

Section 201

ENGL 2203 Syllabus

Contact Information

Professor:	Dr. Micòl Martinelli
Office:	Bea Wood Hall #205 (English Department)
Office hours:	MWF 12-1, TR 3:30-4:30, or by appointment
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*Email is the best way to contact me. Because this is a writing course, emails sent to me must be professionally written using the standard email format. Emails not using professional standards may be ignored. Allow 2 business days for a response to your email.

Course Description and Goals

The course will overview 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 (e-mails, memos, procedures, proposals, reports, and presentations).

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.

Course Materials

Texts:

- [*Howdy or Hello? Technical and Professional Communication*](#) (HoH)
- [*Business Communication for Success*](#) (BCS)
- *Digital Writing: A Guide to Writing for Social Media and the Web*

Other Resources:

- A Laptop that can be accessed in class.
- Microsoft Office or Google Suite (Pages & WordPerfect will not work). You may use the free Microsoft Online through MSU Portal.
- Access to D2L/Brightspace to receive messages and news and submit assignments

- A Gmail account (like MSUTexas account) to collaborate & access digital materials.

Assignments

The table below lists the assignments for this course.

Assignments	Points	Grading Policies
<i>Individual Tasks</i>		This class will not use the plus/minus grading system, but rather the following numerical equivalents for final grades: A = 100-90%; B = 89-80%; C = 79-70%; D = 69-60%; F = 59-0%.
(Projected) Job Packet	15	
Technical Instructions	15	
Team & Self Evaluation	15	
<i>Team Tasks</i>		
Internal Proposal	15	
Recommendation Report	20	
Social Media Campaign	20	
Total	1000	

Late Assignment Policy

Late assignments (i.e. work not submitted to the proper dropbox by the designated due date and time) **will not be accepted** unless negotiated with Dr. Martinelli *in writing* prior to the due date. Assignments in this course build upon one another, and collaborators rely on each other to complete work according to agreed upon timelines. If you have difficulty submitting, email me with your work attached.

Attendance Policy

Attending class on time and in person is one of the biggest predictors of success in my classes. It is important that you attend class and arrive on time. Not being present will severely impact your ability to complete the work necessary to be successful in this course. Some activities *may* be made up if you make arrangements with me to do so within a week of absence. **Notify me via email in advance if you will not be able to make class.** It is your responsibility to be present and prepared for class in order to succeed and maximize your learning. If you need to miss several classes for personal/health reasons, you should alert the Dean of Students Office and provide them with the necessary documentation so they can verify the situation for all of your instructors.

Appropriate Class Conduct & Class Policies

In the classroom you are expected, at a minimum, to: 1) ask and answer questions, 2) participate in discussion, 3) take notes or otherwise produce a record of their learning.

Appropriate conduct also means maintaining a safe learning environment based on mutual respect and civility. Repeated misconduct may result in receiving a grade penalty or being dismissed from the course.

Safe Zone Statement

This class is a place where you will be treated with respect as a human being regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thought is appreciated and encouraged, provided you can agree to disagree. It is the professor's expectation that ALL students consider the classroom a safe environment.

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.

Counseling Center

MSU has an excellent counseling center. It is located at the corner of Hampstead and Louis J. Rodriguez Drive. It is open from 8:00 a.m. to 5:00 p.m, Monday through Friday. You can call (940) 397 - 4618 to schedule an appointment. You can find more information at <https://msutexas.edu/student-life/counseling/>.

Academic Misconduct Policy & Procedures

The term "plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. All formal papers will run through the Turnitin for an originality report. At the very least, plagiarism will result in an F on the assignment; at worst, the consequence will be an F in the course. Offenders will be reported to the Chair of the Department of English, Humanities, and Philosophy. Please understand that students have the right to appeal an alleged incident of Academic Dishonesty. More information about this policy and appeal procedure can be found on p. 55 of the [*Student Handbook*](#).

Tutoring and Academic Support Programs

[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. Please consult their schedule for more information about times and offerings. Remember that you don't need an appointment to utilize these services.

TASP also has many resources on financial literacy:

<https://msutexas.edu/academics/tasp/financial-literacy.php>

University Computer Labs

The University provides four open computer labs throughout the week that feature access to Microsoft Office Suite. You can find these labs in:

Location	Hours
Clark Student Center	24 hours (Mon-Sun)
Dillard 146	Mon-Thurs 6:00 am – 7:00 pm
Moffett Library	Mon-Thurs 8am -10 pm; Fri. 8-5; Sat: 10-6; Sun: 2-10
Legacy Hall	24 hours (Mon-Sun)

Writing Proficiency Requirement

All students seeking a Bachelor's degree from Midwestern State University must satisfy a writing proficiency requirement once they've 1) passed the 6 hours of Communication Core and 2) earned 60 hours. Students may meet this requirement in one of three ways: by passing the Writing Proficiency Exam, passing two Writing Intensive Courses (only one can be in the core), or passing English 2113. If you have any questions about the exam, visit the [Writing Proficiency Office website](#) or call 397-4131.