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Spring 1-15-2020

ENG 2760-600: Introduction to Professional Writing

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Eastern Illinois University

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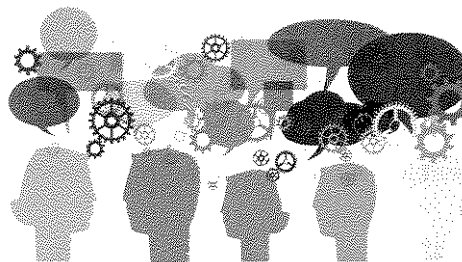
Recommended Citation

Vietto, Angela, "ENG 2760-600: Introduction to Professional Writing" (2020). *Spring 2020*. 50.
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Spring 2020 / English 2760

Introduction to Professional Writing



Professor Angela Vietto, 3341 Coleman Hall

On-campus office hours: T 9-10 am, and many other times by appointment

On-line office hours, Sun 7-8:30; and many other times by appointment

Office phone: 217-581-2428

Cell phone: 217-549-3203 (9 am – 9 pm, calls or texts welcome)

Course Description: Introduction to the principles and practices of writing in professional settings. Students will complete case-based and/or client-based projects in multiple genres and media. Course will also address ethical communication, document design, intercultural/global communication, collaboration, basic copyediting, and presentation.

Text from TRS: *Successful Writing at Work Concise 4th Edition* by Philip C. Kolin

Learning Objectives

1. Use effective communication strategies, including appropriate research techniques, to solve hypothetical and real-world 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—including online and global contexts. (Audiences will include international readers of English as well as readers with accessibility needs.)
3. Use revision and editing strategies to improve your own and others' writing. (We will go beyond general editing, including a short introduction to copyediting as well as stylistic editing.)
4. Use basic principles of effective visual and document design.
5. Use effective collaborative strategies to create a positive work environment.
6. Demonstrate understanding of basic ethical and legal considerations related to professional communication.
7. Demonstrate college- and professional-level writing produced through the process of prewriting, drafting, revising, editing, and proofreading.

Students with disabilities: If you have a documented disability and wish to receive academic accommodations, please contact the Office of Disability Services (581-6583) as soon as possible.

The Student Success Center: Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (<http://www.eiu.edu/~success>) 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 9th Street Hall, Room 1302.

If I see you struggling in the course, especially if you miss two or more assignments in a row without contacting me, I will try to communicate with you 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 that someone from the Student 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.

Academic Integrity: Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards.

The Electronic Writing Portfolio: Any written project of 750 words or longer written for this class would be suitable for submission to the EWP. Submissions must be made by the last day of finals week at the end of the semester. *Earlier deadlines apply for graduating seniors.*

English Teacher Education Majors: Students seeking Teacher Certification in English Language Arts should provide each of their English Department professors with a copy of the yellow form called "Application for English Department Approval to Student Teach" before the end of the semester. These forms are available in a rack outside the office of Dr. Melissa Ames (3821 Coleman Hall).

The English Department Statement on Plagiarism: Any teacher who discovers an act of plagiarism—"The appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation of them as one's own original work" (*Random House Dictionary of the English Language*)—has the right and responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignments of a grade of F for the assigned essay and a grade of F for the course, and to report the incident to the Office of Student Standards. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

Assignments and Deadlines: Professional writing is a hands-on subject. You learn by doing, by getting feedback, by critiquing your own performance, learning from the performance of others, and by revising. So you need to do the assignments. And because we're trying to develop habits, we'll be completing multiple short assignments that practice particular skills—so that if you need to build a skill, you'll have several chances to keep improving at it. That means that this isn't a course in which you can hurry up and do all the assignments at once; spreading the work out so that you can consider my feedback before you try the next related assignment is essential to actually learning in this class.

Finally, meeting deadlines is an important skill for professional communicators. Often, professional communicators must work under time pressure, with competing deadlines. So we need to build the habit of meeting deadlines. Can you get extra time? See the section below.

Extensions Versus Late Work: In the real world, sometimes it's possible to get an extension on a project without ruining your professional reputation or putting anyone's job in danger—and sometimes it's not. But it's never okay to miss a deadline without having asked for an extension, before the deadline.

So, to help you get in the habit of being deadline-oriented (if you're not already), my policy is that for routine course assignments, if you ask **before** the deadline, I **will** give an extension of 24 hours. On case projects, client projects, and the final exam, extensions aren't available.

To get an extension, you must ask for it

- (a) **no later** than an hour before the deadline,
- (b) by posting **in the extensions discussion thread**,
- (c) **without** offering your reason(s)/explanations, since they may be personal and this is a public discussion thread.

If you request an extension following all the guidelines above, I will grant it (even if I don't happen to see and respond to the request before the deadline).

Late work for which an extension was not requested through the process described above will not be accepted.

Grading and Assignments

Exercises	20%
Discussion posts	20%
Quizzes	10%
Problem/opportunity analysis report	15%
Case Study (collaborative)	15%
Client Project	10%
Final exam	10%

Final Grading Scale

A	90-100%
B	80-89.99%
C	70-79.99%
D	60-69.99%
F	59.99% and below

Overview of Modules & Key Dates (subject to change)

Specific deadlines for exercises, quizzes, and discussion board postings appear in the content modules in D2L as well as on the D2L calendar.

Jan 13-19	Module 1: First 5 discussion posts due by W Jan 15 at 11 pm; Follow-up discussion posts due by F Jan 17 at 11 pm I encourage you to start working on Module 2A as soon as you finish Module 1. I will be opening the modules as quickly as I can get them ready for you, and once they're open, you can work ahead on all the sub-modules in Module 2 except the last one (2L).
Jan 20-26	Complete Modules 2A and 2B. (I encourage you to read through the instructions for both modules as early in the week as possible, so you can ask any questions you have right away. Remember the "Help!" discussion thread is available for you to post questions.)
Jan 27-Feb 2	Complete Modules 2C, 2D and 2E.
Feb 3-9	Complete Modules 2F, 2G, and 2H.
Feb 10-16	Complete Module 2J.
Feb 17-23	Complete Module 2K.
Feb 24-Mar 1	Complete Module 2L.
Mar 2-8	Begin Module 3.
Mar 9-15	Continue Module 3; complete draft of report is due by Sun. Mar. 17 at 11 pm.
Mar 16-22	Spring break
Mar 23-29	Complete Module 3 (final, revised report is due by Sun. Mar. 29 at 11 pm).
Mar 30-Apr 5	Begin Modules 4 and 5 (these two will run simultaneously, with progress reports due every Sunday)*. 1 st progress reports for Case Study and Client Project due Sun. Apr. 5 by 11 pm.
Apr 6-12	Continue Modules 4 and 5. 2 nd progress reports for Case Study and Client Project due Sun. Apr. 12 by 11 pm.
Apr 13-19	Continue Modules 4 and 5. 3 rd progress reports for Case Study and Client Project due Sun. Apr. 19 by 11 pm.
Apr 20-26	Complete Modules 4 and 5: Case Study presentation due by Saturday, Apr. 25, 11 pm. Deadline for client project TBA.
Apr 27-May 1	Complete Module 6.
Thurs. May 7	Final Exam Due by 9:30 pm

*** Client project deadlines will be announced closer to the beginning of the module.**