

# ENGL 2203: Introduction to Professional Writing

Fall 2021 | Midwestern State University | Section X10

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Office	Bea Wood 215
Office Hours	Mon-Thurs 1:00 pm-3:00 pm or by appointment
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## Prerequisites

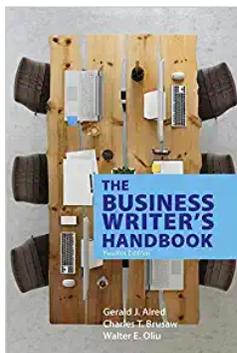
No prerequisites

## Course Description

Introduction to Professional Writing introduces students to professional writing concepts. Students will engage core writing principles (audience analysis, research, document design, technical editing, and ethical composing practices) to create accessible, user-friendly documents for a variety of audiences.

## Course materials

Note: MSU Bookstore lists textbooks by first author's last name. Students can use their M-number to get a complete list of books at the following MSU Bookstore booklist:



- *Business Writer's Handbook*. Author: Alred et al. 12th edition
- Students do not need to purchase this information but will need to access it online: "[MLA Formatting and Style Guide.](#)" *The Purdue OWL*. Purdue U Writing Lab. "[APA Style Introduction.](#)" *The Purdue OWL*. Purdue U Writing Lab.

## Learning Outcomes

A student completing ENGL 2203 will

- learn strategies and methods to write effectively as a professional in the workplace
- acquire knowledge of different professional writing genres for a variety of careers
- analyze audience in order to make rhetorical decisions
- acquire and demonstrate document and information design skills
- compose concise, coherent, and clear documents following rules for Standard English
- analyze and apply the ethical responsibilities involved in professional communication

## Departmental Learning Goals

Critical Inquiry (Objective 1.1): Students engage in an increasingly sophisticated discourse and demonstrate aesthetic and critical discernment through close textual analysis. (Objective 1.2): Students evaluate secondary sources and apply skills in information gathering and management, and document design, using traditional sources and emerging technologies.

Knowledge of Language and Literature (Objective 2.1): Students understand the usage and structure of the English language. (Objective 2.4): Students are introduced to seminal academic and professional publications in the field of professional communication.

Writing as Process (Objective 3.1): Students reflect on their arguments over multiple stages of development. (Objective 3.2): Students reference and format primary and secondary sources using any one style manual consistently.

Engagement (Objective 4.1): Students are aware of a cultural context for their own values and those of their sources.

## Graded Activity

### Individual Assignments (IA)

● Discussion Posts	20
● Grammar Quizzes	5
● Refusal Letter	10
● Job Packet	15
○ Cover Letter	
○ Résumé	
● Progress Report	20
	<b>70</b>

### Collaborative Team Assignments (CA)

● Project Proposal	8
● Project Management Site	2
● Formal Report	18
	<b>28</b>

<b>Collaborative Assignment Evaluation</b>	<b>2</b>
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<b>Total</b>	<b>100</b>
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## Grading Scale

This class will not use the plus/minus grading system. In this class, the following numerical equivalents for final grades are used:

- A = 100-90% indicates excellent work
- B = 89-80% indicates good work
- C = 79-70% indicates satisfactory work
- D = 69-60% indicates passing work
- F = 59-0 indicates failing work

Consequently, essays that meet the basic requirements earn a C, not an A or B. If you wish to earn A's and B's, you will have to work harder to produce better than satisfactory, or average, writing. A grade of C or better is required by the university to receive credit for this course.

## Contacting Your Instructor

Email is the best way to contact me. In the body of your email, indicate the course and section number you're in. Please allow at least 24 hours for a response during the week and 48 hours over the weekend. Because this is a business writing course, all emails sent to me must be professionally written using the standard email format. Emails not using professional standards will be ignored.

## Attendance

Because this is an online course, your attendance is tracked on a weekly basis by completing Discussion Boards. These supplement normal course discussion.

## Safe Zone Statement

The professor considers this virtual classroom (D2L) to be a place where you will be treated with respect as a human being –regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thought is appreciated and encouraged, provided you can agree to disagree. It is the professor's expectation that ALL students consider the classroom a safe environment.

## 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

All students are expected to adhere to the Midwestern State University Student Honor Creed when completing any work for this course. When using the content or ideas of others, both published and unpublished sources, students must use accepted documentation conventions (e.g., APA or MLA). To read the Student Honor Creed and the university's policy on academic dishonesty, access the *MSU Student Handbook* published to the Office of Student Conduct website.

**Plagiarism Note:** All work submitted to D2L will be scanned by the Turnitin® program, which flags text that has been quoted from a published source. If you submit text in which quoted text is not placed in "quotation marks" and the correct source is not cited, you will receive a grade of zero for that assignment. If this occurs twice in the course, you will receive a grade of "F" for the course. There are no exceptions to this policy (e.g., Stating, "I meant to put the text in quotation marks but forgot to do so: please give me another chance" won't change the outcome). Please don't allow plagiarism to negatively impact your grade.

## Writing Center

Tutoring and Academic Support Programs (TASP) provides free drop-in tutoring for MSU students. Located on the first floor of Moffett Library, Writing tutors are available Monday through Thursday from 11:00am to 6:00pm and Sunday 2:00pm to 9:00pm. You don't need an appointment to use these services. 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. For Distance Education students, TASP has partnered with Thinkingstorm, an online tutoring company that provides you with high-quality, 24/7 tutoring support. Located at the top of your D2L course page, select the tutoring tab to book an appointment with a tutor.

## Submission Format and Policy

All written assignments must follow APA or IEEE 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. Please note that it is your responsibility to check that your paper has been submitted correctly. After each submission, you should always download the file you just submitted in order to make sure it opens properly. 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.

## American with Disabilities Act

**Students with disabilities:** The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the Clark Student Center, 940-397-4140.

## ENGL 2223 Schedule

Please read the specified readings in advance and be prepared to discuss them on the dates listed below. Readings followed by page numbers are in the Business Writer's Handbook.

\*\* Schedule subject to revision as necessary \*\*

IA= Individual Assignment; CA= Collaborative Team Assignment;

*BWH= Business Writer's Handbook*

Week	Dates	Read	Complete and Submit
1	8/23 - 8/29	D2L: <ul style="list-style-type: none"> <li>Syllabus &amp; Class Schedule</li> </ul> <i>BWH:</i> <ul style="list-style-type: none"> <li>Five Steps to Successful Writing (xvii-xxiii)</li> </ul>	IA: Discussion Post 1 due by Thursday, 8/26, 11:59 pm
2	8/30 - 9/5	<i>BWH:</i> <ul style="list-style-type: none"> <li>Business Writing Style (63) and all cross-references (in boldface). <a href="#">If you have an electronic copy, the cross-references are hyperlinked. If you are using a printed text, simply look up the word. Remember the text lists all cross-references alphabetically</a></li> <li>Ethics in Writing (179-181)</li> </ul>	IA: Discussion Post 2 due by Thursday, 9/2, 11:59 pm
3	9/6 - 9/12	D2L: <ul style="list-style-type: none"> <li>Refusal Letter Assignment Guidelines</li> </ul> <i>BWH:</i> <ul style="list-style-type: none"> <li>Correspondence (109-117)</li> <li>Email (168-171)</li> <li>Inquiries and Responses (260-262)</li> <li>Adjustment Messages (15-18)</li> <li>Refusal Letters (449-452)</li> </ul>	IA: Discussion Post 3 due by Thursday, 9/9, 11:59 pm  IA: Refusal Letter due by Friday, 9/17, 11:59 pm
4	9/13 - 9/19	<i>BWH:</i> <ul style="list-style-type: none"> <li>Job Descriptions (291-293)</li> <li>Job Search (293-303)</li> <li>Interviewing for a Job (276-282)</li> </ul>	IA: Discussion Post 4 due by Thursday, 9/16, 11:59 pm

5	9/20 - 9/26	<p>D2L:</p> <ul style="list-style-type: none"> <li>● Job Packet Assignment Guidelines</li> </ul> <p>BWH:</p> <ul style="list-style-type: none"> <li>● Application Cover Letters (36-41)</li> <li>● Resumes (466-483)</li> </ul>	<p>IA: Discussion Post 5 due by Thursday, 9/23, 11:59 pm</p> <p>IA: Job Packet due by Friday, 9/24, 11:59 pm</p>
6	9/27 - 10/3	<p>BWH:</p> <ul style="list-style-type: none"> <li>● Research (456-462)</li> <li>● Proposals (415-433)</li> </ul> <p>View: <a href="#">MSU Library Tutorial Videos</a></p>	IA: Discussion Post 6 due by Thursday, 9/30, 11:59 pm
7	10/4 - 10/10	<p>D2L:</p> <ul style="list-style-type: none"> <li>● Collaborative Team Assignment</li> <li>● Project Proposal</li> <li>● Report Outline and Sources</li> </ul> <p>BWH:</p> <ul style="list-style-type: none"> <li>● Collaborative Writing (77-79)</li> <li>● Formal Reports (198-219)</li> <li>● Investigative Reports (287) and all cross-references (in boldface)</li> <li>● Feasibility Reports (187-190) and all cross-references (in boldface)</li> </ul>	<p>CA: Project Proposal due by Friday, 10/1, 11:59 pm</p> <p>CA: Create Project Management Site (Google Drive)</p>
8	10/11 - 10/17	Schedule Student-Instructor Conference and meet with the instructor	<p>Work on team project</p> <p>IA: Grammar Quizzes 1-5 will close Sunday, 10/17, 11:59 pm.</p>
9	10/18 - 10/24	Schedule Student-Instructor Conference and meet with the instructor	Work on team project
10	10/25 - 10/31	<p>BWH:</p> <ul style="list-style-type: none"> <li>● Visuals (538-543)</li> <li>● Flowcharts (193-195)</li> <li>● Global Graphics (232-234)</li> <li>● Graphs (240-247)</li> <li>● Layout and Design (305-311)</li> <li>● Photographs (378-380)</li> </ul>	IA: Discussion Post 7 due by Thursday, 11/4, 11:59 pm

<b>11</b>	11/1 - 11/7	<i>BWH</i> : Report Components <ul style="list-style-type: none"> <li>● Abstracts (6-8)</li> <li>● Appendixes (36)</li> <li>● Conclusions (99-102)</li> <li>● Introductions (283-286)</li> <li>● Table of Contents (518)</li> <li>● Titles (523-525)</li> </ul>	IA: Discussion Post 8 due by Thursday, 11/11, 11:59 pm
<b>12</b>	11/8 - 11/14	D2L: <ul style="list-style-type: none"> <li>● Progress Report</li> </ul>	IA: Progress Report due by Friday, 10/22, 11:59 pm
<b>13</b>	11/15 - 11/21	<i>BWH</i> : <ul style="list-style-type: none"> <li>● Revision (484-485) and all cross-references (in boldface).</li> </ul>	Work on team project
<b>14</b>	11/22 - 11/28	Thanksgiving break	
<b>15</b>	11/29 - 12/5	D2L: <ul style="list-style-type: none"> <li>● Formal Report</li> </ul>	CA: Report due by Friday, 12/3, 11:59 pm  IA: Grammar Quizzes 6-10 will close Sunday, 12/5, 11:59 pm.
<b>16</b>	12/6 - 12/9	Final Exam Week <ul style="list-style-type: none"> <li>● Read D2L: Collaborative Assignment Reflection Evaluation Guidelines</li> <li>● IA: Collaborative Assignment Reflection due Monday, 12/6</li> </ul>	