

ENG 333: Writing in Professional and Public Contexts

University of Southern Mississippi, Fall 2016

Instructor: Hannah Dow; Hannah.dow@usm.edu

Section H007, T/TR 2:25-3:40, MCL 163

Office Hours: Tuesday 4-5PM in LAB 336

DESCRIPTION

English 333 aims to prepare students to read, conduct research, and communicate more effectively in a range of academic, professional, and public settings. Specifically, you will complete projects designed to acquaint you with the audiences and documents you are likely to encounter in your educational and professional careers.

Two assumptions will be key to this work:

- Writing and speaking are rhetorical: effective communicators must carefully consider their audiences and their purposes as they plan, draft, and revise their communications.
- Academic, professional and public audiences often differ in how they read and respond to communications: effective communicators must learn to recognize and negotiate such shifting demands in each new context they face.

REQUIRED MATERIALS

- Gurak, Laura J. and John M. Lannon. *Strategies for Technical Communication in the Workplace*, Third Edition. Boston: Pearson, 2016 (9780321995896).
- Regular access to the internet to complete assignments and download materials from our Blackboard companion site at: usm.blackboard.com

ONLINE ACCESS

To access the online components of this course, you must first go to <https://usm.blackboard.com>, then follow the log-in instructions. You will need to have your EMPLID and password (the same information you use to access SOAR and register for classes). If you have any questions or run into difficulty accessing the Blackboard material for this course, please call the iTech Help Desk at 601-266-4357 or helpdesk@usm.edu. You can also get specific instructions on how to use components of Blackboard by visiting www.usm.edu/elo.

STUDENT LEARNING OUTCOMES

ENG 333 is a GEC course at USM, and students taking this course are expected to meet the following GEC learning outcomes:

1. the student is able to develop a topic and present ideas through writing in an organized, logical, and coherent form and in a style that is appropriate for the discipline and the situation.
2. the student can observe conventions of Standard English grammar, punctuation, spelling, and usage.
3. the student can find, use, and cite relevant information.

In addition, the Composition Program at Southern Miss has identified specific learning outcomes for each of its first-year writing courses that are meant to complement our GEC outcomes. At the completion of ENG 333, students will be able to:

- Analyze a writing task and its rhetorical context, including the purpose of the document, its audience, its uses, and its constraints.
- Understand the basic features of several academic, professional, and public genres, and how to modify these features in response to new audiences and situations.
- Create usable, persuasive, clear, accurate, and readable documents.
- Understand the specific expectations of audiences in your chosen academic and professional field, and adapt your communications to more effectively address these expectations
- Develop a professional style of working in teams and managing group projects.
- Conduct more advanced research in a variety of contexts, and more effectively incorporate this research in your writing.

REQUIREMENTS

In order to earn at least a “C” in this course, students must satisfactorily fulfill all of the following:

- Complete all **reading assignments** and participate in group work;
- Complete all **weekly informal writing assignments**, to be posted online;
- Submit all **course projects** (see Course Schedule for details);
- Compile a **final portfolio** (in lieu of a final exam)

333 GRADING RUBRIC

A: 90-100

B: 80-89

C: 70-79

D: 65-69

F: 64 or below

GRADE DISTRIBUTION

Participation/Informal Assignments (10 pts total)

Short assignments related to material covered in readings and course lectures, as well as peer reviews. Each student is responsible for completing the assignments by the posted due date. Students who satisfactorily complete all weekly writing assignments will receive 10 points. Students will lose points for not submitting assignments, assignments that do not meet expectations, incomplete assignments, and late assignments.

Peer Reviews (10 pts)

For the first two major assignments, you will be required to complete a peer review for another person in the class, according to the examples in the textbook.

Project One—Employment Materials Project (20 pts) DUE Thursday, 9/15

An individual project in which students create a résumé and job letter targeting a specific position or opportunity and present them to the instructor in a professional, introductory format.

Project Two—Memo, Claim and Adjustment Letters (20 pts) DUE Thursday, 10/18

A collaborative project that requires students to think about a specific real-world problem and compose a claim letter to seek adjustment for the problem, and an adjustment letter that responds to another student’s complaint. A memo detailing rhetorical choices will accompany the project.

Project Three (Team Project): Forming a Nonprofit Organization (30 pts) DUE Tuesday, 11/22

A team project in which students will isolate a problem and produce real-world solutions by creating a nonprofit organizations. The project will include three components: a mission statement, a grant proposal, and a feasibility report.

Final Portfolio (10 pts) DUE Tuesday, 12/13

Each student will submit a final portfolio at the end of the semester containing the following items:

- Reflection Letter
- Edited Job Letter and Résumé (Project 1)
- Revised Project 3

Participation/Informal assignments:	10 points
Peer responses:	10 points
Project 1:	20 points
Project 2:	20 points
Project 3:	30 points
<u>Final Portfolio:</u>	<u>10 points</u>
Total:	100 points

Note: For program assessment purposes, some final portfolios may be randomly selected for institutional review at the conclusion of the semester. In such cases, portfolios will be collected anonymously from among all available sections of English 333. This review is intended solely to improve the quality of the curriculum and will not affect your grade in any way.

ADDITIONAL COURSE POLICIES

ACTIVE PARTICIPATION

Being physically present in class is not enough; you must also be mentally present. Sleeping, engaging in distracting behaviors (such as interrupting discussions, texting, playing on social media, doing work for other classes, etc.), or refusing to participate in class activities and discussions is unacceptable and is grounds for being counted absent. I will not interrupt class to tell you if I have marked you absent for any of these reasons, but will notify you afterward. If you have a hard time staying awake, concentrating, or sitting still at your desk, you may stand up or move around, provided you do so in a non-distracting way.

ATTENDANCE

The framework of this course – with its emphasis on class discussion and group work – demands that you attend class regularly. Failure to complete in-class work, such as peer reviews, in-class writing assignments, and group meetings will result in the lowering of your overall grade. Indeed, no in-class activities may be made up due to tardiness or absence, and students who accumulate more than two will automatically have their final grades lowered. **There is no distinction between excused and unexcused absences.** More than four absences in a semester will result in your failing the course. If you are more than ten minutes late to class, I will mark you absent. **This attendance policy is not flexible.**

CONFERENCES

I will hold required group conferences for Project 3, and will set aside class time for this. When preparing for a conference, you should bring a draft of what you are working on, as well as any questions you have encountered on that particular assignment or regarding the course itself. Missing a scheduled conference

will negatively affect your overall grade in the class. You are also welcome to arrange an individual meeting with me at any point during the semester.

PORTABLE ELECTRONIC DEVICES

Except when I specify otherwise, the use of portable electronic devices (such as cell-phones, tablets, laptops, etc.) is prohibited in class, and such devices should be turned off and placed in your bag and/or out of sight under your desk. **If I notice that you are using technology in an inappropriate way, I will not (further) distract the class by pointing it out, but I will deduct points from your final grade.**

LATE WORK

Late work will only be accepted if you can demonstrate that you have encountered a valid obstacle before the deadline (i.e., that you've been working on the project in good faith, have communicated this to me, but have run into some problems). If you feel you may be unable to complete an assignment on time, you should contact me as soon as possible, but *no later than two days before the due date*. After reviewing all the work you've done on the assignment, we will set a new deadline together. In all other cases, **I do not accept late work**. This class is conducted as if we were in a business atmosphere. **Your boss would not accept late work, and neither will I.**

ACADEMIC INTEGRITY

All students at the University of Southern Mississippi are expected to demonstrate the highest levels of academic integrity in all that they do. Forms of academic dishonesty include (but are not limited to):

1. Cheating (including copying from others' work)
2. Plagiarism (representing another person's words or ideas as your own; failure to properly cite the source of your information, argument, or concepts)
3. Falsification of documents
4. Disclosure of test or other assignment content to another student
5. Submission of the same paper or other assignment to more than one class without the explicit approval of all faculty members' involved
6. Unauthorized academic collaboration with others
7. Conspiracy to engage in academic misconduct

Engaging in any of these behaviors or supporting others who do so will result in academic penalties and/or other sanctions. If a faculty member determines that a student has violated our Academic Integrity Policy, sanctions ranging from resubmission of work to course failure may occur, including the possibility of receiving a grade of "XF" for the course, which will be on the student's transcript with the notation "Failure due to academic misconduct." For more details, please see the University's [Academic Integrity Policy](#). Note that repeated acts of academic misconduct will lead to expulsion from the University.

EMAIL AND ELECTRONIC COMMUNICATION ETIQUETTE

As we will discuss throughout the semester, different spaces and situations require different styles of communication. An informal message to a classmate, for example, may be casual in style and tone, while a polished project should have a style and tone appropriate for an academic audience. An email to me, to any other faculty or staff member on campus, or to anyone in any position of authority must be respectful and professional in tone, should come from your official USM email account, and should follow this format:

Subject: * (*Emails with no subject line may not be read (and usually get sent to my Spam folder anyway)*)

Dear Professor Dow, (*Always use a formal address, such as Professor, Dr., Ms., Mr. Never use the person's first name unless you have been given explicit permission to do so*),

I would like to schedule an appointment with you to discuss my draft. Are you available this Wednesday afternoon? (*Emails that are not professional in style or tone, or that ask questions that are clearly answered on the syllabus or assignment sheets, may be ignored.*)

Thank you, (*Use a formal closing, such as "Sincerely," "Respectfully," "Thank you," or "Best regards."*)
Kim Jones (*Always sign your full name at the end of your email.*)

ACADEMIC SUPPORT RESOURCES

Please see our Student Success Website: <http://www.usm.edu/success> for information on where you can find tutoring and other academic assistance, as well as the location of key resources on campus.

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address:

The University of Southern Mississippi
Office for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS 39406-0001

Voice Telephone: 601.266.5024 or 228.214.3232 Fax: 601.266.6035

Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1.800.582.2233 (TTY) or email ODA at oda@usm.edu.

IMPORTANT SEMESTER DATES

Wednesday, 8/31: Last day to drop full-semester classes for 100% financial credit.

Monday, 9/5: Labor Day Holiday

Thursday-Friday, 10/20-21: Fall Break

Friday, 11/4: Last day to withdraw from full-term courses for a grade of W.

Wednesday-Friday, 11/25-27: Thanksgiving holidays

Friday, 12/9: Last day of classes

Monday-Thursday, 12/12-15: Final exams

TENTATIVE SCHEDULE, subject to change at my discretion
STC = Strategies for Technical Communication in the Workplace

Week	Day	Readings Due	Assignments Due
1 Introduction			
	TR 8/25	ENG 333 Course Syllabus	
2 Useable Information	T 8/30	<i>STC</i> Ch. 18, "Email and Text Messages," pp. 350-361 <i>STC</i> Ch. 1 pp. 2-24	Blog #1: Introduce Yourself, due by 11:59 PM
	TR 9/1	<i>STC</i> Ch. 3, "Providing Audiences with Useable Information," pp. 45-65 Project 1 Assignment Sheet	Blog #2: p. 65 "Digital and Social Media Application," due by 11:59 PM
3 Job Search	T 9/6	<i>STC</i> Ch. 9, "Résumés and Other Employment Materials," pp. 151-174	Blog #3: Analyzing a Job Ad
	TR 9/8	<i>STC</i> Ch. 15, "Informal Reports," pp. 298-301 (Peer Review Reports)	Project 1 Draft due by 11:59 PM
4 Résumés and Cover Letters	T 9/13	In-class workshop	Peer Review of Project 1 due by 11:59 PM
	TR 9/15	Project 2 Assignment Sheet	Project 1 DUE by 11:59 PM
5 Ethical Issues	T 9/20	<i>STC</i> Ch. 4, "Recognizing Ethical Issues in Technical Communication," pp. 67-74	
	TR 9/22	<i>STC</i> Ch. 6, "Writing with a Readable Style," pp. 94-110	Blog #4 p. 108 "General Application," due by 11:59 PM
6 Memos	T 9/27	<i>STC</i> Ch. 10, "Memos and Letters," pp. 176-185	
	TR 9/29		Blog #5 p. 203, "General Application," due by 11:59 PM
7 Claim Letters	TR 10/4	<i>STC</i> Ch. 10, "Memos and Letters," pp. 185-192; 195-197	
	TR 10/6	BB Content for Writing a Claim Letter	Claim Letter Draft Due by 11:59 PM

Week	Day	Readings Due	Assignments Due
8 Adjustment Letters	T 10/11	<i>STC</i> Ch. 10, “Memos and Letters,” pp. 201-203 BB Content for Writing an Adjustment Letter	Adjustment Letter Draft due by 11:59 PM
	TR 10/13	In-class workshop	Peer Review of Claim and Adjustment Letters due by 11:59 PM
9	T 10/18	Project 3 Assignment Sheet	Project 2 DUE by 11:59 PM
	TR 10/20	No class, Fall Break	
10 Introduction to Nonprofit Organizations	T 10/25	<i>STC</i> Ch. 11, “Definitions,” pp. 206-219	
	TR 10/27	Blackboard content	Blog #6: Mission Statement, due by 11:59 PM
11 Research and Proposals	T 11/1	<i>STC</i> Ch. 2, “The Research Process in Technical Communication,” pp.26-43	
	TR 11/3	<i>STC</i> Ch. 17, “Proposals,” pp.327-348	Blog #7: Grant Proposal, due by 11:59 PM
12 Informal Reports	T 11/8	<i>STC</i> Ch. 15, “Informal Reports,” pp. 282-301	
	TR 11/10	<i>STC</i> Ch. 16, “Formal Reports,” pp. 303-325	Blog #8: Team Progress Report, due by 11:59 PM
13 Formal Reports	T 11/15	Conferences	
	TR 11/17	Conferences <i>STC</i> Appendix A, “Documenting Sources,” pp. 405-438	Project 3 Draft due by 11:59 PM
14 Documenting Sources	T 11/22	Final Portfolio Assignment Sheet	Project 3 DUE by 11:59 PM
	TR 11/24	No class, Thanksgiving holiday	
15 Revision	T 11/29	Blackboard content Presentations	Work on Final Portfolio
	TR 12/1	Blackboard content Presentations	Work on Final Portfolio
16 Reflection	T 12/6	Reflection Letter Examples on BB Presentations	Work on Final Portfolio
	TR 12/8		Work on Final Portfolio

Final Portfolio DUE Tuesday, December 13, 2016 by 11:59 PM