

# Introduction to Professional Writing

ENGL 2203-101, Fall 2019, Tuesday and Thursday 9:30 AM to 10:50 AM

## Syllabus and Assignment Schedule

### Syllabus

Instructor	Dr. Sally Henschel Office: Bea Wood 211 940.397.4731 sally.henschel@msutexas.edu
Office hours	Monday, 11:00 AM to 2:00 PM Tuesday & Thursday, 11:00 AM to 12:00 PM
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 <a href="#">MSU Bookstore booklist</a> : <ul style="list-style-type: none"><li>• <i>Business Writer's Handbook</i>. Author: <b>Alred</b> et al.</li><li>• Students do not need to purchase this information but will need to access it online: "<a href="#">MLA Formatting and Style Guide</a>." <i>The Purdue OWL</i>. Purdue U Writing Lab. "<a href="#">APA Style Introduction</a>." <i>The Purdue OWL</i>. Purdue U Writing Lab.</li></ul>
Course learning outcomes and measurements	A student completing ENGL 2203 will <ul style="list-style-type: none"><li>• learn strategies and methods to write effectively as a professional in the workplace</li><li>• acquire knowledge of different professional writing genres for a variety of careers</li><li>• analyze audience in order to make rhetorical decisions</li><li>• acquire and demonstrate document and information design skills</li><li>• compose concise, coherent, and clear documents following rules for Standard English</li><li>• analyze and apply the ethical responsibilities involved in professional communication</li></ul>

Grading system	<p>A = 100—90%  B = 89—80%  C = 79—70  D = 69—60%  F = &lt;60%</p> <p>Graded assignments submitted after their due dates will be penalized in the following ways:</p> <ul style="list-style-type: none"> <li>• The grade for the assignment will drop 25% for turning in the assignment one class meeting late. Work will not be accepted later than one class meeting late.</li> <li>• 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.</li> </ul>
Graded course assignments	<p><b>Individual Assignments (I)</b></p> <ul style="list-style-type: none"> <li>• Doc. design: Résumé (tables, styles, ADA) 5 points</li> <li>• Doc. design: Flyer (graphics, ADA) 10 points</li> <li>• Research memo (Styles) 15 points</li> <li>• Meeting minutes 5 points</li> <li>• Collaboration/conflict memo 5 points</li> <li>• UGRCA reflection 5 points</li> <li>• Grammar quizzes and notes 10 points</li> </ul> <p><b>55 individual points</b></p> <p><b>Team, Collaborative, Assignments (C)</b></p> <ul style="list-style-type: none"> <li>• Proposal presentation (the Pitch) 2.5 points</li> <li>• Proposal written 10 points</li> <li>• Recommendation report (Styles, TOC) 20 points</li> <li>• Project document mgmt. site 5 points</li> <li>• Final presentation 2.5 points</li> </ul> <p><b>40 collaborative points</b></p> <p><b>Team Member Evaluation</b> 5 evaluation points</p> <p><b>100 Total course points</b></p>
Bonus points	<p>Documented participation in MSU student activities or campus events (five activities, .5 points each, for 2.5 total points on final grade). Documentation must be provided during the class following the event. No other bonus or extra credit available.</p>
Midterm grades	<p>In order to help students keep track of their progress toward course objectives, students will complete an in-class assignment in which they consult the gradebook within D2L and documentation on negative points and calculate their grade average. After checking the grades, the instructor will post the results on the Midterm Progress Report through each student's WebWorld account. Midterm grades <b>will not be reported</b> on the students' transcripts; <b>nor will they be calculated in the cumulative GPA</b>. They simply give students an idea of where they stand at the midpoint of the semester. Students averaging below a C at the midway point should request an appointment with the instructor.</p>
Absentee and tardy policy	<p><b>Negative points:</b> Points are deducted against the final grade for absences or tardies (i.e., missing class, arriving late to class, or leaving class early):</p> <ul style="list-style-type: none"> <li>• -0 points for one absence</li> <li>• -1 point for two absences</li> <li>• -2 points for three absences</li> </ul>

	<ul style="list-style-type: none"> <li>• -3 points for four absences</li> <li>• After <b>five</b> absences (which includes tardies, see below), a student is subject to being dropped from the course with a grade of “F.”</li> </ul> <p><b>Tardy policy:</b> Two tardies are counted as one absence. A “tardy” is when one arrives late to class or leaves class early.</p>
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 <i>MSU Student Handbook</i> published to the <a href="#">Office of Student Conduct website</a>
Professionalism	Members of this class are expected to treat one another with courtesy, professionalism, and respect. Repeated unprofessional, rude, or inappropriate behavior, including sleeping in class, can result in 50—100 points being deducted from a student’s final grade for the course per instance of such behavior.
Cell phone use	Unless a cell phone is being used for a class activity, the cell phone needs to be put away during the class session (e.g., in a pocket, purse, or backpack). If you receive a call or text to which you need to read or respond, please leave the room to do so. If you are using an e-text, please access the e-text on the class computer. Earbuds are not allowed in class unless you have obtained permitted use through Disability Services and provided the instructor the necessary documentation.
MSU Writing Center	The MSU Writing Center is located off the 2nd floor atrium of Prothro-Yeager in PY 201B. Tutoring is available Sunday through Thursday from 9 am to 4 pm; you also can find a tutor at the satellite location in Moffett Library GS 229 on Sunday and Thursday from 6 pm to 9 pm. 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.
Americans with Disabilities Act	<p>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.</p> <p>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.”</p> <p>To obtain disability support services, students must</p> <ul style="list-style-type: none"> <li>• be accepted for admission to Midwestern State University,</li> <li>• complete a request for services form available through the <a href="#">Office of Disability Support Services</a>, and</li> <li>• 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.</li> </ul> <p>If the instructor does not have proper notification, she will expect the same performance from each student enrolled in the course.</p>

**Schedule of assignments:** (I) = individual assignment; (C) = collaborative assignment

Week	Day/Date	Assignments and Activities
Week 1	T 8/27	Introduction to the course
	W	Last day to add/drop courses without Dean's permission
	R 8/29	<ul style="list-style-type: none"> <li>• Discuss WEPA printing</li> <li>• Résumé and document design: <i>Business Writer's Handbook</i> (BWH) 483+, BWH 313+</li> </ul>
Week 2	T 9/3	Résumé workshop
	R 9/5	<ul style="list-style-type: none"> <li>• <b>DUE: Résumé (I)</b> <i>uploaded as a Word doc. to D2L, and printed and turned in at beginning of class</i></li> <li>• Flyer assignment workshop BWH 313+</li> <li>• Writing Tutor presentation and visit to WC</li> </ul>
Week 3	T 9/10	Grammar review for Q1. Sentence faults: CS, FS, SF, BWC 89, 503, 518
	R 9/12	Grammar Quiz 1
Week 4	T 9/17	<ul style="list-style-type: none"> <li>• <b>DUE: Flyer (I)</b> <i>uploaded as a Word doc. and PDF to D2L, and printed and turned in at beginning of class</i></li> <li>• Grammar review for Q2 Comma, BWC 90</li> </ul>
	R 9/19	<ul style="list-style-type: none"> <li>• Grammar Quiz 2</li> <li>• Form Research Project Teams, select project topic/focus</li> <li>• Review MLA/APA styles for citing and referencing sources in research memo</li> <li>• Review BWC Grant Proposals for comparison of components 244+</li> </ul>
Week 5	T 9/24	<ul style="list-style-type: none"> <li>• <b>DUE Q* Note One (I)</b> (Counts as quiz point.) Submit memo with team's agreed upon citation style (MLA or APA) and one source formatted for a works cited or reference page entry. (Team members cannot use the same source.) <i>Printed, at beginning of class.</i></li> <li>• Workshop Team Proposal Pitch</li> </ul>
	W 9/25	<b>Team's Pitch PPT</b> , <i>one copy uploaded to D2L team D2L dropbox by midnight Wed. 9/25</i>
	R 9/26	<b>DUE: Pitch/Proposal (C):</b> Pitch presentations in class.
Week 6	T 10/1	<ul style="list-style-type: none"> <li>• Grammar review for Q3 S/V agreement, BWC 2</li> <li>• Review MLA/APA styles</li> <li>• Written proposal workshop: Using Styles</li> </ul>
	R 10/3	<ul style="list-style-type: none"> <li>• <b>DUE: Q** Short Memo Two (I) Note One (I)</b> (Counts as quiz point.) Submit memo with one works cited or reference page entry and a matching formatted in-text citation. (Team members cannot use the same source.) <i>Printed, turned in at beginning of class.</i></li> <li>• Grammar Quiz 3</li> <li>• Written proposal workshop, including ADA compliance</li> </ul>
Week 7	T 10/8	<ul style="list-style-type: none"> <li>• <b>DUE: Written proposal (C)</b>, <i>one copy uploaded as Word doc. to D2L Team dropbox and one printed copy submitted by end of class</i></li> <li>• Grammar review for Q4. P/A agreement, BWC 28; P/Ref 422</li> </ul>
	R 10/10	<ul style="list-style-type: none"> <li>• Grammar Quiz 4</li> <li>• Discuss Collaboration/Conflict memo (I) BWC 339, components of memo</li> <li>• Discuss Individual research projects, saving drafts to your D2L Locker</li> </ul>

Week	Day/Date	Assignments and Activities
Week 8	T 10/15	<ul style="list-style-type: none"> <li>• <b>DUE: Collaboration/conflict memo (I)</b> <i>printed, turned in at beginning of class</i></li> <li>• Grammar review for Q5 Pronoun Case BWC 72+, 425</li> <li>• Research Memo (I) Workshop: access draft saved to your D2L Locker</li> <li>• Review MLA/APA styles for citing and referencing sources in research memo</li> </ul>
	R 10/17	<ul style="list-style-type: none"> <li>• Grammar Quiz 5</li> <li>• Research Memo (I) Workshop: access draft saved to your D2L Locker</li> </ul>
Week 9	T 10/22	<ul style="list-style-type: none"> <li>• Grammar review for Q6 : Apostrophe BWC 38 Research Memo Workshop (I): access draft saved to your D2L Locker</li> <li>• Review MLA/APA styles</li> <li>• Sign up for team conference meeting</li> <li>• <b>DUE: Calculate mid-term grade average during class period</b></li> </ul>
	R 10/24	<ul style="list-style-type: none"> <li>• <b>DUE: Individual Research Memo (I)</b> <i>uploaded to D2L as Word doc., and printed and turned in by end of class</i></li> <li>• Grammar Quiz 6</li> <li>• Sign up for team conference meeting</li> </ul>
Week 10	M 10/28	<b>Last day for “W” by 4:00 p.m. A drop after this date will receive a grade of “F.”</b>
	T 10/29	<b>No formal class: Team meetings scheduled in instructor’s office: BW 211</b>
	R 10/31	<ul style="list-style-type: none"> <li>• <b>DUE: Meeting Minutes (I)</b>, <i>printed, turned in at beginning of class</i></li> <li>• Grammar review for Q7 Semicolon/colon BWC 510, 87</li> <li>• Submit Grammar Quiz Grade Worksheet</li> </ul>
Week 11	T 11/5	<ul style="list-style-type: none"> <li>• Grammar Quiz 7</li> <li>• Review MLA/APA styles, paraphrasing, quoting, plagiarism issues.</li> </ul>
	R 11/7	<ul style="list-style-type: none"> <li>• Grammar review for Q8 Parallel structure BWC 382+</li> <li>• Editing the final report</li> </ul>
Week 12	T 11/12	<ul style="list-style-type: none"> <li>• Grammar Quiz 8</li> <li>• Using Styles and TOC</li> </ul>
	R 11/14	Using Styles and TOC in the Recommendation report. Have access to digital copy of report draft in class.
Week 13	T 11/19	<b>DUE: Recommendation report (C)</b> , <i>one copy uploaded to D2L Team Dropbox and one copy printed and submitted at end of class</i>
	R 11/21	No formal/onsite class. Students required to attend the Undergraduate Research and Creative Activity Forum and attend at least one oral presentation and one poster presentation.
Week 14	T 11/26	No formal/onsite class. <b>DUE: UGRCA reflection (I)</b> , <i>uploaded to D2L Dropbox Tuesday 11/26 by 5:00 pm.</i>
	R 11/28	Thanksgiving holiday, no class
Week 15	T 12/3	<ul style="list-style-type: none"> <li>• <b>DUE: Bonus point passport due at end of class</b></li> <li>• Review project document/file management (mgmt.) site</li> <li>• Research presentation work sessions</li> </ul>

Week	Day/Date	Assignments and Activities
	R 12/5	<ul style="list-style-type: none"> <li>• Last Day of Class</li> <li>• <b>DUE: Draft of final presentation PPT (C)</b> <i>due at beginning of class</i>. Run through the slides during class on the instructor's podium using projector, slide advancer.</li> <li>• <b>DUE: Project document mgmt site screen shot graphic (I)</b>, <i>uploaded to D2L dropbox by end of class</i></li> </ul>
Final Exam Week	M 12/9	<ul style="list-style-type: none"> <li>• <b>DUE: Final presentation PPT (C)</b> <i>uploaded to dropbox by Mon. Dec. 9 at 5:00 pm</i></li> </ul>
	T 12/10	<ul style="list-style-type: none"> <li>• <b>Final exam/presentation for 2203-101. 8:00 to 10:00 am</b></li> <li>• <b>DUE: Team evaluations, at beginning of class (I)</b></li> </ul>