

# **Framingham State University**

## **2019 Summer Program**

### **EN 286: Professional Writing**

**July 8, 2019— Aug 9, 2019**

**Instructor:** Andrew Gaber

**E-Mail:** TBD

**Class Day/Time:** 17:30-19:30 Monday-Friday

**Class Location:** TBA

**Credits:** 4

**Prerequisites:** Completion of Common Core Writing Requirement (ENGL 110 Expository Writing) or permission of the instructor.

#### **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 resumes, 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.

#### **Learning Outcomes:**

Upon successful completion of this course, students should be able to:

- Use writing to explore personal and professional values, goals, and perspectives
- Understand how writing and editing function in realistic professional settings and situations, in order to understand the context(s) in which they will write as a professional
- Demonstrate skills as a writer in professional situation
- Demonstrate critical reading skills
- Analyze and discuss professional pieces of writing

- Incorporate unity and cohesion in their writing
- Be a more accurate, precise and perceptive editor of their own writing and the writing of others
- Develop the rhetorical strategies necessary for writing and speaking persuasively in professional and public settings
- Gain more control over the style and form of their writing in order to adapt it to new and different circumstances

### **Course Requirements:**

This course requires reading, writing, and group discussion. Any given day of class you will be expected to engage in some or all of these practices. All work is meant to introduce you to various aspects of the business and professional world. All submitted work should be polished and client-presentable. You will need to put in consistent effort throughout the entire course. As in a business environment, you'll need to speak up in class and demonstrate active learning by taking notes and being a self-starter. Learning is not spectator sport.

This five-week course will ask you to complete one major assignment at the end of each week, as a culmination of the in-class and out-of-class work for that unit. These projects are designed to practice real-world business skills and for them students will need to generate professional communications and materials and work with their classmates. In the business world, teamwork is key, so in this class you'll be asked to work collaboratively with your classmates to complete some assignments.

### **Course Texts and Materials:**

*Successful Writing at Work, Concise 4th Edition*, Philip C. Kolin

Supplemental materials posted on Blackboard

Folder, notebook, and pen/pencil

A note about Blackboard: This course website may contain copyrighted materials that are used in compliance with the U.S. Copyright Law. Under that law, materials may not be saved to your computer, revised, copied, or distributed without permission. They are to be used in support of instructional activity as part of this course only and shall be limited to

the duration of the course, unless otherwise specified by the instructor or owner of the material. You may only download or print materials at the direction of your instructor who knows which materials are copyrighted and which are not.

**Course Content/Outline:**

This course is designed in five, one-week, modules. Each module will focus on a specific type of professional writing, including the techniques, formatting, tone, audience, and purposes of this writing. Each week, students will be required to do readings from their book, discuss and analyze the featured skills, practice, and, at the end of the week, demonstrate their understanding of the module in a project. These projects will have individual and group components, and will vary each week. Projects will be due in-class on the last day of the week.

Week 1, July 8 - July 12, 2019:

Proposals

Project 1 due in-class Friday

Week 2, July 15 - July 19, 2019:

Managerial Documents Project 2 due in-class Friday

Week 3, July 22 - July 26, 2019:

Correspondence

Project 3 due in-class Friday

Week 4, July 29 - Aug 2, 2019:

Presentations & Visuals Project 4 due in-class Friday

Week 5, Aug 5 - Aug 9, 2019:

Application Materials & Interviews Project 5 due in-class Friday

**Grading Criteria:**

Your grade in this course will be calculated as follows

Attendance and Participation:	5%
Project 1:	15%
Project 2:	15%
Project 3:	15%

Project 4: 15%

Project 5: 15%

Homework, in-class work, and quizzes: 20%

As this course moves quickly, all daily and homework will be returned within 48 hours.

All project grades (projects due on Friday) will be submitted by Tuesday of the following week.

<b>Overall Average Grade</b>	<b>Letter Grade</b>
95 – 100	A
90 - 94	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
74 - 76	C
70 - 72	C-
67 - 69	D+
63 - 66	D
60 - 62	D-
00 - 59	F

### **Course Expectations**

**Attendance:** Writing and professional life are about ideas and communication just as much as they are about grammar and structure. For this reason, your attendance and participation are crucial to your success in this class and as a writer. For each period that we meet, you will be given an attendance/participation grade (5-0), which considers not just whether you were physically present, but if you were prepared, attentive, and engaged with what your teacher and peers were saying.

To earn full participation/attendance grades for each class, you must:

1) be present, 2) have the text/readings with you, as well as your notes and any written assignments 3) be on TIME, 4) not leave class, at all, for the full class time, and 5) be an active member of your small discussion group. That is, you must stay focused on the tasks of the day. If you are not present for the class, you will receive a zero grade for the day. If you are present, but inattentive or not fully participating in any way, you will not

receive full marks for that course. **If I have to repeatedly tell you to put your phone away during class, you will receive a zero grade for that period.**

**If you miss more than 4 classes, you will automatically fail this course.**

**Late Work Policy:** I don't accept late work, nor do I give makeups on quizzes or missing assignments. I do, however, drop two grades from this category at the end of the course. Use these drops wisely.

For our accreditation, it is essential that all Framingham State University credit courses follow the Federal Definition of credit hour: for every one hour of classroom or direct faculty instruction, a minimum of two hours of out-of-class student work is required. Since the summer China courses meet for two contact hours daily (10 contact hours of classroom time weekly), the expectation is that students spend 20 hours per week doing out-of-class work. For the five week 4-credit course, this reflects 50 hours of classroom time and 100 hours of out-of-class time since the credit hour is defined as 50 minutes.

**Email:** I respond to emails within 24 hours, except on the weekends from Friday at 5 until Monday morning. All email to me, or any other FSU personnel, should be professional.

- Use the subject line to let me know what your email will be about.
- Start your email by addressing me— Hi Professor Buchanan is fine.
- Do not, I repeat, do not use text language or just shoot off a question. Emails to your professors are formal, professional communications. Take pride in this communication as it's good practice for the work world. Edit.
- Be sure to sign off with your full name and the course.

**Caution:** I don't answer emails that don't follow the above guidelines. I know that your intention isn't too be impolite, but that's how such emails come across. Of course, if we're in an exchange of question/response, you don't have to say Hi or Bye each time.

If you have an academic disability or impairment, it is your responsibility to bring this to my attention. I will be happy to work with you to ensure you have the tools to be successful in this course.

### **Academic Honesty Policy**

Integrity is essential to academic life, as well as professional life. Consequently, students who enroll at Framingham State University agree to maintain high standards of academic honesty and scholarly practice. You will be responsible for familiarizing yourself with the published policies and procedures regarding academic honesty. 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 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.
6. Misuse of the University's technical facilities (computer machinery, laboratories, media equipment, etc.), either maliciously or for personal gain.
7. Falsification of forms used to document the academic record and to conduct the academic business of the University.