Eastern Illinois University

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ENG 2760-001: Introduction to Professional Writ ing

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Recommended Citation

2760: Intro to Prof Writing (2022)   ✉ 💬 🔔

Course Syllabus

Introduction to Professional Writing
Fall 2022 | 3 Credits

Course Description

English 2760 introduces the principles and practices of communication (written, oral, and visual) in professional settings. In this course, you will learn and then apply professional communication concepts. Specifically, by the end of the semester, you will be asked to demonstrate five primary objectives and two secondary objectives:

1. Use communication strategies to solve hypothetical and real workplace problems (i.e., critical thinking and problem solving)
2. Adapt general professional writing principles (related to content, organization, and tone) to specific audiences, purposes, and contexts
3. Use revision and editing to improve your own and others' writing
4. Write college- and professional-level prose that is clear and correct
5. Demonstrate understanding of basic ethical and legal considerations related to professional communication

6. Implement basic principles of effective document design (using basic and advanced features of computer software) to create professional, easy-to-use projects
7. Use effective collaborative strategies to create a positive work environment and high-quality projects

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Required Course Materials

- Harty, Kevin J. *Strategies for Business and Technical Writing*, 6th edition (provided by TRS)

- Oliu, et al. *Writing that Works,* 13th edition (provided by TRS)
- Individual articles as assigned (available through D2L)

Course Requirements

In this class, you will complete a number of writing assignments of various sizes. You will have required submission dates and will receive points for meeting deadlines and completing the assignment fully. You will NOT, however, receive grades on individual assignments. Instead, you will build a portfolio at midterm and again at the end of the semester that uses writing assignments from the class to demonstrate your success at attaining the seven learning objectives listed above. This portfolio will be the primary determiner of your grade for the semester.

COVID-permitting, you will have two client-based projects that will be completed on behalf of on-campus departments. The clients for these projects will provide feedback and participate in the grading of these projects.

Throughout the semester, you will complete homework assignments that ask you to practice some basic copyediting. At the end of the semester, you will take a copyediting exam that will test your ability to correct errors and make sentences more concise.

Assignment	% grade
Participation/Deadlines/Homework	25
Midterm Portfolio	15
Evaluations from Clients	10
Final Exam	5
Final Portfolio	45

Note:

I reserve the right to make additions and alterations to this assessment breakdown should the need arise. Students will be informed in class and in

writing if any changes are made.

Attendance:

- If you must miss class, you are still responsible for completing assignments and class activities. Submit assignments via D2L email or dropbox, as appropriate.

- Should you be forced to quarantine due to a COVID-19 diagnosis or exposure, contact me as soon as you can, so we can create alternative plans, such as adding you to the class via Zoom, scheduling alternate work from home activities, etc.

- If you are experiencing any symptoms associated with COVID-19, please stay home and arrange to get a COVID test (yes, even if you've been vaccinated!). Contact me, and I'll help you join class via Zoom until your test results have returned.

Deadlines

Due dates for homework and assignments are listed on the course syllabus.

- Homework (work described as **Read, Complete, or Bring**) must be submitted by the beginning of class time on the date listed.
- **Projects** must be submitted by 11:59 pm on the date listed.
- Late projects will be docked 5% or 2 points, whichever is greater, each day until they are turned in.

Expected Conduct

This class focuses on communicating in professional settings. Just as in a workplace setting, certain types of conduct are expected. In addition to the policies pertaining to attendance and deadlines, pay attention to the following course policies:

- Class correspondence (i.e., emails you send to someone in the class, including me) should be written professionally and according to the expectations of the business world. Expect to receive feedback from me on the style, content, and organization of your emails.

- In this course, you may need to use advanced features of common software such as Microsoft Word, web editing technologies, and other programs that may be new to you. I am always happy to give you advice and out-of-class assistance at your request, but I expect you to be willing to develop the software skills you need to complete projects effectively.

- Keep copies of all work you produce for this class, including handwritten work, as they may be useful preparation for later graded assignments. Do not store your work only on a single flash drive. If I have given you a hand-written evaluation on an assignment or activity, save that evaluation until you have received your final grade in the course.

- Class time is for doing work related to the course. Limit your use of email, the internet, cell phones, etc. to course-related work during class time.

- All major assignments listed on this course policy sheet must be completed in order to pass the course.

- Scholarly integrity and ethics--students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct. Violations will be reported to the Office of Student Standards. If you are in doubt of the appropriate way to identify your source, check with me before turning in the assignment. If you have any questions regarding appropriate handling of sources, collaboration, or past work, talk with me before turning in an assignment.

- If circumstances arise that may impact your ability to maintain our course policies, address the situation as you would in the workplace—professionally, courteously, and in advance.

Contact Information

Available on D2L under Content.

Information for Students with Disabilities

Most accommodations may be easily met in this class. If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by McAfee Gym, Room 1210, or call (217) 581–6583 to make an appointment.

The Student Success Center / Writing Center

Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call (217) 581–6696, or go to McAfee Gym, Room 1336.

Students who would like assistance with writing assignments from this or any other course may go to the Writing Center. The Writing Center works with students from all disciplines, majors, and academic backgrounds at any stage of the writing process. To make an appointment, call (217) 581–5929, or go to Coleman Hall, Room 3110.

Information for Students who May Be Struggling

If I see you struggling in the course (especially if you miss two or more classes or assignments in a row without communicating with me), I will try to contact you in person or by email to see if I can help. If I don't hear back from you, I will use the University's Early Alert system, which means your RA (if you live on campus) or someone from the Academic Success Center will try to contact you to offer help. This isn't meant to "get you in trouble," but to help you avoid trouble.

PDF copy of ENG 2760 course syllabus
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