ENGL2223: Professional Writing for Business
Syllabus and Course Schedule

Instructor: Dr. John Schulze

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Office Hours: W- 10:00 AM -noon; TR- 11:00 AM -12:30 PM; or by appointment

Course Description
Professional Writing for Business is designed for business majors and is an introduction to and application of professional workplace genres. We will practice planning, designing, developing, producing, and evaluating business communications. Special focus will be on rhetorical aims that shape the information or document production and design.

Learning Outcomes
Upon completion of ENGL 2223, you should be able to do the following:
- recognize and employ the conventions and genres of business communication;
- use visual and written rhetoric to accommodate different audiences and purposes;
- craft a report through comprehensive research;
- develop skills in using citation methods (APA);
- edit documents for grammatical and syntactic correctness;
- and produce accessible, persuasive, and usable documents.

Required Textbook

Readings and PowerPoints will be available on D2L.

Attendance
This is an online course, so your attendance record will be determined by how often you log-in to the course and how effectively you complete the review of course materials and completion of assignments. *No late work will be accepted without prior approval.

Contacting Your Instructor
I am available via email at john.schulze@msutexas.eduuntil 5:00 PM Monday through Friday. All emails sent after 5:00 PM will be answered the next day. Emails may be answered within 48 hours.

Email Format
All emails should be written in a professional tone, format, and style. Unprofessional emails will be ignored.

Professional tone, format and style means you need to have a greeting, at least two sentences, and an end salutation. For example,

> Dear Dr. Schulze,
>
> I will not be able to make it to your 8:00 AM class today due to car trouble. I apologize in advance and will ask my peers for notes.
>
> Best,
>
> Student Mustang
> M100101010

Assignment Submissions

All work for this class must be:
- single-spaced in the proper genre format
- submitted to the assigned dropbox on D2L
- properly titled (lastname.project#.section), e.g. schulze.p1.102
- turned in on time unless an extension has been granted

Missing and Late Work

Late and missing work is unprofessional. *To pass this course you must complete all major assignments on time. Late work is only accepted if prior approval of an extension has been granted. If an emergency arises, you must contact me ahead of the due date to request an extension. Extensions will be granted based on the merits of each case.

Academic Dishonesty

Plagiarism, cheating, and other forms of academic dishonesty will be punished with a failing grade. Please consult the Undergraduate Handbook for Midwestern State University's policies concerning academic misconduct.

Plagiarism Policy

Plagiarism is the use of someone else's thoughts, words, ideas, or lines of argument in your own work without appropriate documentation (a parenthetical citation at the end and a listing in the References section)–whether you use that material in a quote, paraphrase, or summary.

Plagiarism will not be tolerated in my class. Doing so will result in an Ffor the paper and an ***automatic F for the course**. Why risk an F when you can get a C?

You will have the opportunity to appeal your grade if you feel this is in error.

Tutoring Support

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. Remember that you don't need an appointment to utilize these services.

Some departments also provide tutoring. Check the "Tutoring at MSU" tab in the portal for more information about all campus tutoring opportunities.

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 Distance Education Tutoring course to book an appointment with a tutor. If you are a distance education student (i.e. you live more than 50 miles from MSU and are in all online courses), but you do not see this course pop up under your courses, please contact Ashley Hurst.

Graded Activities

Assignment	Points
Project 1: Everyday Workplace Writing	100 pts.
Project 2: Persuasive Proposal	100 pts.
Project 3: Bad News Messages	100 pts.
Project 4: Recommendation Report	100 pts.
Project 5: Job Packet	100 pts.
Quizzes/Discussion Boards	100 pts.
TOTAL POINTS	600 pts.

Final Grade Scale

- 100 - 90% — A
- 89 - 80% — B
- 79 - 70% — C
- 69 - 60% — D
- < 60% — F

Quality of Submissions

Your written work is a reflection of your abilities and, thus, a large part of your final grade for each assignment. You are required to produce high-quality, nuanced documents throughout this course. What does this mean? Every document you turn in must be free of simple errors, visually appealing, and mechanically and grammatically correct. Documents should have the appropriate margins, spacing, and formatting. Low quality work shows low effort. Low effort will receive a grade lower than C-.

Revising and Peer Review

Writing is a process that takes time and effort. You are expected to draft, revise, and proofread your work before submission. Your projects should not be a one-and-done style submission that lacks development. We will do peer review for most assignments, and it is expected that you carefully read and enact the revision advice of peers.

Statement of Nondiscrimination

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.

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."

To obtain disability support services, students must:

- be accepted for admission to Midwestern State University,
- complete a request for services form available through the Office of Disability Services, and
- 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.

For information on services, visit the Disability Services webpage at Midwestern State University.

If the instructor does not have proper notification, he will expect the same performance from each student enrolled in the course.

Submission Format and Policy

All written assignments must follow APA format unless otherwise noted.

*Documents must be uploaded as Microsoft Word .doc or .docx files. Any documents uploaded not in these formats will not be graded (except for the Presentation). Likewise, all assignments will be run through TurnItIn.com's anti-plagiarism software.

Failure to upload all required documents will result in a failing grade for the assignment. You cannot email me your assignments. Instead, they must be uploaded to D2L.

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.

Campus Carry Statement

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at Campus Carry Rules and Policies.

Class Schedule
* Schedule subject to revision if necessary

Please read the specified readings in advance and be prepared to discuss them on the dates listed below. Supplemental readings may also be assigned as the semester unfolds.

Week 1, August26-30: Intro to Business Writing and Objectives

1. Read over the syllabus, which you are doing now or not. I don't know since I'm not looking over your shoulder.
2. Complete Discussion Board 1 (online section only)
3. Review over PowerPoints 1 and 2 (all sections)
4. Create LinkedIn profile (all sections)

Week 2, September 2-6: Writing Everyday Messages

1. Read the following PowerPoint on D2L
    a. Planning and Drafting Workplace Writing
2. Read the following PDFs on D2L:
    a. "How Great Leaders Communicate" (*HBR*)
    b. "Writing a Rejection Letter" (*HBR*)
3. Project 1 assigned: Everyday Messages

Week 3, September 9-13: Writing Everyday Messages

1. Turn in rough draft of Project 1 on Monday (9/9) to Peer Review 1 Discussion Board
2. Have peer review finished and uploaded for a fellow classmate by Wednesday (9/11) before midnight.
3. Turn in Project 1 by Friday
4. Read over PowerPoints for Proposal Writing
5. Finish Quiz 1 (Proposals)by midnight on Friday.

Week 4, September 16-20: Writing Proposals

1. Read over Proposal PDF on D2L
2. Project 2: Proposal assigned
3. Find three peer-reviewed citations for your proposal
4. Discussion Board 2 due by Wednesday
5. Find three citations for your proposal

Week 5, September 23-27: Writing Proposals

1. Before Monday: Collect and save your three citations for your proposal
2. Read Proposal Writing Guide PowerPoint on D2L
3. Discussion Board 3:
4. Quiz 2 due before Friday night
5. Project 2 due by Sunday night

Week 6, September 30-October 4:Negative Messaging

1. Read over Negative Message PowerPoints
2. Read Project 3 assignment sheet
3. Discussion Board 3: Managerial Style and Writing due by Wednesday, response to peer due by Sunday

Week 7, October 7-11: Negative Messaging

1. Begin drafting Project 3
2. Project 3 due Sunday before midnight
3. Upload Project 3: Progress Report presentation to D2L by Sunday night
    a. If you desire, you can do your progress report as a private YouTube, but you can also record it as a Zoom if that's easier
    b. Upload the link into D2L
    c. Make sure the video is functional
    d. Be as professional as possible
4. Quiz 3 due Friday before midnight

Week 8, October 14-18:Recommendation Report

1. Project 4: Recommendation Report assigned
    a. Make sure to read over the PowerPoints on D2L
2. Discussion Board 4 due by Wednesday
3. Quiz 4 due Friday before midnight

Week 9, October 21-25:Recommendation Reports

1. Work on Recommendation Report

Week 10, October 28-November 1: Recommendation Reports

2. Work on Recommendation Report

Week 11, November 4-8: Recommendation Reports

1. Finalize Recommendation Reports
2. Turn in Recommendation Reports by Friday

Week 12, November 11-15: Job Application Materials

1. Read over Job Application PowerPoints
2. Read Project 5: Job Application Package assignment sheet
3. Discussion Board 5: Critique of Job Materials
    a. Upload your resume and letter to D2L by Wednesday night
    b. Critique a peer's job application materials by Sunday night

Week 13, November 18-22:Job Application Materials

1. Project 5 due by Friday
2. Turn in resume, application letter, and copy of the job ad
3. Complete Quiz 5 by Friday

Week 14, November 25-29: Thanksgiving Holiday

Week 15, December 2-6:Wrapping Things Up

1. Questions, concerns, and general wrap-up of semester

Important Dates:

- Week 3: Project 1 due, Quiz 1
- Week 5: Project 2 due, Quiz 2
- Week 7: Project 3 due, Quiz 3
- Week 8: Quiz 4
- Week 11: Project 4 due
- Week 13: Project 5 due