



English 2203: Intro to Professional Writing

College of Humanities & Social Sciences. CRN: 13614

Semester: 2025 Fall

Date: TR 12:30 p.m.-1:50 p.m.

Location: BW117

Course Description

The purposes and practice of expository writing in the professions, with particular emphasis on writing related to each student's major. Topics include audience analysis, communication ethics, collaboration, information design, and professional writing genres (letters, e-mails, memos, procedures, proposals, reports, and presentations).

Course Objectives

Upon completion of this course, students will be able to:

- ☐ 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.
- ☐ Analyze and apply the ethical responsibilities involved in professional communication.
- ☐ Create technical documents that solve problems and improve situations through communication.
- ☐ Apply concepts of information design to create convincing, usable, and informative documents.
- ☐ Communicate effectively with a diverse audience.

THECB Core Learning Objectives and Assessment

Core objectives for Communication Area are addressed in this course according to the following descriptions. A global assessment tool that incorporates all required core objectives is used for assessment rather than objective specific assessment tools. This global assessment tool is the Group Project and will be written by students at the end of the course. Core objectives include:

- ☐ Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- ☐ Communication Skills - to include effective development, interpretation and expression of ideas through written, oral, and visual communication.
- ☐ Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- ☐ Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision making.

Contact Information

Instructor: Meng Yu, PhD.

Email: meng.yu@msutexas.edu

Phone: 940-397-4086

Office: BW201

Office Hours: Tuesday and Thursday, 11:00 a.m. – noon

Wednesday 11:00 a.m. – 2:00 p.m., or by appointment

I will check the email from Monday to Friday 8 am to 5 pm. Messages sent outside this time span will not be check until the next business day. Students are also welcomed to visit the instructor during the office hours or request an appointment at a mutually convenient time. Students are strongly encouraged to “cc” themselves on all email correspondence to ensure delivery. Please note: There is a chance that I will not see the email on the same day that you send it. Therefore, please anticipate waiting at least 24 hours for a response to emails.

Textbook

[*Howdy or Hello? Technical and Professional Communication*, 2nd Edition.](#) Matt McKinney, et al., editors. Texas A&M University (2022).

Assessment

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.

Project Breakdown

- ☐ Individual projects
 - Analysis of writing in your field (10%)
 - Internal Proposal (15%)
 - Short writing assignments: email, teamwork evaluation memo, course reflection memo (10%)
 - Job Search Packet (20%)
 - Participation (15%): in-class assignments/homework/ peer reviews
- ☐ Group project (30%)
 - Recommendation report draft
 - Recommendation report
 - Pechakucha Presentation

Your final grade will be converted to a letter grade as follows:

Table 1: Total points for final grade.

Grade	Points
A	89.5-100
B	79.5-89.4
C	69.5-79.4
D	59.5-69.4
F	Less than 59.4

Attendance & Participation

- ☐ Your attendance is reflected through participation score (15%). 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.
- ☐ It is possible to miss up to 1 class without having your grade adversely affected. I will drop your lowest participation grade when calculate your overall participation grade.
- ☐ 3 tardies equal one absence. If you are late or leave early and are not present for at least 30 minutes of class, you will be marked absent.
- ☐ I also reserve the right to mark you as absent if you are not actively “present” in class, which may be indicated not actively participating in class activities or discussion or zoning out of class by zoning into your phone or other devices.

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.

Assignment Submission

- ☐ Peer review: Please bring all drafts of your assignments BEFORE coming to class. They can be typed or in your laptop. Peer review cannot be made up if you are absent.
- ☐ Assignment submission: It is the responsibility of the student to have and maintain access to D2L, to properly submit all work through this platform, and to contact the instructor immediately if they have issues with paper submission.
- ☐ All assignments should be submitted on time, and in the correct format. In-class assignments cannot be made up for credit if you are absent. Please email your instructor if you are having any difficulty completing an assignment before it becomes late and affects your grade.

Professionalism

Members of this class are expected to treat one another with courtesy, professionalism, and respect. Repeated unprofessional, rude, or inappropriate behavior can result in points being deducted from a student's final grade for the course per instance of such behavior.

Accommodations

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 the Student Wellness Center, 940-397-4140.

Writing Center & Tutoring

[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 ***ONLY 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.
- ☐ 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.

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, please refer to the MSU Texas website.

Intro to Professional Writing Fall 2025 Schedule

This tentative schedule reflects a plan for the course, but deviations from this plan **will** become necessary as the semester progresses. Students are responsible for taking note of changes announced during class time **when** they occur.

Week	Date	In-Class Activities	Homework & Readings (Read the assigned text before the class)
Week 1	Aug. 26(T)	Intro to class & syllabus	n/a
Week 1	Aug. 28 (R)	Introduce yourself	Read: Textbook Ch1
Week 2	Sep. 2 (T)	The basics of plain language and effective design	Read: Textbook Ch5
Week 2	Sep. 4 (R)	The basics of plain language and effective design	Read: Textbook Ch2
Week 3	Sep. 9 (T)	Intro to analysis of writing in your field Grammar Practice	Read: Textbook Ch9
Week 3	Sep. 11 (R)	Analysis of writing in your field in class research day Ethical considerations in professional writing	Read: Textbook Ch3
Week 4	Sep. 16 (T)	Email, memo, and letter	Read: Textbook Ch15 Email due on Friday
Week 4	Sep. 18 (R)	Peer Review: analysis of writing in your field	Bring the draft of Analysis of writing in your field to the class for peer review Read: Textbook Ch10 Analysis of writing in your field due on Friday
Week 5	Sep. 23 (T)	Intro to internal proposal	Read: Textbook Ch18
Week 5	Sep. 25 (R)	In class work day: internal proposal	Read: Textbook Ch6
Week 6	Sep. 30 (T)	Basic visual design	Read: Textbook Ch7
Week 6	Oct. 2 (R)	Basic visual design II; D2L audit	Read: Textbook Ch8
Week 7	Oct. 7 (T)	Internal proposal peer review	Internal proposal due on Friday
Week 7	Oct 9 (R)	Elevator Pitch	Read: Textbook Ch14
Week 8	Oct. 14 (T)	Intro to Job Search Packet Assignment	n/a
Week 8	Oct. 16 (R)	Resume workshop	Read: Textbook Ch16

Week	Date	In-Class Activities	Homework & Readings (Read the assigned text before the class)
Week 9	Oct. 21 (T)	Cover Letter workshop	n/a
Week 9	Oct. 23 (R)	In class workday: resume and cover letter	n/a
Week 10	Oct. 28 (T)	Resume and cover letter peer review	Job search packet due on Friday
Week 10	Oct. 30 (R)	Intro to Recommendation Report Assignment Choosing your group members	Read: Textbook Ch13
Week 11	Nov. 4 (T)	Group Research Day	n/a
Week 11	Nov. 6 (R)	Group Research Day	Read: Textbook Ch12
Week 12	Nov. 11 (T)	Citing sources & Annotated bibliography	Read: Textbook Ch11
Week 12	Nov. 13 (R)	Recommendation Report assignment instruction In class workday: drafting annotated bibliography Drafting Recommendation Report	Read: Textbook Ch20
Week 13	Nov. 18 (T)	In class workday: drafting Recommendation Report	n/a
Week 13	Nov. 20 (R)	Group presentation introduction: Pechakucha presentation Slides preparation	Recommendation report draft due
Week 14	Nov. 25 (T)	Drop-in conference	n/a
Week 14	Nov. 27 (R)	Thanksgiving Holiday	n/a
Week 15	Dec. 2 (T)	Recommendation report peer review	Course Reflection Memo due
Week 15	Dec. 4 (R)	Group Presentation	Please upload your slides before the class Teamwork evaluation memo and recommendation report due on Friday
Week 16	No class	Final Exam Week- No Class	No Final Exam