



WPC 194: English Writing for Business, Fall 2014

Class Location: LL 274
Class Time: **Fridays**
9:00-9:50 am
Class Dates: **Aug 21st-Dec 5th**

Class Websites (Click to Visit):

schoology
learn. together.



Instructor: Ryan P. Shepherd

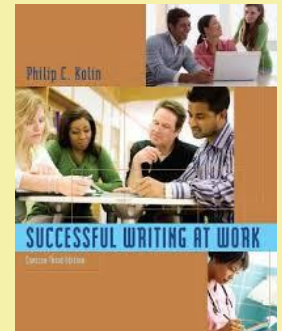


Email: Ryan.Shepherd@asu.edu
Office Location: Language and Literature Building, Room 307c
Office Hours: **Mondays:** 12:50-1:10 (BA 258) and 2:20-2:40 (STAUF A132)
Thursdays: 12:00-2:00 (LL 307c)
Fridays: 8:40-9:00 (LL 274), 10:10-10:30 (ECG G305), 12:50-1:10 (BA 258), and 2:20-2:40 (STAUF A132)
Or by appointment in office or online
Office Phone: (480) 965-7895
Cell Phone: (602) 369-6496 (text messages preferred)
Skype Name: RPShepherd

Required Materials

Required Textbook: Kolin, Philip C. (2012). *Successful Writing at Work* (Concise 3rd ed.). Boston: Wadsworth.

Additional Requirements: A Schoology account
An ASURITE ID and password to access MyASU
Access to Google Drive in MyASU
An email account linked to MyASU and Schoology that is checked daily
Daily access to a computer and the internet



Course Description

WPC 194 is a 1-credit workshop specifically designed for students interested in majoring in Business and who are currently taking WAC 107. The course is designed to build on skills learned in the student's first-year composition course and put some of those skills into a business context. Through the workshop, students will become familiar with genres, practices, and challenges related to business writing.

Course Goals

Through this course, students will:

- Develop communication skills through interactions with students and the instructor.
- Enhance their ability to work productively on collaborative projects with a team.
- Learn to think metacognitively about writing and applications of writing practices.
- Develop a standard by which to evaluate their own writing and work toward better writing skills.
- Identify resources through which they can develop their writing.
- Understand common genres in business writing and the affordances and challenges they offer.
- Learn the importance of cross-cultural communication and identify pitfalls to avoid when communicating for international business.
- Learn the importance of tailoring writing to specific audiences.

Course and Writing Requirements:

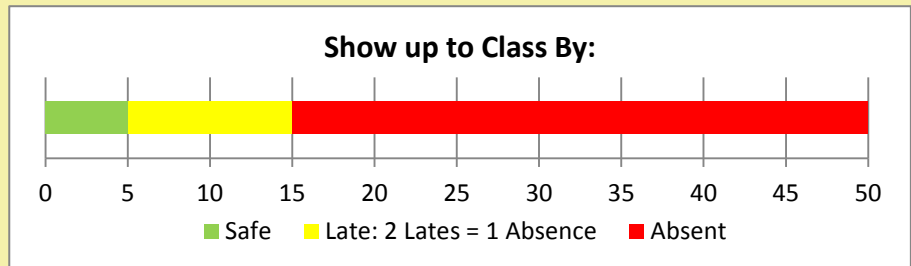
Attendance:

I expect you to attend all classes and to arrive on time; consistent attendance is the only way to make the most of the class. If you miss more than two classes, you will fail the course—this is Writing Programs policy.

Lateness:

Being more than 15 minutes late to class, being 5-15 minutes late to class two times, or leaving class early without permission will each count as an absence. We will occasionally hold conferences or workshops; if you miss one of these sessions (whether in-person or online), you will be counted absent.

2 Absences = Fail



Classroom Environment:

Please silence all cell phones during class time. We should all give the class and each other our full attention for the duration of the session. If you answer a phone, text message, or use other media during class for non-class material, you will receive no participation credit for that day, and I reserve the right to ask you to leave the class.

Please use classroom workstations or personal laptops only for classroom activities during class time. If you are browsing material not related to the class during class time, you will receive no participation credit for that day, and I reserve the right to ask you to leave the class.

Please note that some course content may be sensitive. As we conduct scholarly investigation and engage in critical thinking about class topics, we will often entertain many different opinions about a topic or text or perspective; please be considerate of others' contributions and viewpoints. An environment of respect will allow all of us the opportunity to participate and learn.



Homework:

Homework includes all work done outside of face-to-face class time aside from the final drafts of the major writing projects. This includes first and revised drafts of the major writing projects, peer reviews, discussion board posts and responses, and other activities outside of class.

I do not accept make-up work for any homework. All homework is due at the time designated on the schedule. Late homework will not be accepted and will receive no points. Absence, computer problems, or other issues are not an excuse for late or incomplete homework.

Keep on Top of Homework!

No Late Homework

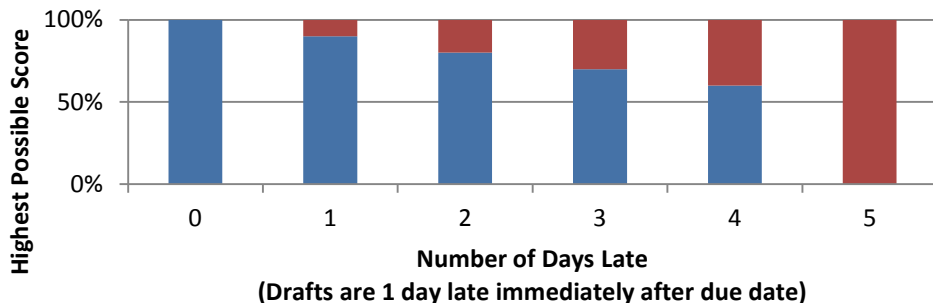
No Make-Up Homework

No Extra Credit

Major Class "Tasks":

There are five major "tasks" as part of ENG 194. Written tasks will be submitted electronically through the Google Docs. All tasks must be submitted to the site by the due date listed on the syllabus. Late writing projects will lose a full letter grade if they are not submitted at the time due and will lose another letter grade every 24 hours thereafter. Tasks more than 5 days late will receive no credit but must still be submitted. Computer problems are not valid excuses for late work.

Late Final Drafts



Tasks: Together, these five tasks are worth 55% of your final grade.

- WT1: Cross-Cultural Presentation
- WT2: Email to Professor
- WT3: Complaint Letter
- WT4: Adjustment Email
- WT5: Profile Creation

Grading:

The course grade will be determined by the following:

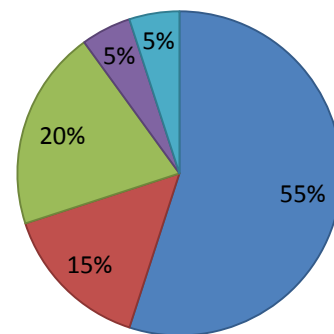
| | |
|-------------------------------|-----|
| Tasks (5 Total) | 55% |
| Homework | 15% |
| Weekly Learning Journal | 20% |
| Participation | 5% |
| Learning Journal Presentation | 5% |

Homework includes: All activities to be completed outside of class excluding "Tasks" and "Learning Journal."

Participation includes: Daily attendance and participation in activities.

Final Grade Breakdown

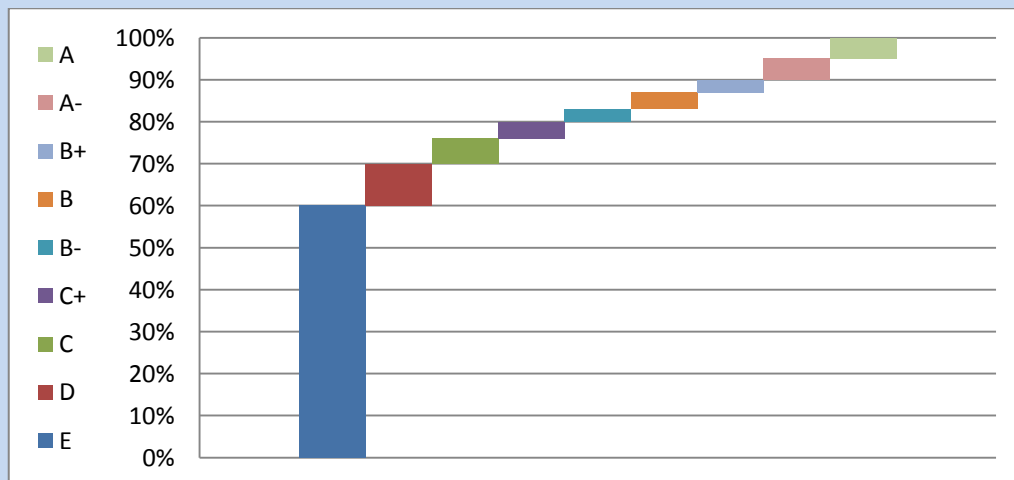
- Tasks
- Homework
- Learning Journal
- Participation
- Learning Journal Presentation



Grading Scale:

All grades in the class (including final grades) will be calculated on the following scale:

| | |
|-----|----------|
| A: | 95-100 |
| A-: | 90-94.99 |
| B+: | 87-89.99 |
| B: | 83-86.99 |
| B-: | 80-82.99 |
| C+: | 76-79.99 |
| C: | 70-75.99 |
| D: | 60-69.99 |
| E: | 0-59.99 |



NOTE: This syllabus is subject to change. In the event that a portion of the syllabus is changed, students will be notified on the class site, and a new version of the syllabus will be made available through Schoology.

Standard Writing Programs Policies

1. Policy on class attendance

Students are expected to attend all class sessions. Because Writing Programs courses incorporate frequent small- and large-group activities into lessons, students who are absent affect not only their own learning, but that of their fellow students. Therefore, only *two weeks'* worth of absences (see below) will be allowed for the semester, *regardless of reason, including documented illness or emergency*. Students who exceed two weeks' worth of classes will fail the course, unless they withdraw (see <http://students.asu.edu/drop-add>).

- **For Fall and Spring semesters**, classes that meet three days a week (MWF, for example), the maximum number of allowed absences is six (6); for classes that meet two days a week, the maximum number is four (4); for classes that meet once a week, the maximum number is two (2). For classes that meet on other schedules, the number of absences allowed should reflect a similar ratio (two weeks worth of class meetings).
- **Note:** Students who participate in **university-sanctioned activities** and/or who will be unable to meet the attendance requirements for a particular section should move to another section where their activity schedules will not interfere with their classroom obligations (students can freely switch sections during the first week of the semester). To accommodate students who participate in university-sanctioned activities, ASU Writing Programs offers sections of many courses online and at various times of the day and week. We have asked advisors across campus to help students enroll in appropriate sections. If you think that this course may conflict with a university-sanctioned activity in which you are involved—athletics or the debate team or another—please see me immediately.
- **Note:** Writing Programs is sensitive to the religious practices of the various religious faiths represented in the student body of the university community. Writing Programs' standard attendance policy listed here provides reasonable accommodation for individual religious practices. Students who anticipate absences due to religious reasons should plan their absences in the course accordingly. To accommodate students' religious practices, ASU Writing Programs offers sections of many courses online and at various times of the day and week. We have asked advisors across campus to help students enroll in appropriate sections. If you think this course may conflict with your religious practices, please see me immediately.

2. Attendance: first week of classes

According to university policy, students who are registered but do not attend any of the first week of classes may be dropped.

3. If I am absent

If I need to cancel class for any reason, I will contact you via e-mail. If possible, I will also try to get someone to post a sign. However, if you come to class and I have not arrived by the time 15 minutes have elapsed (from when class is to start), please assume that class is cancelled, and check e-mail frequently afterwards for further instructions.

4. Grading

Grading is based on specific assignment criteria, and will follow English Department standards for content, organization, expression, and mechanics. To compute final course grades, the following values are assigned to the standard letter grades of A through E:

- A = 4.0
- A- = 3.7

- B+ = 3.3
- B = 3.0
- B- = 2.7
- C+ = 2.3
- C = 2.0
- D = 1.0
- E = 0.3
- No paper = 0.0

5. The public nature of writing and discussions

Please consider every piece of writing you do for this class to be "public property." Remember that you will often be expected to share your writing with others, so avoid writing about things that you may not be prepared to subject to public scrutiny, or things you feel so strongly about that you are unwilling to listen to perspectives other than your own. This does not mean that you are not entitled to an opinion but that you adopt positions responsibly, contemplating the possible effect on others. This course may contain content (assigned readings, in-class discussions, etc.) deemed offensive by some students. If you have concerns about any course content, please bring these concerns to the attention of your instructor.

6. Technological Distractions

Please refrain from any unauthorized usages of technology during our class sessions. In this usage, 'unauthorized' means unrelated to the tangible learning activity or activities taking place during the class period. Please put all hand-held electronic devices away. I will expect computers and laptops to be used for classroom activities only. Failure to abide by these guidelines may have a negative impact on a student's participation grade. Repeat offenders may be seen as disruptive and asked to leave class."

7. Late Writing Projects

Late writing projects will lose full letter grade one minute after it is due and another letter grade every 24 hours thereafter. Writing projects more than 5 days late will receive no credit but must still be submitted. Computer problems are not valid excuses for late work.

8. All writing for this class must be written for this class

To pass this class all major writing assignments must be submitted, and note that all writing for this class must be written for this class. Resubmitting a paper from another class or elsewhere constitutes academic dishonesty. If you wish to further pursue a project begun in another class or develop ideas you have written about in another class, please discuss your plans with me first.

9. Academic Dishonesty

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <http://provost.asu.edu/academicintegrity>.

10. Disruptive, Threatening, or Violent Behavior

Students, faculty, staff, and other individuals do not have an unqualified right of access to university grounds, property, or services. Interfering with the peaceful conduct of university-related business or activities or remaining on campus grounds after a request to leave may be considered a crime. A disruptive student may be withdrawn from a course with a mark of "W" or "E" when the student's behavior disrupts the educational process. Disruptive classroom behavior for this purpose is defined by the instructor. Disruptive behavior in any form (see <http://www.asu.edu/studentaffairs/safety/definitions.html>) will not be tolerated, and students are expected

to be familiar with all relevant university policies. ASU Student Rights and Responsibilities are located at <http://students.asu.edu/srr/code>.

11. Accommodations for Students with Disabilities

Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to me at the beginning of the semester either during office hours or by appointment. **Note:** Prior to receiving disability accommodations, verification of eligibility from the Disability Resource Center (DRC) is required. Disability information is confidential.

Establishing Eligibility for Disability Accommodations: Students who feel they will need disability accommodations in this class but have not registered with the Disability Resource Center (DRC) should contact DRC immediately. Their office is located on the first floor of the Matthews Center Building. DRC staff can also be reached at: 480-965-1234 (V), 480-965-9000 (TTY). For additional information, visit: www.asu.edu/studentaffairs/ed/drc. Their hours are 8:00 AM to 5:00 PM, Monday through Friday.

12. Disposition of Papers/Grade Appeals

Students should keep *all* graded assignments for this course until the term is officially over and final grades are posted. If students believe their final grade is inaccurate or unfair, they must present all graded work in order for the grievance committee to review their case. Students should not solely rely on the documents remaining electronically available on Blackboard, if submitted there, but should also maintain their own digital copies.