**English 2223, SP 2019**

**professional writing for Business**

**Instructor** Geoffrey Clegg

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**Office Hours** Tues. and Thurs. 9:30-11:00; 12:00-1:50

Course Description

Professional Writing for Business is designed for business majors. An introduction to and application of professional workplace genres. Practice in planning, designing, developing, producing, and evaluating business communications. Rhetorical aims will shape the information or document production and design.

Learning Outcomes

Upon completion of ENGL 2223, you should be able to

* recognize and employ the conventions and genres of business communication;
* use visual and written rhetoric to accommodate different audiences and purposes;
* and produce accessible, persuasive, and usable documents.

Required Textbook

Oliu, Walter E & Brusaw, Charles T, & Alred, Gerald J. (2013). *Writing that works: Communicating effectively on the job* (11th ed). Bedford/St Martins, Boston MA.

**ISBN**: 9781457611131

Attendance

Regular attendance is required. While absences are sometimes unavoidable, please be aware that University policy (Policies and Rules, 42-27) states that a student whose absences are excessive “may run the risk of receiving a lower grade or a failing grade,” regardless of his or her performance in the class. You run that risk if you exceed three unexcused absences in a MWF course, or two unexcused absences in a TTH course.

Contacting Your Instructor

I am available via email (geoffrey.clegg@mwsu.edu) until 6PM most nights. I, however, will not answer emails sent late at night until the next business day.

**DO NOT SEND ME EMAIL THROUGH D2L. I DO NOT CHECK IT.**

Missing and Late Work

Late and missing work is unprofessional. **To pass this course you must complete all major assignments**. Additionally, all work should be submitted on time. ***Late work may be penalized one letter grade for each day it is late***. If an emergency arises, you must contact me ahead of time to request an extension. Extensions will be granted based on the merits of each case.

Academic Dishonesty

Plagiarism, cheating, and other forms of academic dishonesty will be punished with a failing grade. Please consult the Undergraduate Handbook for Midwestern State University’s policies concerning academic misconduct.

Plagiarism Policy

Plagiarism is the use of someone else’s thoughts, words, ideas, or lines of argument in your own work without appropriate documentation (a parenthetical citation at the end and a listing in "Works Cited")–whether you use that material in a quote, paraphrase, or summary.

Plagiarism will not be tolerated in my class. Doing so will result in an **F (0%)** for the paper and an **automatic F for the course**. Why risk an F when you can get a C?

Graded Activities

Project 1: Job Packet 100 pts.

* Resume;
* Cover letter;
* Cover memo w/rhetorical analysis;

Topic Proposal 100 pts

Correspondence Packet 100 pts.

Policy Memo 100 pts.

Recommendation Report 100 pts.

**TOTAL POINTS**  **600 pts.**

Final Grade Scale

100 - 90% — A

 89 - 80% — B

 79 - 70% — C

 69 - 60% — D

 < 60% — F

Graded assignments submitted after their due dates will be penalized in the following

ways:

* The grade for the assignment will drop 10% for each scheduled class meeting that it is late.
* Students will not be allowed to turn in future assignments until late work has been submitted. These assignments also will be penalized for late submission.

Statement of Nondiscrimination

Midwestern State University is committed to providing equal access for qualified

students with disabilities to all university courses and programs, and by law, all

students with disabilities are guaranteed a learning environment that provides

reasonable accommodation of their disabilities.

This guarantee is provided through Section 504 of the Rehabilitation Act of 1973 and

the Americans with Disabilities Act. The ADA reads: “No qualified individual with a

disability shall, by reason of such disability, be excluded from participation in or be

denied the benefits of the services, programs, or activities of a public entity, or be

subject to discrimination by any such entity.”

To obtain disability support services, students must:

* + be accepted for admission to Midwestern State University,
	+ complete a request for services form available through the Office of Disability Services, and
	+ provide current documentation from a qualified professional (such as a licensed physician, psychologist, audiologist, etc.) diagnosing the disability, as defined by the Americans with Disabilities Act.

For information on Disability Services at Midwestern State University see the following: <http://students.mwsu.edu/disability/>

If the instructor does not have proper notification, he will expect the same performance from each student enrolled in the course.

Submission Format and Policy

 All written assignments must follow APA format unless otherwise noted.

 **Documents must be uploaded as MS Word .doc or .docx files.** Any documents uploaded not in these formats will not be graded (with the exception of Project 6).

 Failure to upload all required documents will result in a failing grade for the assignment.

By enrolling in this class, the student expressly grants MSU a “limited right” in all intellectual property created by the student for the purpose of this course. The “limited right” shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality and authenticity, and for educational purposes.

Writing Center

Begin drafting papers as early as possible and take advantage of the MSU Writing Center, located off the 2nd floor atrium of Prothro-Yeager. Tutoring is available Monday through Thursday from 9am to 4pm; you can also find a tutor at the satellite location in Moffett Library Honors Lounge, Sunday and Thursday from 6pm to 9pm. Writing tutors will not edit your papers for you, but they will provide support and feedback at every stage of the writing process, from brainstorming to drafting, revising to proofreading.

Campus Carry Statement

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University’s webpage at http://mwsu.edu/campus-carry/rules-policies.