

Introduction to Professional Writing

ENGL 2203-X10, Fall 2020

Syllabus and Assignment Schedule

Syllabus

Instructor	Dr. Sally Henschel Office: Bea Wood 211 Email within the D2L system or sally.henschel@msutexas.edu
Office hours	Tuesday, 12:00 p.m. to 3:00 p.m. Thursday, 12:00 p.m. to 2:00 p.m.
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 : <ul style="list-style-type: none">• <i>Business Writer's Handbook</i>. 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." <i>The Purdue OWL</i>. Purdue U Writing Lab. "APA Style Introduction." <i>The Purdue OWL</i>. Purdue U Writing Lab.
Course learning outcomes and measurements	A student completing ENGL 2203 will <ul style="list-style-type: none">• 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
Grading system	A = 100—90% B = 89—80% C = 79—70 D = 69—60% F = <60%
Late assignment policy	All assignments are due on the dates assigned. No late work will be accepted unless specific arrangements have been made prior to the due date. Students falling two assignments behind are subject to administrative withdrawal from the course by the instructor.

Graded course assignments	<p>Individual Assignments (I)</p> <ul style="list-style-type: none"> • Six Discussion Posts (5 points each) 30 • Refusal Letter 10 • Résumé 10 • APA and MLA citation assignment 5 • Grammar quizzes 10 <p style="text-align: right;">65 individual points</p> <p>Team, Collaborative, Assignments (C)</p> <ul style="list-style-type: none"> • Investigative Report Project Pitch Memo 5 • Investigative Report Outline/Sources 5 • Investigative Report First draft 5 • Investigative Report Final draft 10 • Investigative Report Zoom Presentation 5 • Project Management Site 2.5 <p style="text-align: right;">32.5 collaborative points</p> <p>Team Member Evaluation 2.5 evaluation points</p> <p style="text-align: right;">100 Total course points</p>
Required contact	<p>Students are required to interact with the instructor within the D2L course management system at regular intervals during the semester or term. By completing your weekly quiz on time and submitting assignments on time, you will meet this requirement. Any student who fails to interact with an instructor via submissions to D2L, email, or in person during any one-week period of the term may be subject to administrative withdrawal from the course by the instructor.</p>
Academic dishonesty	<p>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 Office of Student Conduct website</p> <p>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.</p>
Professionalism	<p>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.</p>

Tutoring and Academic Support Programs (TASP)	<p>Tutoring and Academic Support Programs (TASP) provides free drop-in tutoring for MSU students. Located on the first floor of Moffett Library, TASP's Learning Center provides tutoring support in a number of core courses and subject areas. Writing tutors are available Monday through Thursday from 11:00am to 6:00p.m. and Sunday 2:00 p.m. to 9:00 p.m. Remember that you don't need an appointment to utilize these services.</p> <p>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.</p>
Americans with Disabilities Act	<p>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.</p>

Assignment Schedule (I) = individual assignment; (C) = collaborative assignment. Readings followed by page numbers are in the *Business Writer's Handbook*. Due dates for assignments posted to D2L.

Week	Topics, Activities, and Assignments
Week 1 8/23	<p>The Writing Process</p> <p>Read: In <i>The Business Writer's Handbook</i>:</p> <ul style="list-style-type: none"> • The Five-Way Access System (in the preface and on the front cover flap), which explains how the textbook content is arranged. I selected this textbooks as it is an excellent resource for the professional writing questions you will have throughout your career. • The "Five Steps to Successful Writing" (following the preface), and the following entries: <ul style="list-style-type: none"> ○ Preparation ○ Research ○ Organization ○ Writing ○ Revision <p>Due: Discussion Post One (I): Past Writing Assignment Critique, by Friday, August 28, 11:30 p.m.</p>

Week	Topics, Activities, and Assignments
Week 2 8/30	Business Writing Style Read: <ul style="list-style-type: none"> • Business Writing Style (63) and all cross-references (in boldface). 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. • Blogs and Forums (51-53), Social Media (504-507), and Text Messaging (522). • Ethics in Writing (179-181) Visit: <ul style="list-style-type: none"> • Tutoring and Academic Support at MSU • Distance Education Tutoring Due: <ul style="list-style-type: none"> • Discussion Post Two (I): Business Post Critique, by Friday, Sept. 4, 11:30 p.m. • Quiz 1. Subject/Verb Identification. (Quiz will open on Monday, Aug. 31 at 5:00 a.m., and close on Sunday, Sept. 6, at 11:30 p.m.)
Week 3 9/6	Writing for the Web Read: <ul style="list-style-type: none"> • Writing for the Web (551-553). Due: <ul style="list-style-type: none"> • Discussion Post Three (I): Website Critique, by Friday, Sept. 11, 11:30 p.m. • Quiz 2. Phrases/Clauses/Fragments. (Quiz will open on Monday, Sept. 7 at 5:00 a.m., and close on Sunday, Sept. 13, at 11:30 p.m.)
Week 4 9/13	Routine Correspondence Read: <ul style="list-style-type: none"> • Correspondence (109-117), E-mail (168-171), Inquiries and Responses (260-262), Acknowledgments (10), Adjustment Messages (15-18), Cover Messages (or transmittals) and all cross-references (in boldface) Due: <ul style="list-style-type: none"> • Discussion Post Four (I): Do and Don'ts of Writing a Professional E-mail, by Friday, Sept. 18, 11:30 p.m. • Quiz 3. Comma Splices and Fused Sentences. (Quiz will open on Monday, Sept. 14 at 5:00 a.m., and close on Sunday, Sept. 20, at 11:30 p.m.)
Week 5 9/20	Non-routine Messages Read: <ul style="list-style-type: none"> • Collection letters (79-82), reference letters (447-449), sales letters (486-487), and proposals (415-423) Due: <ul style="list-style-type: none"> • Quiz 4. Subject/Verb Agreement (Quiz will open on Monday, Sept. 21, at 5:00 a.m., and close on Sunday, Sept. 27 at 11:30 p.m.)
Week 6 9/27	Non-routine Messages Read: Refusal letters (465-468) Due: <ul style="list-style-type: none"> • Refusal letter (I) by Thursday, Oct. 1, 5:00 p.m. • Quiz 5. Pronoun-antecedent Agreement. (Quiz will open on Monday, Sept. 28 at 5:00 a.m., and close on Sunday, Oct. 4, at 11:30 p.m.)

Week	Topics, Activities, and Assignments
Week 7 10/4	<p>Résumé Read: Résumés (466-483)</p> <p>Visit:</p> <ul style="list-style-type: none"> • MSU Career Management Center Visit this website to see what services are offered at MSU • Mustangs Survival Guide Read the sections on the Résumé. <p>Student Opportunities:</p> <ul style="list-style-type: none"> • MSU Student Life • EURECA • Redwine Honors Program • Study Abroad • Interested in Becoming a Tutor? <p>Due:</p> <ul style="list-style-type: none"> • Résumé (I) by Thursday, Oct. 8, 5:00 p.m. • Quiz 6. Pronoun Case. (Quiz will open on Monday, Oct. 5 at 5:00 a.m., and close on Sunday, Oct. 11, at 11:30 p.m.)
Week 8 10/11	<p>Research Read:</p> <ul style="list-style-type: none"> • In D2L, Team Project Assignment • Research (456-462) <p>Visit: MSU library website and Moffett Library Research Assistance</p> <p>View: MSU Library Tutorial Videos</p> <ul style="list-style-type: none"> • Off campus login • How to find databases • How to search for library materials • How to Find and Use Ebooks <p>Due:</p> <ul style="list-style-type: none"> • Team formation and creation of Project Management Site (C) • APA and MLA citation assignment (I) by Thursday, Oct. 15, 5:00 p.m. • Quiz 7. Commas (Quiz will open on Monday, Oct. 12, at 5:00 a.m. and close on Sunday, Oct. 18, at 11:30 p.m.)
Week 9 10/18	<p>Team Project: Investigative Report, Research and Organizational Strategies Read:</p> <ul style="list-style-type: none"> • Investigative Reports (287) • Memo Format (331-332) <p>Attend: Online workshop: Preparing Effective Oral and Poster Presentations Oct. 21, from 5:00-6:00 p.m.</p> <p>Due:</p> <ul style="list-style-type: none"> • Team Investigative Report Project Pitch Memo (C) by Thursday, Oct. 22, 5:00 p.m. • Quiz 8. Semicolons and colons. (Quiz will open on Monday, Oct. 19, at 5:00 a.m. and close on Sunday, Oct. 25, at 11:30 p.m.)

Week	Topics, Activities, and Assignments
Week 10 10/25	<p>Team Project: Investigative Report</p> <p>Read:</p> <ul style="list-style-type: none"> • Collaborative Writing (77-79) • Organization (363-364) <p>Due:</p> <ul style="list-style-type: none"> • Outline and Sources for Investigative Report (C), by Thursday, Oct. 29, 5:00 p.m. • Quiz 9. Parallelism (Quiz will open on Monday Oct. 26, at 5:00 a.m. and close on Sunday, Nov. 1 at 11:30 p.m.)
Week 11 11/1	<p>Design and Graphics</p> <p>Read:</p> <ul style="list-style-type: none"> • Headings (249-250) and Layout and Design: design principals, typography, page-design elements, visuals (305-311) • Formal Reports (203-213) <p>Due:</p> <ul style="list-style-type: none"> • Discussion Post Five: Design Principals (I), by Friday, Nov. 6, 11:30 p.m. • Quiz 10. Apostrophes. Quiz will open Monday Nov. 2, at 5:00 a.m. and close on Sunday, Nov. 8 at 11:30 p.m.
Week 12 11/8	<p>In-Class Group Project</p> <p>Read: Writing a Draft (550), Revision (484-485), and Proofreading (414-415)</p> <p>Attend: Nuts and Bolts of the EURECA Proposal Application --We take each section of the proposal and break it down in an informal open discussion workshop. We also discuss new MSU policies that affect research processes. Nov. 10, from 5:00-6:00 p.m.</p> <p>Due: First draft, Investigative Report (C) by Thursday, Nov. 12, 5:00 p.m.</p>
Week 13 11/15	<p>International Correspondence and Global Communication, Team Conference</p> <p>Read: International correspondence (268-273) and global communication and graphics (228-234)</p> <p>Due:</p> <ul style="list-style-type: none"> • Team meets with instructor through Zoom to discuss first draft of investigative report. [Day/time will be set later in the semester.] • Discussion Post Six: International/Global Communications by Friday, Nov. 20, 11:30 p.m.
Week 14 11/22	Thanksgiving holiday
Week 15 11/29	Due: Final draft, Investigative report , by Thursday, Dec. 3, 5:00 p.m.
Final Exam Week 12/5	<p>Due:</p> <ul style="list-style-type: none"> • Zoom Presentations of Investigative Report Poster [Day/time will be set later in the semester.] • Project Management Site, by Monday, Dec. 7, 8:00 a.m. • Team Evaluation, by Monday, Dec. 7, 8:00 a.m.