

ENGLISH 201
Professional Writing
Summer 2017

Instructor: Beth Bennett, Ph.D. (Framingham State University)
Email: bbennett1@framingham.edu

Course description:

A career-oriented course introducing students to a wide variety of writing formats used in business, government, and the professions. Assignments may include résumés, employment documents, letters and memos, short proposals, a variety of report formats, public relations and advertising documents, and basic technical writing. This course emphasizes drafting, critiquing, rewriting, and editing, as well as collaborative writing and presentation skills. Prerequisite: Completion of Common Core Writing Requirement (ENGL 110 Expository Writing) or permission of the instructor.

Objectives:

- To write freely without fear
- To value the process of writing
- To develop confidence in oneself as a writer
- To write clear, concise prose communicating a thesis and purpose
- To write documents free of language errors
- To write a well-documented research report correctly paraphrasing and summarizing sources used
- To critique others' writing thoughtfully
- To give a well-organized and well-developed oral presentation with sources cited
- To participate in class as a critical thinker

Required texts:

Philip C. Kolin, *Successful Writing at Work*, 11th edition (Boston: Wadsworth Publishing, 2016).

Grading:

Résumé	10%
Letter	10%
Memo	10%
Report proposal	15%
Oral presentation	20%
Evaluation memo (or letter)	10%
Research report (8-10 pages)	25%

Policies:

It is important that you are not late with your assignments because **the workshops you will be participating in depend on your being prepared.** Late papers will be lowered one full grade and won't be accepted more than one week late.

You may rewrite your papers for a higher grade. *If you simply correct the grammatical problems, your grade won't be raised.* (Your grade for the paper will never be lowered.) The rewrite will be accepted no later than the week after it is returned to you. You must hand in the rewrite *and* the original assignment for the rewrite to be reviewed.

DISCLAIMER: The schedule for the class is tentative and subject to change based on the needs of the students assessed by the instructor.

University Policy Regarding Academic Honesty

Integrity is essential to academic life. Consequently, students who enroll at Framingham State University agree to maintain high standards of academic honesty and scholarly practice. They shall be responsible for familiarizing themselves with the published policies and procedures regarding academic honesty. Academic honesty requires but is not limited to the following practices: appropriately crediting all published and unpublished sources, whether quoted, paraphrased, or otherwise expressed, in all of the student's oral and written, technical and artistic work; and observing the policies regarding the use of technical facilities. Infractions of the Policy on Academic Honesty include, but are not limited to:

1. Plagiarism: claiming as one's own work the published or unpublished literal or a paraphrased work of another. It should be recognized that plagiarism is not only academically dishonest but also illegal.
2. Cheating on exams, tests, quizzes, assignments, and papers, including the giving or acceptance of these materials and other sources of information, without the permission of the instructor(s).
3. Unauthorized collaboration with other individuals in the preparation of course assignments.
4. Submitting without authorization the same assignment for credit in more than one course.
5. Use of dishonest procedures in computer, laboratory, studio, or field work. Further clarification on academic honesty will be provided, when appropriate, in individual courses.
6. Misuse of the University's technical facilities (computer machinery, laboratories, media equipment, etc.), either maliciously or for personal gain. Examples include but are not necessarily limited to:
 - Accessing the private files of another person or agency without express permission.
 - The unauthorized use of technical facilities for purposes not connected with academic pursuits. When evidence indicates that a student has improperly used a technical facility, an appropriate supervisor (faculty or staff member) may take appropriate action reflecting the seriousness of the infraction, ranging from a verbal warning to, but not beyond, denial of use of the facility. If coursework has been plagiarized, the supervisor will also inform all concerned faculty members, who may take action as described in the procedures for handling cases of alleged infractions of academic honesty.

Schedule (This is subject to change.) :

- Week 1 Review of the syllabus; introductions; writing sample; and grammar review.
- The first and final drafts of the résumé are due.** Read Kolin Chapter 1 on getting started and Chapter 7 on résumés.
- The first draft of the letter is due. A paragraph summarizing your interest in the company you want to research is due.** (Find a company you feel connected to in some way.) Read Kolin chapters 5 (general information on letters) and 7 (specifically on résumés and letters of application
- Week 2 **The final draft of the letter is due. The first and final drafts of the memo is due.** Read Kolin Chapter 6 (on memos), Chapter 8 (on doing research), and Chapter 15 (on long reports).
- Week 3 The class will be devoted to research paper issues. Read Kolin Chapter 8 (on documenting sources); chapters 13 and 14 on proposals and short reports.
- The first draft of the report proposal is due.** Proposals will be approved (I hope!).
- Week 4 **The final draft of the report proposal is due.** Presentations (PowerPoint and otherwise) will be discussed. Read Kolin Chapter 16 on presentations.
- A detailed outline of the research report is due for the class workshop.**
- Week 5 **A rough draft of both halves (at separate times) of the research report is due for class report workshop.**
- Review giving presentations.
- Week 6 **The final draft of the *complete research paper* is due.** A discussion of the evaluation memo (or letter) will be conducted in class.
- The oral presentation is due.**
- The evaluation memo (or letter) is due.**