

WRITTEN COMMUNICATION SKILLS FOR BUSINESS, INDUSTRY, AND TECHNOLOGY Online Section, Fall 2021

ENG 1205-100: Online		
Instructor: Kirk Lockwood Office: B-320	Phone: 815-224-0336 E-mail: kirk_lockwood@ivcc.edu	Office Hours: M-F, 8-9 or by appt. In-person or Zoom (zoom.us/j/96358513870)

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 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 also addresses IVCC's institutional learning outcomes.

3. REQUIRED RESOURCES

- Searles, G. J. (2020). *Workplace communications: The basics* (8th ed.). Boston: Pearson. (**Purchased automatically through course fees and available in our class Blackboard under "My Textbooks."**)
- Other resources are provided by the instructor through Blackboard.

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 your files as either Microsoft Word documents or PDFs, which are the only two accepted formats for submitting files for this

class. If you're not sure if your word-processing program is capable of saving a document in Word format or as a PDF, 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: [Blackboard 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](#). You'll be using your e-mail account to turn in your graded e-mail assignment and to communicate with me.

5. WRITING ASSIGNMENTS (1200 POINTS)

5.1. Assignments

The required writing assignments are listed below:

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. Writing Assignment Requirements

You must type all of these writing assignments except for the e-mail using a word processor and submit them (except for the e-mail) as file attachments through Blackboard. Submitting the assignments through Blackboard also submits them automatically to SafeAssign, Blackboard's plagiarism detection service. Submitting your assignments through Safe Assign also allows them to be used to check assignments submitted by other IVCC students by placing them in IVCC's SafeAssign database. These assignments must be submitted by the end of the day (midnight) on the due dates. **If a 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 writing assignments only once. These 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 the rewrites. If you resubmit one of these assignments, you also must attach a file containing 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 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 (50 POINTS)

You will complete a quiz at the end of each unit. These quizzes may cover reading assignments, handouts, Blackboard discussions, and any other class material. Quizzes must be submitted through Blackboard 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 (150 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 Blackboard assignment posting or complete them in the Blackboard discussion area (each assignment will specify which). These assignments must be submitted by the end of the day (midnight) on the due dates to receive full credit. **A late assignment submitted within 24 hours of the due date and time will earn half the assigned 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)

You may earn back up to 30 missed points. To earn these points, find a periodical 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. Turn in each summary/critique as an attachment to an e-mail to the instructor and include the URL, or web address, of the article. The last day to turn in a summary/critique is the last day that 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 Blackboard 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
- Exhibiting professional and respectful behavior

I'll check Blackboard 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 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 Nov. 5. 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 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 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. 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 STATEMENT

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. Visit our website at www.ivcc.edu/library to find helpful guides, a citation generator, databases filled with credible articles, and our new SOAR search box. SOAR allows you to locate books, videos, articles, and more with just one search! Thousands of sources are available to you, as over 70% of the library's collection can now be accessed online. We invite you to SOAR with us this semester by Searching, Organizing, and Accessing the Resources you need to complete your course assignments. 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 us 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. We also provide short 15-minute orientations for those who would like to learn more about the library's services and resources. If you have questions, please contact us at 815-224-0306 and have a wonderful semester!

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 the class Blackboard.

Unit 1: Class Introduction Wed., 8/18-Mon., 8/23 <ul style="list-style-type: none"> • Introduction to Course • Autobiography, Skills/Expectations Survey • Quiz 1 	Unit 4: Instructions/Procedure Descriptions Mon., 9/27-Mon., 10/11 <ul style="list-style-type: none"> • Chapter 6 • Appendix A.9 • Graded Instructions • Quiz 5 • Mid-term Survey <p>FRI., 10/8: DEV. DAY (NO CLASSES)</p>
Unit 2: Letters, Memos, E-mail Mon., 8/23-Tue., 9/7 <ul style="list-style-type: none"> • Chapters 1 and 2 • Appendix A.1 • Graded Letter and E-mail • Quiz 2 <p>MON., 9/6: LABOR DAY (IVCC CLOSED)</p>	Unit 5: Long Reports Mon., 10/11-Mon., 11/22 <ul style="list-style-type: none"> • Chapters 8, 9, and 10 • Appendix A.10 • Graded Long Report Proposal • Graded Long Report • Quiz 4 <p>THU., 11/11: VETERANS DAY (IVCC CLOSED)</p>
Unit 3: Visuals and Short Reports Tue., 9/7-Mon., 9/27 <ul style="list-style-type: none"> • Chapters 3 and 4 • Appendix A.6 and A.7 • Graded Short Report • Quiz 3 	Unit 6: Cover Letters and Resumes Mon., 11/22-Wed., 12/8 <ul style="list-style-type: none"> • Chapter 7 • Graded Application Letter and Resume • Quiz 6 • End-of-Semester Survey <p>WED., 11/24-FRI., 11/26: THANKSGIVING BREAK (IVCC CLOSED)</p>