WRITTEN COMMUNICATION SKILLS FOR BUSINESS, INDUSTRY, AND TECHNOLOGY

ENG 1205-100 **Summer 2025**	**Day/Time/Location:** Online	
Instructor: Kirk Lockwood **Office**: B-320	**Phone**: 815-224-0336 **E-mail**: kirk_lockwood@ivcc.edu	**Office Hours:** 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 workplace correspondence, 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/IVCCPlacementGridFA24.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 memos, letters, professional e-mails, resumes, application/cover letters, short and long reports, and other standard documents (e.g. abstracts, transmittal documents, tables of contents, proposals, 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 outcomes of communication (to communicate effectively) and inquiry (to apply critical, logical, creative, aesthetic, or quantitative analytical reasoning to formulate a judgment or conclusion).

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 Microsoft Word documents (the only accepted format for submitting files for this class). As an IVCC student, you can access Microsoft Word for free through Microsoft 365, as well as other Microsoft applications. For more information, visit the following link: Microsoft 365 Apps.

4.2. Access to the Internet and Brightspace

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 additional information about Brightspace: Brightspace Information. 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 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 them as Microsoft Word 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 ChatGPT. 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 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 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, including the attached assignment rewrite file and an explanation of changes you made and how you hope they improve the assignment. **If a rewrite is late, it will be penalized five percentage points for each 24 hours, starting at the due date and time.** All rewrites are due by Wed., 8/6, which may be less than one week later in the semester. In addition, because of the semester schedule, you will not have a rewrite option for the cover letter or resume.

IMPORTANT NOTES:
- Assignments submitted through Brightspace that can't be opened because of technical problems will 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 (80 POINTS)
You will complete 6 unit quizzes and a research quiz (in Unit 5). These quizzes may cover reading assignments, PowerPoints, 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 submit these assignments through a Brightspace assignment or 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 following scale. 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 Wed., 8/6.

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. 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:
- 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
- Exhibiting professional and respectful behavior
- 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).**

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 school week and no later than the first day of the week 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, using artificial intelligence (AI), such as ChatGPT or Grammarly, to write, revise, or edit an assignment is considered**

plagiarism/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 questions or concerns you have about these issues.

As noted in Section 5, above, submitting assignments through Brightspace also submits them automatically to Turnitin to check for plagiarism and use of artificial intelligence (AI), such as ChatGPT. If a student's Turnitin report for an assignment indicates <u>possible</u> plagiarism, AI use, or other form of cheating, or if I have concerns about any of these issues, we will follow the process below.

1. I will contact the student about these concerns through the assignment feedback and e-mail, likely including follow-up questions about their assignment.
2. The student must reply to this e-mail, including answers to all of these questions. The student is welcome to offer any other information or perspective they think is important for me to know.
3. If needed, we will exchange additional e-mails and/or meet to finish discussing the situation.
4. Based on all of the information I have, I will determine if plagiarism, AI use, or other form of cheating has or has not taken place, assign a penalty if appropriate (see above for possible penalties), and notify the student, who is then welcome to follow up with me with any additional questions or concerns.

Please understand that a Turnitin report or other concerns do <u>not</u> automatically mean a student has done anything wrong or is guilty of plagiarism, AI use, or cheating, although they certainly might. It's simply my responsibility to follow up to make sure students are doing their own work and learning the writing skills the course covers. The steps above are just a part of that process, and I do <u>not</u> assume plagiarism, AI use, or cheating has actually happened unless the process confirms that it has. In some cases, the process will confirm that there is a problem; in other cases, it will confirm that there is no problem. Ultimately, my goals are to protect the integrity of the class and to make sure that students' work and learning are reflected accurately and fairly in their grades, including honest students doing their best to complete their work ethically.

13. WITHDRAWAL POLICY AND ACTIVE PURSUIT STANDARD
You may withdraw voluntarily from this course through July 24, 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 logging into Brightspace and submitting at least one assignment by June 17 and submitting the Letter Assignment, E-mail Assignment, and the Short Report Assignment by mid-term (July 10). If you have not logged into Brightspace and submitted at least one assignment by June 17, 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 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 availability 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 by appointment. 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, featuring movable furniture and a collaboration table. A 15-minute orientation is available if you 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. More specific due dates, assignments, and instructions will be provided with each unit through Brightspace (M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday).

Unit 1: Class Introduction **W 6/11-M 6/16** • Introduction to Course • Autobiography, Skills/Expectations Survey • Quiz 1	**Unit 4: Instructions/Procedure Descriptions** **M 7/7-M 7/14** • Chapter 6 • Graded Instructions • Quiz 4 • Mid-term Survey R 7/10: MID-TERM (2ND ACTIVE PURSUIT DEADLINE)
Unit 2: Letters, Memos, E-mail **M 6/16-M 6/23** • Chapters 1 and 2 • Graded Letter and E-mail • Quiz 2 T 6/17: LAST DAY TO DROP WITH REFUND (1ST ACTIVE PURSUIT DEADLINE) R 6/19: JUNETEENTH (IVCC CLOSED)	**Unit 5: Long Reports** **M 7/14-W 7/30** • Chapters 8, 9, and 10 • Graded Long Report Proposal • Graded Long Report • Quiz 5 R 7/24: LAST DAY TO WITHDRAW
Unit 3: Visuals and Short Reports **M 6/23-M 7/7** • Chapters 3 and 4 • Graded Short Report • Quiz 3 R 7/3: JULY 4TH HOLIDAY (IVCC CLOSED)	**Unit 6: Cover Letters and Resumes** **W 7/30-R 8/7** • Chapter 7 • Graded Application Letter and Resume • Quiz 6 • End-of-Semester Survey