

Listen

Professional & Technical Writing

Instructor	Professor Amy Ellison PGP: She/Her/Hers	westga email	aellison@westga.edu
Office Location	TLC 3131	Office Hours	M/W 11-2 T 12:30-2
Telephone	678-839-4882 (I prefer email or Google Chat.)	Online Hours	MW 11-2 Th 12:30-2

SUPPORT FOR COURSES

CourseDen D2L Home Page

<https://westga.view.usg.edu/>

D2L UWG Online Help (8 AM – 5 PM)

<http://uwgonline.westga.edu/students.php>

Call: 678-839-6248 or 1-855-933-8946 or email:
online@westga.edu

24/7/365 D2L Help Center

Call 1-855-772-0423 or search:
<https://d2lhelp.view.usg.edu/>

University Bookstore

<http://www.bookstore.westga.edu/>

Turnitin

<https://westga.view.usg.edu/d2l/le/content/1270146/viewContent/19319616/View>

Student Services

<http://uwgonline.westga.edu/online-student-guide.php>

Center for Academic Success

<http://www.westga.edu/cas/>

678-839-6280

Distance Learning Library Services

<http://libguides.westga.edu/content.php?pid=194430>

Ingram Library Services

<http://www.westga.edu/library/>

UWG Writing Center

COURSE INFORMATION

Course Description

This writing-intensive course will introduce students to the basics of workplace writing, including the production of job application materials, professional genres, and company presentation.

By analyzing real-world business examples and producing rhetorically sound business documents, students will learn to navigate various types of workplace communication. To meet the needs of dynamic workplace environments, the artifacts will employ different types of media and perform various rhetorical functions.

The class is divided into three major units with multiple assignment components in each unit. The first unit allows students to develop their own professional identities; the second unit focuses on recognizing, analyzing, and understanding a variety of professional genres; the third emphasizes crafting persuasive communication for targeted audiences.

Course & Program Goals:

- Students will develop rhetorical sensitivity, rhetorical acumen and composition skills necessary to prepare a variety of documents required in common business and technical writing contexts.
- Students will learn teamwork and collaborative authorship skills.
- Students will develop real-world problem-solving techniques.
- Students will practice the scrupulous attention to detail necessary in a business and technical writing environment.
- Students will become aware of techniques for adapting their writing to the demands of a highly audience-driven, context-sensitive field.
- Students will develop techniques for making effective business presentations to individuals and groups.
- Students will understand and appreciate internationally and culturally diverse styles of business communication
- This course fulfills one of the departmental requirements for the completion of the English major and the English major with Secondary Education.
- Students will develop the analytical, oral and written skills to pursue graduate study or careers in teaching, writing, business, and a variety of other fields.

Required Texts:

- Alred, Gerald J., Charles T. Brusaw, and Walter E. Oliu. *The Business Writer's Handbook*. 10th Boston, Bedford/St. Martin's. 2012. Print.

ASSIGNMENTS

Assignment	Description	Due Date	Percentage
Online Discussions	We use these exercises to generate and revise writing into final products. These assignments significantly impact the quality of your work.	Due by Saturday night at 11:30pm EST of the week assigned	20%
Scaffolding Work	Assignments that provide students with feedback before final products are due. Consider these to be prewriting drafts.	Due by Saturday night at midnight EST of the week assigned	30%
Final Products	The end results of your scaffolding; i.e., a finalized professional development plan; a professional resume or CV; final portfolio.	Due by Saturday night at midnight EST of the week assigned	40%
Professionalism	Consider me your manager for the course. I will base this grade on professionalism throughout (quality and timely work, ability to work with others and use professional tone in dicussion and writings). In short, this grade will reflect your chances of being hired considering your work ethic performance in this class.	Posted at Midterm and revised at Finals	10%
TOTAL			100%

GRADING INFORMATION & POLICY

Grading structure and point scale:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D

< 60%	F
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Not submitted	0
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Please see the [Common Language for Course Syllabi](#) for official information on UWG's Academic Integrity Policy. Note that I will enforce this policy. In addition, allow me to share my standard statement on plagiarism:

The Department of English and Philosophy defines plagiarism as taking personal credit for the words and ideas of others as they are presented in electronic, print, and verbal sources. The Department expects that students will accurately credit sources in all assignments. An equally dishonest practice is fabricating sources or facts; it is another form of misrepresenting the truth. Plagiarism is grounds for failing the course. Not sure about something? ASK ME!

If an idea does not come fully-sprung from your own skull, you need to figure out whose idea it is and give them credit through citation. If you cheat in my class, you will receive an automatic F for the class. Do not test this.

COMMUNICATION RULES

Communication Rules:

I encourage you to visit me during my office hours. Please feel free to come by to ask questions about the readings or to discuss any element of your writing and research at any stage of the process. You may also chat with me online. Regardless, contact me the *same day* you begin to have a question or concern. Please do not wait until the day before an assignment is due to seek assistance—give yourself time to think and write, and ask questions early and often.

I prefer that you send me your questions via UWG email. I will return all emails in 36 hours during the week and within 48 hours over the weekends.

Special Note:

The Board of Regents, the governing body for the University System of Georgia, recently passed new rules regarding sexual misconduct and its reporting. (It's called BOR 4.1.7 Sexual Misconduct Policy, link [here](#).) As of July 1, 2016, **all faculty and staff must promptly and fully report complaints of or information regarding sexual misconduct to the Title IX Coordinator on campus.** Here is the UWG [Title IX website](#).

What this means is that I cannot guarantee confidentiality if you come to me and tell me about an instance of sexual misconduct. I must report. However, the following locations and individuals can offer confidential support, and I strongly encourage you to talk to them. I can help you contact these places, too.

[COUNSELING CENTER](#) Counseling Center

Location: 123 Row Hall

Office Hours: Monday-Friday, 8:00 AM-5:00 PM

Tel: (678) 839-6428 (after hours call UWG)

(This one is not confidential, but you should have it)

[UNIVERSITY POLICE](#) 678-839-6000

(96000 on campus)

Police)

Email: counseling@westga.edu

HEALTH SERVICES 678-839-6452

PATIENT /VICTIM ADVOCATES 678-839-0641; 678-839-5338
(after hours 678-839-6000)

EXPECTATIONS OF STUDENTS

Course Structure: Ultimately, your success depends on how much time, energy, and effort you are willing to put into the class. I am only in control over one hundred percent of my own effort, but I promise you will *always* receive my full effort. I hope to see the same level of dedication in you. I want to help you make the grade you desire; I promise that you will receive the grade you earn.

Attendance: You must show up for both face-to-face meetings. If we remained completely online, your course fees would have increased. It is imperative that you show up to these meetings (in October and November). We'll have group presentations going on! People are counting on you!

Late work policy: Assignments are accepted late with a 10% penalty per day late, and submission opportunities are closed after five days. I strongly recommend that students make an electronic copy of everything submitted to me through Turnitin.

Other: For the Americans with Disabilities Act, UWG Email, Credit Hour, and UWG Honor Code policies as well as information on Academic Tutoring, Student Services, and Technical Requirements, Privacy Policy, and Accessibility Statements, please see the [Common Language for Syllabus](#) document.