WRITTEN COMMUNICATION SKILLS FOR BUSINESS, INDUSTRY, AND TECHNOLOGY

Spring 2020	**ENG 1205-01** TR 11-12:15, E-214	
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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: Placement according to IVCC's English placement exam or successful completion of ENG 0900, in addition to placement according to IVCC's reading placement exam, an ACT reading score of 21 or above, or successful completion of RED 0900. An ACT English score of 19 or above, an SAT Evidence Based Reading and Writing score of 480 or above, or a PAARC score of 4-5 satisfies both the reading and writing prerequisite.

2. EXPECTED LEARNING OUTCOMES AND GENERAL EDUCATION GOALS

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 addresses the following IVCC general education goals: 1) to communicate successfully, both orally and in writing, to a variety of audiences and 2) to understand what it means to act ethically and responsibly as an individual in one's career and as a member of society.

3. REQUIRED RESOURCES

- Searles, G. J. (2020). *Revel for workplace communications: The basics* (Access Card, 8th ed.). Boston: Pearson. **(Optional purchase of loose-leaf print version with purchase of Access Card.)**
- Other resources are provided through the instructor in print or online.

4. TECHNOLOGY REQUIREMENTS

To complete the requirements for this course, you will need the following:

4.1. Access to a Word Processing Program

You may use a program such as Microsoft Word, Microsoft Works, Open Office, WordPerfect, or Pages for Mac to create your writing assignments. The important element is that your program allows you to save written documents in Word format, which is the required document format for this class. If you're not sure if your program is capable of saving in Word format, feel free to ask me, and we'll figure out if it is or not. **All IVCC**

students are able to download Microsoft Office (including Word) for free from the following link: Download Office 365**. For more information, visit the** Student E-mail Information **link or contact the** Student Help Desk**.**

4.2. Access to the Internet

You should be able to access the Internet through a browser such as Google Chrome or Firefox. This requirement is necessary to access your student e-mail and all of our class resources, including our online text and Blackboard. The following link provides a list of recommended browsers supported by Blackboard: Browser Support.

4.3. An 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. You'll be using your e-mail account to turn in your graded e-mail assignment and to communicate with me.

5. WRITING ASSIGNMENTS (1300 POINTS)

5.1. Assignments

The required writing assignments are listed below:

Business Letter	100 points	Resume	100 points
E-mail	100 points	Long Report Proposal	50 points
Short Report	300 points	Long Report	350 points
Application (Cover) Letter	100 points	Instructions (Group Project)	200 points

5.2. Writing Assignment Requirements

You are required to turn in word-processed, printed copies of all writing assignments, except the E-mail Assignment. Unless otherwise noted, these assignments and their rewrites are due at the beginning of class on the scheduled due dates. **If a writing assignment is late, it will be penalized 5% for each 24 hours, starting at the beginning of class on the scheduled due date. 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, application letter, resume, long report proposal, and long report, or you may resubmit each of them for a higher grade. You may resubmit each of these writing assignments only once. The due dates for these rewrites will be announced in class. **If you resubmit one of these assignments, you must include the original graded draft and a typed, correctly formatted memo that explains what changes you made and how you hope they improve the document. If a rewrite is late, it will be penalized 5% for each 24 hours, starting at the beginning of class on the scheduled due date.**

Please note that you must turn in at least one draft of all writing assignments to pass the class (though doing so does not guarantee a passing grade). In addition, in the case of consistently below-average writing (D or F level), I do reserve the right to base your course grade solely upon the quality of your writing assignments.

6. QUIZZES (50 POINTS)

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

7. MISCELLANEOUS ASSIGNMENTS (150 POINTS)

Miscellaneous assignments may include chapter exercises, collaborative workshops, style exercises, grammar exercises, discussion questions, pop quizzes, and a variety of other assignments. Some of them must be completed in class, some out of class. Those that you must complete out of class will be due at the beginning of class on the due date to receive full credit. **A late assignment submitted by the beginning of the next class period after it was due will earn half credit. Any assignment received beyond the start of the next class will earn no points.**

8. GRADING SCALE

Assignments will 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)

You may earn back up to 30 points for missed writing assignment, quiz, and miscellaneous points. To earn these points, find a periodical article about the use of writing in business, industry, or technology and type a one-page summary and critique of the article. Each summary/critique must be written carefully and thoughtfully and is worth 10 points. When you turn in a summary/critique, you must attach a copy of the article itself. The last day to turn in a summary/critique is the last class meeting before the final exam (see course schedule).

10. ATTENDANCE POLICY

Regular attendance is important to passing this course. When you are absent, you are still responsible for what is covered in class during your absence and for all assignments, regardless of why you are absent. Though I do not penalize you directly for missing class, being absent more than a few times will almost certainly lower your grade because of the material you will miss.

11. PARTICIPATION

In addition to completing the course requirements discussed above, you are expected to participate regularly in all course activities, including the following:

- Reading a variety of college-level texts
- Reading and responding to one another's writing
- Contributing to class and group discussions
- Collaborating with other students at all stages of the writing process

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

- 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
- Texting, allowing your phone to ring, or using your phone
- Logging into or studying for other courses
- Participating in conversation or any other activity unrelated to class

Your course participation not only affects your own learning and success in the class, but that of other students, as well. In addition, your participation may affect your overall grade in the course if your grade is borderline at the end of the semester. At all times, your participation and actions should demonstrate respect for the class, your classmates, and the instructor.

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 Catalog* and *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. In other words, 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. 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**. Refer to the *IVCC Stylebook* for more information on plagiarism. 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 from this course through April 7. Students have the ability to initiate a withdrawal from classes. By completing the form in the Records Office or through the form located within WebAdvisor, the student is authorizing IVCC to remove him/her from the course. Entering the student ID number serves as the student's electronic signature. IVCC has the right to rescind a withdrawal in cases of academic dishonesty or at the instructor's discretion. Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that students meet with their instructor or with a counselor before withdrawing from a class to discuss if a withdrawal is the best course of action for that particular student. More information is available at the IVCC Records website.

14. OUT-OF-CLASS 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 my office during times other than my scheduled office hours. Get your money's worth out of your instructors, your classes, and the other services IVCC offers its students.

15. WRITING CENTER

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. Our Quick Query service provides help with basic writing questions via email. The Writing Center also has handouts on grammar and style, writing reference materials, and documentation manuals available in the Center and in the *IVCC Stylebook*. The schedule, appointment availability, and Quick Query instructions can be found by visiting Writing Center web site, calling the Learning Commons at 815-224-0637, or stopping by the Writing Center in the Learning Commons (D-201).

16. JACOBS LIBRARY

The library hours and notices of any shortened hours are posted on the library web page. Please plan your work on research assignments accordingly. Many library resources are available online with your IVCC student ID at the Jacobs Library website. Chat online or text the library at 1-815-605-0482 for assistance. The mission of Jacobs Library is to provide resources to enhance the IVCC learning programs and services that enable our community to seek, evaluate, and use information. To fulfill that mission, the library promotes an environment for quiet reading, study, research, and computer access by individuals, as well as small group work in designated areas. Students need to be respectful of this mission and of other students using the library for quiet reading, study, and research. Failure to abide by the rules of the library and failure to follow directions of staff will subject students to the Student Code of Conduct. **If you, or a group you are with, are disruptive, you will be asked to leave the library.** Jacobs Library (located on the main campus) helps you get to know your college library's collections and services. A self-guided orientation is available whenever the library is open for you to learn about the library at your own pace. Allow about 20 minutes and bring your IVCC student ID to the library service desk in A-201 to get started. If you prefer to participate in a guided orientation with a library staff member, please contact the library for available times.

17. DISABILITIES AND ACCOMMODATIONS

If you are a student with a documented cognitive (learning disability), physical, or psychiatric disability (anxiety, depression, bipolar disorder, AD/HD, post-traumatic stress, and others), you may be eligible for academic support services, such as extended test time, texts in audio format, note-taking services, etc. If you are interested in learning if you can receive these academic support services, please contact Tina Hardy (tina_hardy@ivcc.edu or 224-0284) or stop by the Disability Services Office in C-211.

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

Unless otherwise noted, all assignments are due at the start of class and reading assignments refer to *Revel for Workplace Communications: The Basics*.

R 1/9	Introduction to Course	T 3/10 R 3/12	SPRING BREAK (NO CLASSES) SPRING BREAK (NO CLASSES)
T 1/14 R 1/16	**Introductory Survey Due** Read Chapter 1 Read Chapter 2	T 3/17 R 3/19	**Resume/Application Letter Due, Quiz 3** Read Chapter 9, Chapter 10 (Intro, 10.1) Introduction to Long Reports and Proposals Introduction to Research
T 1/21 R 1/23	**Letter Worksheet Due** Letters and Memos (cont.) Read Appendix A.1	T 3/24 R 3/26	**Long Report Proposal Due** Library Presentation/Workshop Read Chapter 10 (10.2, 10.5) Introduction to Documentation
T 1/28 R 1/30	**Letter and E-mail Due, Quiz 1** **Exercise A.1 Due** Read Chapter 3, Visuals/Short Reports Read Appendix A.6 and A.7 Read Chapter 8	T 3/31 R 4/2	Documentation (cont.) Long Report Introductions Read Chapter 10 (10.3, 10.4)
T 2/4 R 2/6	**Visuals Group Presentations** **Exercises A.6, A.7 Due** Read Chapter 4, Appendix A.9 Introduction to Short Reports	T 4/7 R 4/9	Front/Back Matter (cont.), Format Long Report Workshop Day **Long Report Due (End of Class)**
T 2/11 R 2/13	**Exercise A.9 Due** Short Reports (cont.) **Short Report Worksheet Due** Review Chapter 4 Short Reports (cont.), Page Design	T 4/14 R 4/16	**Quiz 4** Intro to Descriptions/Instructions Read Chapter 6
T 2/18 R 2/20	Page Design (cont.) Page Design (cont.)	T 4/21 R 4/23	Instructions (cont.) Instructions (cont.)
T 2/25 R 2/27	**Short Report Due, Quiz 2** Read Appendix A.10 Introduction to Resumes/Application Letters **Exercise A.10 Due** Read Chapter 7	T 4/28 R 4/30	Instructions (cont.) **Instructions Assignment Due, Quiz 5**
T 3/3 R 3/5	Resumes/Application Letters (cont.) Resumes/Application Letters (cont.)	T 5/5 R 5/7	---------- **Final Exam Period**