



## **English 2223-x20: Professional Writing for Business Spring 2026**

### **Contact Information**

Instructor: Erin Jensen

Office: BW 221

Office hours: Monday 2-5 pm, Tuesday and Thursday 2-3pm, and by appt.

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### **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.

### **Textbook & Instructional Materials**

Online Accessible Textbook: [Business Communication for Success](#), University of Minnesota Libraries Publishing. After following this link, please choose to download this book into the format that works best for you. I usually download into a digital pdf.

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
- produce accessible, persuasive, and usable documents.

### **Student Handbook**

Refer to: [Student Handbook](#)

### **Academic Misconduct Policy & Procedures**

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without

following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

### **Grading**

All assignments receive a numeric grade based on the 100-point scale.

Assignments are weighted. Each project will consist of planning, design and production, and reflections. Here is the rough weight of each major assignment, and I might adjust weights of assignments as the semester progresses.

Assignments	30 % of grade
Discussions	30 % of grade
Final Assignments	40 % of grade

Table 2: Total points for final grade.

Grade	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	Less than 59

### **Overview of the Course**

Here are the major assignments in this class:

- Reading Responses/Discussion Posts
- Job Application/Graduate School Application
- Website Memo
- AI and Business Report
- Presentation on Business Report (recorded)
- Social Media Marketing

1. Job Application or Graduate School/Scholarship Application (100 points): Write a résumé/LinkedIn and cover letter in response to a specific job application or write a résumé/LinkedIn and Personal Statement/Statement of Purpose for either a specific graduate school application or a scholarship. More details will be provided on the assignment handout.
2. Website Evaluation Memo (100 points): Write a memo for evaluating a website. More details will be provided on the assignment handout.

3. AI and Business Report (100 points): Write a Recommendation Report for a Business that is considering requiring all employees to use AI in the workplace. More details will be provided on the assignment handout.
4. Presentation on Report (100 points). Record your oral presentation on your AI Business Report and this should be minimum of 5 minutes. Please use some form of accompanying visual aid (digital poster, ppt, Google slides). You are welcome to use any recording software you would like. I have had students record videos on Loom, Screen Cast O Matic, imovie, upload to Youtube, Camera app on your phone, or any other way that will work for you. You just need to be able to upload the file. More details will be provided on the assignment handout.
5. Social Media Marketing (100 points): Create a social media marketing plan for either an actual company or one that you create for this class. More information will be provided in the assignment handout.

I will give you a handout for each formal assignment which will detail the assignment requirements and will include a rubric explaining how I'll grade the assignment.

**Discussion Posts and Respond to Fellow Students:** 20 points each

Informal writing is a good way to practice your writing skills. I am looking for a response to the readings and not a summary. Please write at least ONE page. The responses can be a response to what you have read or you can include questions that you still have about the readings. You can include what you liked or what you learned from the readings. You can include how the information applies to what you are doing for this class or how the readings apply to other classes. Please use "I-statements" and focus on your individual response to the readings."

You can receive either full credit or no credit on the responses, and they are due every Wed at 11:59 pm. You will also be required (unless otherwise stated) to respond to at least 1 other post from a fellow student. Those posts must be at least a paragraph long. Both your 1 page and your 1 response is due Wed at 11:59 pm. Please post your Discussion and your 1 response in D2L under either the Discussion Tab or access the assignment in the Modules.

- While Discussion posts are not accepted late, you are allowed to miss 2 posts. You will be given a zero and those points won't be deleted until the end of the semester when I am completing grades.
- 15 pts for your response and 5 points for your response to another student
- Please reference at least 2 of the readings for the week in your weekly responses. Include a short Works Cited that includes at least the author's name and the title.
- Please post directly into the assignment and do not attach a file.

## **Attendance and Participation**

Assignments are due on Wednesdays and Sundays.

- Please let me know if you will be missing an assignment or if you need an extension on an assignment. Please inform me prior to these absences so that arrangements, if warranted, can be made.
- I will mark all missing work as a "0" and will go back and change your score after you have submitted your assignments
- I will only accept late work for a week after the deadline. Discussions are not accepted late. This class builds on previous days and so anything older than a week is out of context and no longer as helpful to the class content.
- Discussions are not accepted late, but I will drop your two lowest scores at the end of the semester.

## **Weather**

If the university closes due to weather, all deadlines will be changed to accommodate the closure. If the university is not closed for weather, then the deadlines will not be changed.

## **Technology**

Students in this course will need a working and reliable computer and internet access that will allow the use of D2L course site tools, Google Drive, and any online resources provided. No special software is required but students will need access to MS Office products.

## **Extra Credit**

There will be some extra credit opportunities in the class.

## **Desire-to-Learn (D2L)**

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

## **Attendance**

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the

authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

### **Online Computer Requirements**

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. **\*Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.**

Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **\*Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

### **Change of Schedule**

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

### **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. **HOWEVER**, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

### **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

## **Writing Center and Tutoring**

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 provide support and feedback at all stages of writing, from brainstorming to drafting, revising to proofreading.

## **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). See the MSU Student Handbook (attached to course website) to read the Student Honor Creed and the university's policy on academic dishonesty.

- All work submitted to D2L will be scanned by the Turnitin® program, which flags text that has been quoted from other sources and/or generated by AI tools such as ChatGPT
- AI/ChatGPT: In this course, you are welcome and encouraged to use artificial intelligence platforms such as ChatGPT, but mainly for pre-writing tasks and brainstorming. That said, you should not be using AI to produce your assignments or otherwise perform the "brain-work" that you are expected to be able to do (or learn to do) on your own. Doing so will result in a grade of zero for the assignment. If this happens twice, you will receive a grade of "F" for the course.
  - Please be aware that many professors do not allow AI use in their classes. Please check with your professors.
- When using the ideas of other published and unpublished sources, students must use accepted documentation conventions (i.e., MLA or APA). If you submit an assignment in which quoted content is not placed in "quotation marks" and/or you have not cited the correct source, 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.

## **College Policies**

*Campus Carry Rules/Policies*

Refer to: [Campus Carry Rules and Policies](#)

*Smoking/Tobacco Policy*

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

#### *Alcohol and Drug Policy*

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

#### *Campus Carry*

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

#### *Active Shooter*

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

#### **Grade Appeal Process**

Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

**\*Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

#### **Schedule of Readings and Assignments**

- Changes to this schedule may happen, but if a deadline is changed, it will be moved to a later time in the semester.
- Please check D2L Content for the most updated list of readings and assignments

## Week 1 Introduction to the class

Readings	Read the syllabus Ch. 1 "Effective Business Communication" 9.5 "Resumes" in the textbook Email specific readings including "How to write an email"
Assignments	Introduction to yourself Email the Professor Choose a specific job or graduate school application

## Week 2 Evaluate Resumes and Cover Letters

Readings	Ch. 2 "Delivering your message" Resume readings: "Action Verbs," "ATS Key words," "Video on creating a resume," Cover letter readings: "Cover Letter Examples," "Bad cover letter examples" LinkedIn readings: "Checklist for Students," "Video on how to create a LinkedIn," "LinkedIn for Students"
Assignments	Discussion Post Evaluate Resumes Evaluate Cover Letters

## Week 3 Rough Draft of Cover Letter, Resume, and LinkedIn

Readings	No readings this week
Assignments	Rough Draft of cover letter, resume, and LinkedIn

## Week 4 Final resume, LinkedIn, Cover letter

Readings	No readings this week
Assignments	Final resume, LinkedIn, and cover letter/personal statement

## Week 5 Evaluate Websites and Memos

Readings	Section 9.2 "Writing a memo" Ch. 3 "Understanding your audience." "How to evaluate a website," "How to write a memo," "How to evaluate the colors used, "How to evaluate bad websites"
Assignments	Discussion Post on readings Evaluate examples of memos

## Week 6 Rough Draft and Peer-Review of Memos

Readings	No readings this week
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Assignments      Rough Draft of memo

**Week 7 Final Memo due**

Readings      No readings this week

Assignments      Final memo due

**Week 8 Introduction to AI Business Report**

Readings      Ch. 4 "Effective Business Writing"  
                  Ch. 6 "Writing Preparation"

Assignments      Discussion post on readings  
                  Evaluate examples of business reports

**Week 9 Business Report Finding Sources**

Readings      Business report template  
                  Ch. 9.4 "Report"  
                  Ch. 7 "Revising and Preparing Your Writing"

Assignments      Discussion post on readings  
                  Find research on your topic

**Week 10 Rough Draft of Business Report**

Readings      No readings this week

Assignments      Rough draft of business report

**Week 11 Oral Presentations**

Readings      Ch. 10 "Developing Business Presentations"  
                  "Tips for Conference Presentations"  
                  "Using Canva"

Assignments      Discussion Post  
                  Please work on your Business Report and your oral presentation

**Week 12 Final Business Report and Presentation**

Readings      No readings this week

Assignments      Final Business Report  
                  Recorded Oral Presentation with visual

**Week 13 Introduction to Social Media Marketing**

Readings      "Foundations of social media marketing," "How to create a social media plan," "Call to Action posts," "AI in social media," "Using Canva"

Assignments      Discussion post on the readings  
                    Evaluation of how a business uses the main social media platforms (ie Facebook, Instagram, TikTok, X)

**Week 14 Marketing Plan**

Readings      Ch. 12 "Organizing Data"  
                    Video: "How to create a social media marketing plan"

Assignments      Marketing Plan and schedule for posts  
                    Post first post

**Week 15 Create Posts for Project**

Readings      "Social Media Marketing," "Social Media for Nonprofits,"  
                    Evaluating Social Media Posts

Assignments      Make social media posts

**Week 16 Final Social Media Project**

Readings      No readings for the week

Assignments      Final Social Media Project