

<p>English 209: Business Writing (WI) CRN: 97016 ONLINE Summer 2014: 5/23/14-7/1/14 Instructor: Georganne Nordstrom Email: georgann@hawaii.edu Office: Kuykendall 320 Phone: 956-3035</p>	<p>As this class is conducted online, I will not hold office hours in the traditional sense. However, we can set up a meeting at any point either online or face-2--face (I have an office in Kuykendall). To set up a meeting, email.</p>
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Syllabus

Course Objectives:

Over the next six weeks, we will explore various forms of business communication, including (but not limited to) email correspondence, inter-office memos, formal letters, short reports, long reports, oral presentations, and resume writing. We will proceed through the course producing documents in an order that simulates getting and working in a job: we will begin by discussing the elements of effective writing in the business arena, simulate a job search and produce all the appropriate documents, then practice writing in several business situations, and we will culminate the course by producing and presenting a report applicable to the area of business you are interested in.

In addition, successful completion of this course will result in an understanding of the rhetorical situation specifically as it pertains to writing tasks in the business arena, and how to use writing to clarify and articulate your thoughts in ways that are appropriate in various contexts and for different audiences. You will also become accustomed to, if not comfortable with, the writing process and work towards identifying inventions strategies that work for you. It is my goal that by the end of the course you will be both familiar and comfortable with the writing demands and challenges you might face in your careers and feel confident in your ability to negotiate an array of business writing situations.

Required Texts:

Alred, Gerald, Charles Brusaw, and Walter Oliu. *The Business Writer's Companion*, Seventh Edition. Boston: Bedford/St. Martin, 2005. (available at the bookstore)
 Course Packet (uploaded as pdf. To our class site)

Other Resources:

Textbook Companion Website
<http://bcs.bedfordstmartins.com/alred/handbooks/>

Assignments & Grading:

Class Participation 15% (*Peer Group Workshops* 10%, *General Participation* 5%)

Short Assignments 25%

1-2 page writing assignments in response to particular business writing situations.

Job Search Project 15%

The materials assembled for this project will be presented in a 6 (or more)- page packet. You will conduct research on a job you are interested in and produce all the materials necessary to apply for that job, including writing an application letter(s) and resume, designing interview questions and responses, and writing thank you letters.

Formal Report

Final Product 30%

Preliminary work 15% (Proposal memo, Notes, Draft)

You will produce a 5-7 page formal report on an issue relevant to your career interest.

Part of the work of the class is to gain an understanding of writing as a process. To that end, the two longer assignments, the Job Search Project and Formal Report, will involve producing drafts, participating in peer review of drafts, and revising.

Every assignment must be completed and turned in order to pass this course. Late papers will not be accepted unless specific arrangements have been made between the student and the instructor. Your group work points will be based on the thoroughness and timeliness of your participation in your group.

We will be using a +/- grading system in this class, and final grades will be based on your total points using the following scale (note: as your total possible points for the course is 100, your tally at any point reflects your actual percentage):

100%	A+
93-97%	A
90-92.5%	A-
87.5-89%	B+
83-87%	B
80-82.5%	B-
77.5-79%	C+
73-77%	C
70-72.5%	C-
67.5-69%	D+
63-67%	D
60-62.5%	D-
Below 60%	F

Course Policies:**Attendance:**

We will not meet synchronously (in real time) in this course; all work will be done asynchronously—in other words, you can work when it is convenient for you within specific parameters: all work must be completed and posted by the designated due date/time. You will be expected to login to Lulima and check email frequently— as you would attend class, which means every weekday. there may not always be something new, but you should check anyway.

Plagiarism & Cheating:

The University of Hawai‘i’s Catalogue includes the following statement about Academic Integrity:

The integrity of a university depends upon academic honesty, which consists of independent learning and research. Academic dishonesty includes cheating and plagiarism. The following are examples of violations of the Student Conduct Code that may result in suspension or expulsion from UH Manoa.

Cheating

Cheating includes, but is not limited to, giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering an answer after an examination has been submitted, falsifying any official UH Mānoa record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism

Plagiarism includes, but is not limited to, submitting, to satisfy an academic requirement, any document that has been copied in whole or in part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style; paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; and "dry-labbing," which includes obtaining and using experimental data from other students without the express consent of the instructor, utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms, and fabricating data to fit the expected results.

We will discuss plagiarism at more length in class as well as proper documentation styles; however, passing off another’s work as your own for credit or using a paper written for another class will not be tolerated. The first incidence will result in a zero for that assignment and the second will result in failure of the class.

More On Student Conduct & Class Participation:

Appropriate student conduct as defined by the University of Hawai‘i Student Conduct Code will

be expected of students at all times. While I expect students to be able to share their ideas freely in class, this should only be done in a manner that is respectful to all students in the class. Likewise, I fully expect that our classroom will be a safe learning environment for all, and I will take immediate action to rectify the situation if I deem the classroom to be unsafe for any reason.

Disability Access:

If you have or think that you may have a disability and therefore need some support, you are encouraged to contact the KOKUA Program for students with all disabilities including learning, mental health, and physical disabilities. Contact KOKUA at 808-956-7511 (V/T), email KOKUA at kokua@hawaii.edu, visit KOKUA in Room 013 Queen Lili‘oukalani Center for Student Services, or visit the KOKUA web site at <http://www.hawaii.edu/kokua/> for further information. KOKUA services are confidential and there is no charge to students.

Sexual Harassment and Violence:

Sexual harassment is one type of sex discrimination under Title IX, United States Education Amendments of 1972. The U.S. Department of Education’s Office for Civil Rights (OCR) states that sexual harassment is any unwelcome conduct of a sexual nature. Sexual Violence is a severe form of sexual harassment. Some examples of sexual violence include threatening someone into unwanted sexual activity; sexual contact with someone who is drunk, drugged, unconscious, or otherwise unable to give a clear, informed “yes” or “no”; and rape or attempted rape. For more examples, visit the Office of Gender Equity website. Under Title IX, responsible employees cannot ensure confidentiality. Responsible employees must report any instance or disclosure of alleged sexual harassment. If you would like to speak to someone confidentially about your options regarding something you have experienced or witnessed, please contact: The UH Office of Gender Equity, confidential resource that provides information about options regarding University policies and procedures to potential complainants of gender-based discrimination, sexual violence, stalking, dating, violence, or intimate partner violence.