English 205, Business Writing, Summer 2016 (3 credit hours)

Instructor: Ken Green  
E-mail: kgreen@usd.edu

Course Catalog Description
A pre-professional course concentrating on the planning and writing of an extensive, business-focused research paper. Also covers effective letters, memos, short reports, and résumés. Course prerequisites: ENGL 101 and 210.

Course Overview
English 205 is an advanced writing course designed to teach students the skills that will help them manage business communication effectively while developing and employing critical thinking skills focused on organizing information, drawing conclusions, and making recommendations. More specifically, students will learn how to analyze job listings, write resumes and cover letters, work collaboratively on informal writing projects, and develop formal writing skills that will enable them to succeed in the professional workplace.

Required Texts and Other Materials
- A composition handbook/style guide
- A USD e-mail account and Internet access

Bookstore Contact Information:
Barnes and Noble at USD  
14 E Clark Street  
Muenster University Center  
Vermillion, SD 57069  
Phone – (605)677-6291  
Website: http://usd.bncollge.com

Please have your copy of our textbook starting the first week of class.

Other Course Requirements
- Internet access
- A USD Internet account in order to log on to our class Desire2Learn (D2L) space. If you do not already have a USD account, contact the online course coordinator immediately at 1-800-233-7937.
- In order to access some of our course material that are in .pdf format, you will need the Adobe Acrobat Reader. If you do not have it on your computer, you can download it for free at http://www.adobe.com/#ds.
- Ability to submit written work as Microsoft Word 2003 or later documents, as the instructor will use the comment and proofing features in Word to provide feedback within some documents.
- Access to Google Docs. USD’s Google Docs can be accessed with your USD username and password at: http://docs.usd.edu.

**Instructional Methods**

Instructional methods include a combination of lecture/presentations, discussion, and peer workshops with the instructor acting as a facilitator for the students. The course will be instructed entirely online via D2L (http://d2l.sdbor.edu), which you will use to do the following:

- Communicate with your instructor and classmates via discussions and course mail
- View presentations, lectures, and lecture notes
- View and complete quizzes
- Access all required course materials
- Access your course progress and grades

**Course Activities**

**Reading and Writing:** Each week you will complete a number of readings and assignments designed to introduce you to different document templates and rhetorical strategies so you can create various business documents. In addition to the three major projects discussed on the following pages, you will be responsible for written feedback on your peers’ work and responses to online discussions or course readings.

**Writing Improvement Exercises and Quizzes:** Excellent writing skills are highly valued in the workplace, and by bringing value to a firm or institution, you position yourself for stronger job security and a better chance at being promoted. To help you continue to hone your writing skills, you will complete writing improvement exercises and editing challenges, and your comprehension of basic grammatical rules will be assessed through frequent quizzes.

**Participation:** In order to succeed in business, you must demonstrate that you are a proactive, driven person who can lead and work well with others. As you will be judged on how you contribute in a work setting, you will also be assessed in this class based on your level of professionalism. Treat the online course as a professional environment, a place where you are attentive and your commentary is appropriate. Remember that in this course, as in the workplace, you are always making an argument about what kind of recognition, bonus, or grade your overall work merits.

Online classes give the benefit of flexibility as to when you do your work, but please note that the South Dakota Board of Regents defines a credit hour as constituting one hour of classroom or direct faculty instruction, and two hours of out of class student work. As this is a three-credit course, students should expect to spend at least 9-10 hours a week on course activities. Budget your time wisely and effectively. Your attitude, work ethic, self-motivation, attentiveness to detail, ability to follow directions and meet deadlines, as well as the end products you submit, all affect your evaluation. Enthusiastic participation is expected from all class members.
Assessment and Grading

To pass this course, you **MUST** meet the following requirements: (1) treat the online course as a professional environment and your peers as professional colleagues; (2) complete all three major projects in their entirety; (3) submit writing that has been produced ONLY during the semester in which you are enrolled in this class; (4) submit all writing assignments to the D2L Dropbox as directed; (5) meet all assignment deadlines. This is the MINIMUM for PASSING. Then your course grade will be determined as follows:

- **Project 1: Job Application Packet**
  - Resume 50
  - Cover Letter 50
  - **Total:** 100

- **Project 2: Informal Group Report (1,000-1,500 words)**
  - Professionalism Component 30
  - **Total:** 230

- **Project 3: Formal Report**
  - Proposal to Conduct a Study 25
  - Outline Memo 25
  - Formal Report (approx. 3,500 words total)
    - Title Page 5
    - Letter/Memo of Transmittal 20
    - Table of Contents Page 5
    - Executive Summary 30
    - Body of Report 300
    - References Page 10
    - **Total:** 420

- **Participation**
  - Quizzes, Grammar and Writing Exercises, Discussion Board Responses, Other Workshops, etc. 250
  - **Total:** 250

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This is not a correspondence course! Assignments are due at specific times throughout the course, and those due dates are listed in the course schedule. Please note that there are both reading and writing assignments due each week. Specific assignment requirements will be posted on D2L for each project.

**Final Course Grading Scale:** 1000-900 = A; 899-800 = B; 799-700 = C; 699-600 = D; below 600 = F.
Percentage Grading Scale for Individual Assignments:

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<td>A+</td>
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<td>D+</td>
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**Course Policies**

**Attendance:** This is an online course; we will not be meeting face-to-face. However, just because this is an asynchronous experience, that does not mean that you will not be required to visit the D2L page regularly and complete assignments by the stated due dates. The South Dakota Board of Regents engagement requirements will be met by you by participating in the following types of activities:

- Posting in weekly discussion boards
- Viewing the weekly presentations
- Completing quizzes over readings from the textbook
- Participating in group workshopping of writing assignments

Course updates will be posted regularly throughout the summer semester, so you should log in to D2L to check for news and emails three times per week, if not more frequently.

**Contacting the Instructor and Feedback Turnaround Time:** The best way to contact me is via my main USD email address: kgreen@usd.edu. I am available for phone calls or video conferencing by appointment. **Please do not use the D2L pager to contact me.** On weekdays, please allow a 24- to 72- hour turn-around time for emails, short responses, and rough drafts. Feedback on major assignments will require a seven-day turnaround time. These are ideal timelines and circumstances may require exceptions.

**Late Writing Assignments & Make-up Policy:** Assignments that are submitted late to the D2L Dropbox will adversely affect your individual assignment grade, your overall participation grade, and your final course grade.

**Technology Requirements:** The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the CDE Online Orientation document in the “Getting Started” widget on the course homepage.

Aside from the requirements listed in that document, this course also requires that you have the ability to submit all written assignments in a format compatible with Turnitin (Word: DOC or DOCX; OpenOffice: ODT; Other: RTF, TXT, PDF, WPS). USD provides access to Google Docs, a free, online office suite that can save documents as Word files. USD’s Google Docs can be accessed with your USD username and password at [http://docs.usd.edu/](http://docs.usd.edu/). You will be required to use Google Docs during all of Project #2 in this course, so familiarize yourself with the technology.
Netiquette Expectations: All e-mails must begin with a greeting/salutation and end with a proper closing. You should also follow standard spelling, punctuation, and grammar rules. Remember to proofread your e-mail before you send it as it is a direct reflection of you. You will also be expected to follow other guidelines regarding online communication in your email and discussion board comments. Netiquette expectations are found in the New Student’s Guide to Online Learning under Distance tab of your USD home page. Netiquette expectations include use of appropriate language (no swearing, obscene language, offensive or insensitive language) and provision of thoughtful questions and answers rather than one- or two-word responses. Please do not use text-messaging abbreviations.

D2L/Turnitin: You will need to understand how to navigate Desire2Learn (D2L). On our D2L homepage, you will find a tab at the top of the page marked “Dropbox.” When you click on that tab, you will be taken to a list of all the assignments for the semester, listed in order of due date. Click on the assignment to upload your assignments on D2L. Dropboxes for Projects 1, 2 and 3 are linked to Turnitin, a plagiarism detection program designed to ensure academic integrity in the course. If a plagiarism becomes an issue, you will be held accountable according to the policies listed below. Please ensure that your work is original and that you take full ownership of all assignments. All assignments must be submitted through D2L.

“Recycled Writing” Policy: All writing submitted for English 205 must be produced this semester in order to meet the requirements for this course. Students who continue after initial warning to submit writing completed during previous attempts at English 205 or for other courses may be dropped from the course for non-participation. In other words, you MUST produce NEW drafts and write on NEW topics.

University Writing Center: The Online Writing Center (OWC) is available for students who are unable to attend an on-campus writing center session. Students taking a distance course at the University of South Dakota and USD staff/faculty who work or teach off campus are welcome to participate in distance University Writing Center sessions. You may talk online live in Skype with a writing consultant about your writing. To request a Skype session, fill out this form and email it to the Writing Center at wcenter@usd.edu. If using Skype is not an option you may submit your writing through the Writing Center D2L Dropbox. A link to the Dropbox information form is provided in the “New Student’s Guide to On-line Learning” site found at the Distance tab on your USD home page.

Incompletes: No incompletes will be assigned for this course without the written approval of the Director of Writing or the Department Chair.

Course Goals
This course fulfills the following goals of the South Dakota System General Education Requirements: Board of Regents (BOR) Goal #1: Students will write effectively and responsibly and will understand and interpret the written expression of others.

Student Learning Outcomes: As a result of taking courses meeting this goal, students will:
SLO 1.1: Write using standard American English, including correct punctuation, grammar, and sentence structure. Assessment: To meet this outcome, students will demonstrate mastery of Standard American English and the rules of grammar, sentence structure and mechanics,
including punctuation, through writing a 1,000-1,500 word informal report, a 3,500-word formal report, and multiple other out-of-class letters, memos, proposals, and reviews.  

**SLO 1.2:** Write logically. Assessment: To meet this outcome, students will read cases covering a variety of professionally related business situations and demonstrate ability to write logically organized responses in the form of a short informal report, a long formal report, and multiple other out-of-class letters, memos, proposals, and reviews.  

**SLO 1.3:** Write persuasively, with a variety of rhetorical strategies (e.g., expository, argumentative, descriptive). Assessment: To meet this outcome, students will demonstrate mastery of a combination of the modes of discourse through writing a short informal report, a long formal report, and multiple other out-of-class letters, memos, proposals, and reviews.  

**SLO 1.4:** Incorporate formal research and documentation into their writing, including research obtained through modern, technology-based research tools. Assessments: To meet this outcome, students will demonstrate the ability to use electronic databases for locating viable research sources, and to apply the APA documentation system to document those sources, through the researching, outlining, drafting, and revising of a 1,000-1,500 word short report and a 3,500-word long report on professionally related topics.  

**Academic Integrity**  
The College of Arts and Sciences considers plagiarism, cheating, and other forms of academic dishonesty inimical to the objectives of higher education. The College supports the imposition of penalties on students who engage in academic dishonesty, as defined in the “Conduct” section of the University of South Dakota Student Handbook.  

No credit can be given for a dishonest assignment. At the discretion of the instructor, a student caught engaging in any form of academic dishonesty may be:  

a. Given a zero for that assignment.  
b. Allowed to rewrite and resubmit the assignment for credit.  
c. Assigned a reduced grade for the course.  
d. Dropped from the course.  
e. Failed in the course.  

-- Adopted by vote of the faculty of the College, April 12, 2005  

Students who have engaged in academic dishonesty may be referred to the USD Office of Rights and Responsibilities for violation of the Student Code of Conduct.  

**English 205 Plagiarism and Cheating Addendum: Plagiarism** occurs when a student submits another person’s writing as his/her own or has another person dictate what should be written. Plagiarism also occurs when a writer either intentionally or unintentionally fails to document another person’s words and/or ideas. Failure to credit the source of verbatim text, whether on early drafts or final drafts, graded or ungraded work, major writing assignments or homework, constitutes plagiarism. Academic dishonesty also includes the following, as outlined in the student code of conduct: “Cheating, which is defined as, but not limited to the following: a. use or giving of any unauthorized assistance in taking quizzes, tests, or examinations; b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving
problems, or carrying out other assignments; or c. acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff.”

Plagiarism or academic dishonesty in any single assignment, including short written assignments and drafts, no matter how long or what degree of plagiarism, will be referred to the Director of Writing and/or the Dean of Students. The default penalty for plagiarism or academic dishonesty is course failure.

Students who appear to have plagiarized or appear to have provided writing or other inappropriate assistance to other students for the purposes of plagiarism or cheating will be referred to the Office of Student Rights and Responsibilities.

**Fair Evaluation**
Each student is entitled to a fair grade in each course in which he or she is enrolled. It is the right and the responsibility of an instructor to establish criteria for evaluation for each course which he or she teaches, and to determine the degree to which an individual student has fulfilled the standards set for the course.

Students should be apprised that extraneous factors, such as eligibility for sorority or fraternity membership, for scholarship or financial aid awards, for athletics, for timely graduation, or for admission to graduate or professional schools, have no bearing on the determination of grades. The quality of the student’s overall performance with respect to standards for evaluation will be the only basis for judgment.

**Resolving Complaints about Grades**
The first step in resolving a complaint about grades is ordinarily for the student to attempt to resolve the problem directly with the course instructor. If that attempt is unsuccessful, the student may bring the matter to the Department Chair, who will assist the instructor and the student in reaching a resolution. Grade appeals not resolved with the assistance of the Department Chair may be directed to the Office of the Dean of the College of Arts and Sciences (for undergraduates) or to the Dean of the Graduate School (for graduate students), provided that the grading decision at issue would affect the student’s final course grade. The student initiating the grade appeal should be prepared to show that the grade was decided unfairly. According to South Dakota Board of Regents Policy 2:9, any academic appeal must be initiated within thirty calendar days from the date that the student received notification of the grade, unless the grade is assigned within fifteen calendar days of the end of the term. In that case, any appeal must be initiated within fifteen calendar days after the start of the next term (fall, spring, or summer).

**Statement on Freedom in Learning**
The following statement is required by the South Dakota Board of Regents.

Freedom in Learning: Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any course of study. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should first contact the
instructor of the course. If the student remains unsatisfied, the student may contact the department head and/or dean of the college which offers the class to initiate a review of the evaluation.

**Assessment Disclaimer**
Any written work submitted for this course may be used for purposes of program review and/or faculty development.

**Disability Accommodation**
Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class or as soon as possible after the diagnosis of a disability. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

Please note: if your home institution is not the University of South Dakota but one of the other South Dakota Board of Regents institutions (e.g., SDSU, SDSMT, BHSU, NSU, DSU), you should work with the disability services coordinator at your home institution.

Ernetta L. Fox, Director
Disability Services, Room 119 Service Center
(605)677-6389
Web Site: www.usd.edu/ds
E-mail: disabilityservices@usd.edu