WRITTEN COMMUNICATION SKILLS FOR BUSINESS, INDUSTRY, AND TECHNOLOGY

ENG 1205-100: Online	Fall 2023	
Instructor: Kirk Lockwood **Office**: B-320	**Phone**: 815-224-0336 **E-mail**: kirk_lockwood@ivcc.edu	**Office Hrs.:** Monday, Wednesday, 10:00-11:00; Tuesday, Thursday, 9:30-11:00; OR by appt.

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, WebAdvisor, 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). You can download a free, full desktop version of Office 365 (including Word) through the Office 365 app. 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)

5.1. Major Assignments

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

5.2. Major Writing Assignment Requirements

You must type all of these writing assignments except for the e-mail using a word-processing program and submit them (except for the e-mail) as file attachments 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. These assignments must be submitted by the end of the day (midnight) on the due dates. **If a major writing assignment is late, it will be penalized five percentage points 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 for a higher grade. You may resubmit each of these assignments only once. Rewrites are due by the end of the day (midnight) no later than one week after I return your graded assignments to you. You will use e-mail to submit each rewrite and also must attach a file containing a word-processed, correctly formatted memo to me that explains what changes you made and how you hope they improve the document. **If a rewrite is late, it will be penalized five percentage points for each 24 hours, starting at the due date and time.**

NOTE: All rewrites are due by the last day of the course, which may be less than one week for assignments later in the semester. Because of the semester schedule, you will not be able to turn in a rewrite of the application letter or resume.

6. QUIZZES (80 POINTS)

You will complete 6 unit quizzes and a research quiz (in Unit 5). These quizzes may cover reading assignments, handouts, Brightspace discussions, and any other class material. Quizzes must be submitted through Brightspace by the end of the day (midnight) on the due dates.to receive full credit. **A late quiz submitted within 24 hours of the due date and time will earn half credit. Any quiz received more than 24 hours late will earn no points.**

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. You will either submit these assignments through a Brightspace assignment, Brightspace discussion area, or by e-mail (each assignment will specify which). These assignments must be submitted by the end of the day (midnight) on the due dates to earn full points. **A late assignment submitted within 24 hours of the due date and time will earn half credit. Any assignment received more than 24 hours late will earn no points.**

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 <u>and</u> 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

Because this class is delivered entirely online and we don't meet face-to-face, the class doesn't have a traditional attendance policy.

11. PARTICIPATION AND CLASSROOM EXPECTATIONS

Your participation in this class not only affects your learning, but that of your fellow students, as well. In addition, the quantity and quality of your contributions to the class may affect your class grade if it 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.

You are expected to participate regularly in all class activities, including the following:
- **Logging into our class Brightspace at least once a day every weekday to check for announcements, work on assignments, respond to questions, turn in work, etc. If you don't log in consistently, you'll probably fall behind rather quickly.**
- Viewing assigned PowerPoints and other presentations
- Reading the textbook and other assigned resources
- Reading and responding to one another's writing
- Contributing to online class and group discussions
- Collaborating with other students
- Submitting all assignments on time (**If a 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 (for example, a doctor's note).**
- Exhibiting professional and respectful behavior

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, as well. 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 from this course through November 3. 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, you

are authorizing IVCC to remove you from the course. Entering your student ID number serves as your 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. ADDITIONAL INSTRUCTION AND ASSISTANCE
Please take advantage of my office hours to communicate with me about a specific writing assignment or the class in general. I'm available to help you with the class in any way I reasonably can. If necessary, we can arrange in-person or Zoom meetings at 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 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 web site, 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
You may be eligible for academic accommodations if you have a documented physical, psychiatric (anxiety, depression, bipolar disorder, AD/HD, post-traumatic stress, or others) or cognitive disability such as a learning disability. If you have a disability and need more information regarding possible accommodations, please contact Tina Hardy (tina_hardy@ivcc.edu, 815-224-0284) or stop by office 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

This schedule includes major assignments for each unit. More specific due dates, assignments, and instructions will be provided with each unit through Brightspace.

Unit 1: Introduction **W 8/16-M 8/21** • Introduction to Course • Autobiography, Skills/Expectations Survey • Quiz 1	**Unit 4: Descriptions and Instructions** **M 9/25-M 10/9** • Chapter 6 • Graded Instructions • Quiz 4 • Mid-term Survey F 10/6: DEVELOPMENT DAY (NO CLASSES)
Unit 2: Workplace Correspondence **M 8/21-T 9/5** • Chapters 1 and 2 • Graded Letter and E-mail • Quiz 2 M 9/4: LABOR DAY (IVCC CLOSED)	**Unit 5: Long Reports** **M 10/9-M 11/20** • Chapters 8, 9, and 10 • Graded Long Report Proposal • Graded Long Report • Quiz 5 F 11/3: LAST DAY TO WITHDRAW F 11/10: VETERANS' DAY (IVCC CLOSED)
Unit 3: Visuals and Short Reports **T 9/5-M 9/25** • Chapters 3 and 4 • Graded Short Report • Quiz 3	**Unit 6: Cover Letters and Resumes** **M 11/20-W 12/6** • Chapter 7 • Graded Application Letter and Resume • Quiz 6 • End-of-Semester Survey W 11/22-F 11/24: THANKSGIVING BREAK (IVCC CLOSED) T 12/12: FINAL EXAMS END