically through course fees and available in our class Brightspace.)**
- Other resources provided by the instructor through Brightspace.

4. TECHNOLOGY REQUIREMENTS

Technology help is available from the IVCC [Student Help Desk](#), also located in the Academic Support Center (A-201) and available by phone at 815-224-0318. Also note the [IVCC Student Technology Checklist](#) for additional information about your student K-number, student ID, IVCC Self-Service, and other resources.

4.1. Access to a Word-Processing Program

To create your writing assignments, you may use Microsoft Word, Google Docs, or another word-processing program that allows you to save your files as either Microsoft Word documents or PDFs (the only two accepted formats for submitting files for this class). As an IVCC student, you can access Microsoft 365 for free, including Microsoft Office applications, such as Word. For more information, visit the following link: [Microsoft 365 Apps](#).

4.2. Access to the Internet

To access your student e-mail and all of our class resources, including Brightspace, you will need to access the Internet. The following link provides a list of recommended browsers supported by Brightspace: [Brightspace Browser Support](#). For instructions to log into the IVCC guest Wi-Fi, see [Campus Technology Information](#).

4.3. An IVCC Student E-mail Account

All e-mail communication for this class will be through your student e-mail account. Information about your student e-mail account is available at the following link: [Student E-mail Information](#).

5. MAJOR WRITING ASSIGNMENTS (1200 POINTS)

You will complete the following major writing assignments for the course.

Business Letter	100 points	Long Report Proposal	50 points
E-mail	100 points	Long Report	300 points
Short Report	250 points	Cover (Application) Letter	100 points
Instructions	200 points	Resume	100 points

You must type all of these writing assignments except for the e-mail using a word-processing program and submit both a printed copy and an attached file through Brightspace. Submitting the assignments through Brightspace also submits them automatically to Turnitin to check for plagiarism and use of artificial intelligence (AI), such as ChatGTP. Both the printed copy and the Brightspace file must be submitted by the end of the class period on the due date. If either is late, the assignment will be penalized 5% of the total points possible for each 24 hours, starting at the due date and time. In addition, this late penalty also will be applied to any rewrite of that assignment.

After I grade your writing assignments, I will return them to you with my comments. You may keep the grades you earn on your letter, e-mail, short report, instructions, long report proposal, and long report, or you may resubmit each of them once for a higher grade. Rewrites are due by the start of class no later than two weeks after I return your graded assignments to you, and you must submit both a printed copy and an attached file through Brightspace. Your Brightspace submission must include an explanation of changes you made and how they improve the assignment. If either the printed copy or Brightspace file is late, the rewrite will be penalized five percentage points for each 24 hours, starting at the due date and time. All rewrites are due by the last day of the course (see Course Schedule), which may be less than two weeks later in the semester. In addition, because of the semester schedule, you will not have a rewrite option for the cover (application) letter or resume.

IMPORTANT NOTES:

- Assignments submitted through Brightspace that can't be opened because of technical problems may still be considered late. Instructions will be provided for submitting through Brightspace, and it is then your responsibility to make sure your files have been submitted correctly and can be opened from Brightspace.
- You must submit all of the major writing assignments to pass this course (though doing so does not guarantee a passing grade).

6. QUIZZES (50 POINTS)

You will complete a 10-point, in-class quiz at the end of each unit. These quizzes may cover reading assignments, PowerPoints, lectures, and any other class material. **Missed quizzes may not be made up except under extenuating circumstances.**

7. MISCELLANEOUS ASSIGNMENTS (170 POINTS)

Miscellaneous assignments may include chapter exercises, collaborative workshops, style exercises, discussion questions, short memos, and a variety of other assignments. These assignments must be submitted in the required format by the specified due date and time to receive full credit. Some of these assignments may be completed only in class when they are assigned, including pop quizzes, and may not be made up. All other assignments submitted within 24 hours of the due date and time will earn half the assigned credit (no points if received more than 24 hours late).

8. GRADING SCALE

Assignments will be graded based on the scale below. Your final course grade will be based upon the same 10-point scale, but without the plus or minus for the final letter grade.

A+ 97-100%	B+ 87-89%	C+ 77-79%	D+ 67-69%	F 0-59%
A 94-96%	B 84-86%	C 74-76%	D 64-66%	
A- 90-93%	B- 80-83%	C- 70-73%	D- 60-63%	

9. MAKE-UP POLICY (EXTRA CREDIT)

To earn extra credit points, find an article on the Internet about the use of writing in a business, industrial, or technological setting and type a 1-page summary and critique of the article. Each summary/critique must be written carefully and thoughtfully and is worth 10 points. You may submit up to 3 of these summaries/critiques for a maximum of 30 points. Turn in each summary/critique as an attachment to an e-mail to the me and include the URL, or web address, of the article. The last opportunity to turn in a summary/critique is midnight on the last day that regular assignments are due for the course (see Course Schedule).

10. ATTENDANCE POLICY

Regular attendance is important to passing this course. When you are absent, you are responsible for what is covered in class and for all assignments, regardless of why you are absent. I do not penalize you directly for missing class, but being absent more than a few times almost certainly will lower your grade because of missed material and assignments. **Because this class is face-to-face, there is no Zoom option for attending class and no recording of class.**

11. PARTICIPATION AND CLASSROOM EXPECTATIONS

Your participation in this class not only affects your learning, but that of your fellow students. At all times, your participation and actions should demonstrate respect for the class, your classmates, and the instructor, and they may affect your class grade if it is "borderline" at the end of the semester. In addition to the other course requirements, you are expected to participate in all course activities, including the following:

- Viewing assigned PowerPoints and other presentations
- Completing all reading assignments
- Reading and responding to one another's writing
- Contributing to class and group discussions
- Collaborating with other students
- Exhibiting professional and respectful behavior
- Submitting all assignments on time (**If an absence or other circumstance prevents you from submitting an assignment on time, you need to contact me as soon as possible, ideally before the assignment is due, to request an extension. Doing so does not guarantee an extension, which will depend on when you contacted me, the specific circumstances, and possibly documentation, such as a doctor's note).**)

To give everyone an equal opportunity to learn, it's vital that your participation and actions during class contribute to an effective learning environment. The following activities detract from such an environment and will not be tolerated:

- Arriving to class late, leaving and coming back during class, or leaving class early
- Checking e-mail, playing online games, or visiting any non-course websites
- Using the printer during class presentations or discussion
- Consistent and distracting use of your phone during class, such as unnecessary texting, etc.
- Logging into or studying for other courses, conversation or any other activity unrelated to class

I'll check Brightspace and my e-mail each weekday that IVCC is open and possibly other days, depending on assignments, questions, etc. I'll try to respond to questions within 24 hours during the week and no later than on Monday for questions sent to me over the weekend. My goal is to return graded assignments to you within one to two weeks after their due dates, if not sooner.

12. ACADEMIC INTEGRITY

This course and all the work you submit for it are subject to IVCC's [Academic Integrity Policy](#), which is available in the current *IVCC Student Handbook*. Everything that you submit for this class must be your own work. If any of your work includes any material from a source, you must give full credit to the source (that material must be fully documented). **Submitting work that is not your own and failing to document source material are both plagiarism, a form of cheating. Unless otherwise noted for a specific assignment, use of artificial intelligence (AI), such as ChatGPT, to complete an assignment is considered cheating in this course. Plagiarism and cheating in general can destroy your credibility as a writer and are grounds for failing an assignment in this course and/or the entire course.** In addition, you are not allowed to submit work that you completed prior to this class or are working on for another class (for example, for another college course or in high school) without my prior approval. Please discuss with me any concerns you have about these issues.

13. WITHDRAWAL POLICY

You may withdraw voluntarily from this course through Nov. 4, through IVCC Self-Service, in-person through the Admissions and Records Office, or by requesting a withdrawal from your instructor. For more information, visit www.ivcc.edu/admissions/withdraw.php.

“Active pursuit” is defined in this course as attending class at least once by the 10th day of the semester (Aug. 28) and submitting the Letter Assignment, E-mail Assignment, and the Short Report Assignment by mid-term (Oct. 9). If you have not attended class at least once by the 10th day, you will be dropped from the course (with a refund). If you have not submitted the Letter Assignment, E-mail Assignment, and the Short Report Assignment by mid-term, you will be withdrawn from the course (no refund) even if you are attending class and logging into Brightspace regularly and completing quizzes and other assignments.

Please let me know at any point of the semester if you have any questions or concerns about your status in the course or about the withdrawal policy or active pursuit standard.

14. ADDITIONAL INSTRUCTION AND ASSISTANCE

Please take advantage of my office hours and my availability before and after class to talk to me about a specific writing assignment or the class in general. I'm available outside of class, and I'm pleased to help you with the class in any way I reasonably can. If necessary, we can arrange to meet at other times than my scheduled office hours, either in person or through Zoom. Get your money's worth out of your instructors, your classes, and the other services IVCC offers its students.

15. WRITING CENTER STATEMENT

The IVCC Writing Center offers free, unlimited, one-on-one tutoring for students in any class at any stage of their writing process. The Writing Center staff, which includes faculty and student tutors, is happy to assist students in understanding assignments, brainstorming topics, organizing and developing ideas, and revising and editing drafts. Both in-person and online options are available. For more information, visit the [Tutoring and Writing Center](#) webpage, call 815-224-0637, or visit in-person in the Academic Support Center (A-201).

16. JACOBS LIBRARY

Jacobs Library provides resources to enhance the IVCC learning programs and services that enable the community to seek, evaluate, and use information. Visit www.ivcc.edu/library to find helpful guides, a citation generator, databases filled with credible articles, and the SOAR search box, which allows you to locate books, videos, articles, and more with just one search. Knowledgeable staff members are available to help with your research needs by phone, chat, and email during the library's open hours. You can also visit in person in A-201. The library offers multiple individual and group study spaces, including the Active Learning Space, which features movable furniture and a collaboration table. A 15-minute orientation is available for those who would like to learn more about the library's services and resources. If you have questions, please contact the library at 815-224-0306.

17. DISABILITIES AND ACCOMMODATIONS STATEMENT

If you have a learning difference, there is help at IVCC. If ADHD, a learning disability, Autism Spectrum Disorder, mobility impairment, chronic medical condition, sensory deficit like low vision/blindness or hearing loss/deafness, or psychiatric disability (anxiety, depression, bipolar disorder, post-traumatic stress, and others) limits your ability to fully access and/or participate in this course, please contact Tina Hardy (tina_hardy@ivcc.edu, or 224-0284), or stop by the Center for Accessibility and Neurodiversity in C-211 to see what type of services or supports are offered.

18. CONTINUITY OF ACADEMIC OPERATIONS (CAOP) STATEMENT

If IVCC experiences an emergency or disaster and classes have the potential to be or are disrupted, IVCC will broadcast messages on the IVCC website, district radio stations, IVCC social media, and the college's automated phone message, heard by dialing 815-224-2720. Notification of an emergency may be followed by class-specific communication to students from instructors.

19. COURSE SCHEDULE

This schedule includes major assignments for each unit. More specific due dates, assignments, and instructions will be provided with each unit through Brightspace or in class (M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday).

R 8/15	Introduction to Course Introductory Survey Due (in class)	T 10/15 R 10/17	Instructions (cont.) Instructions Assignment Due, Quiz 3 Read Chapter 9, Chapter 10 (Intro, 10.1)
T 8/20 R 8/22	Read Chapter 1 Read Chapter 2 Letters and Memos (cont.)	T 10/22 R 10/24	Introduction to Long Reports and Proposals Introduction to Research Library Presentation/Workshop
T 8/27 R 8/29	Read Appendix A.1 Letter and E-mail Due, Quiz 1 Exercise A.1 Due Read Chapter 3, Visuals/Short Reports	T 10/29 R 10/31	Long Report Proposal Due Read Chapter 10 (10.2, 10.5) Introduction to Documentation Documentation (cont.) Long Report Introductions
T 9/3 R 9/5	Read Appendix A.6 and A.7 Visuals Presentations	M 11/4 T 11/5 R 11/7	LAST DAY TO WITHDRAW ELECTION DAY (IVCC CLOSED) Read Chapter 10 (10.3, 10.4)
T 9/10 R 9/12	Exercises A.6, A.7 Due Read Chapter 4, Appendix A.9 Introduction to Short Reports Exercise A.9 Due Short Reports (cont.)	T 11/12 R 11/14	Front/Back Matter (cont.), Format Long Report Workshop Day
T 9/17 R 9/19	Short Report Pre-writing Due Short Reports (cont.) Page Design	T 11/19 R 11/21	Long Report Due, Quiz 4 Introduction to Resumes/Application Letters
T 9/24 R 9/26	Page Design (cont.) Page Design (cont.)	T 11/26 R 11/28	Read Chapter 7 THANKSGIVING (IVCC CLOSED)
T 10/1 R 10/3	Read Appendix A.10 Short Report Due, Quiz 2 Read Chapter 6 Exercise A.10 Due	T 12/3 R 12/5	Resumes/Application Letters (cont.) Resume/Application Letter Due, Quiz 5
T 10/8 W 10/9 R 10/10	Instructions (cont.) MID-TERM Instructions (cont.)	T 12/10 R 12/12	----- Final Exam Period (11:00-1:00)