



English 2223-101: Professional Writing for Business Fall 2026

Contact Information

Instructor: Erin Jensen

Office: BW 221

Office hours: Monday 4-6 pm, Tuesday 6-8 pm, and Thursday 9:30-10:30 a.m (in Dilliard), 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 Writing For Everyone](#), by Arley Cruthers of Kwantlen Polytechnic University, Canada (free, open access textbook).

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of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

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
- Applied AI Project
- Presentation

There are **no tests** in this course. I find learning takes place through assignments and applied learning opportunities.

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. Applied AI Project (100 points): Choosing one of the AI programs that you found in your report, prepare a multimedia presentation of how you could use this AI in the workforce. Include positive and negatives of using the AI. More information will be provided in the assignment handout.
5. Presentation (100 points): Give a presentation about your social media project in class or at the Undergraduate Research Conference. More information will be provided on the 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.

Reading Response 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.

- While Reading Responses 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 reading 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

Your attendance is reflected through in-class activities that count towards your grade in the class.

- In-class assignments cannot be made up for credit if you are absent.

- If you have legitimate reasons for not being able to attend class, 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. On occasion, there may be times that the course will shift online due to weather, but this will only happen after an email will be sent to let students know of the change. Please email if you have weather related driving concerns.

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) exist 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
- Most weeks have a required textbook chapter of readings and then include various other online sources you will read. These additional readings will be posted in each assignment and module.

Week 1 Introduction to the class

Readings Read the syllabus
Ch. 1 "Reading and Writing"
Ch. 6 "Writing emails"
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 "The Writing Process"
Ch. 17 "Resumes"
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 Ch. 7 "Communicating Messages"
Ch. 6 "Writing Memos"
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

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. 9 "The Research Process"
Ch. 10 a "Citing Sources"
Ch. 10 b "Making an Argument"

Assignments Discussion post on readings
Evaluate examples of business reports

Week 9 Business Report Finding Sources

Readings Business report template
Ch. 11 "Business Report"
Ch. 14 "Revising and Remixing"

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. 13 "Oral Presentations"
Ch. 12 "Visual"
"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 Applied AI Project

Readings "Using Canva" TBA

Assignments Discussion post on the readings
Evaluation of how a business uses chosen AI

Week 14 Applied AI Project

Readings Ch. 12 "Organizing Data"
TBA

Assignments Outline of Project

Week 15 Applied AI Project

Readings TBA

Assignments TBA

Week 16 Final Applied AI Project

Readings No readings for the week

Assignments Final Applied AI Project