

English 341:III (20125) Professional Writing
Course Syllabus: Spring 2020

Instructor: Dr. Ira F.-J. A. von Neuhaus, Adjunct professor
Office Location: Ferguson Hall, room 131
Office Hours: before/after class & by appointment
Office Fax: (903) 886.5980
University Email address: Frank.vonNeuhaus@tamuc.edu
Preferred Form of Communication: Email.
Communication Response Time: within 24 hours on business days.
Under construction

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

This course does not require students purchase a textbook. Instead, I list online resources for each writing assignment. These resources include customized articles on professional and marketable skills relating to 2 students' majors and professional goals, and "how to" resources on active reading, writing and revising, and grammar and mechanics.

Software Required

Word processing, (Microsoft word) presentation software

Course Description

ENG 341-Professional Writing

Hours: 3

English 341 covers techniques of objective reporting on scientific and technical material; principles of technical exposition; study of language use; writing samples and principles of various technical reports, including abstracts, proposals, and manuals. Prerequisite: English 1302. The class focus this fall is on professional and marketable skills. Class assignments are designed to introduce students to the basic rules for business communication and to improve writing and revision skills while preparing them to better understand the professional skills needed for their chosen professions.

Student Learning Outcomes

(Critical thinking, communication, teamwork, and personal responsibility)

Learners will demonstrate that they can:

1. Understand the range of professional and marketable skills required for their profession. Assessed by the two Professional and Marketable Skills discussions and the final draft of the Skills & Outcomes report.
2. Make writing choices based on the knowledge-level of a specific audience. Assessed by final draft of the Professional Plan and the Self Assessment.
3. Revise drafts on the global level (revising for content, structure, and coherence by deleting, moving, or generating text) and on the surface level (editing for grammar, mechanics, and style). Assessed by the Self Assessment and the early drafts, revisions, and the final draft of the Professional Plans.
4. Understand academic requirements for citing sources and summarizing arguments from secondary sources. The requirements are described in the "Diving Deep and Engaging with Sources" (DDES) handouts. Assessed by the "Skimming the Surface" discussion, the Practice Exercises, and the final draft of the Skills & Outcomes report.
5. Produce correctly formatted professional documents. Assessed by final drafts of the Skills and Outcome report and the Professional Plan.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using the learning management system, using Microsoft Word and PowerPoint and/or Prezi

Instructional Methods

All sections except those labeled W in the section number are face-to-face classes that meet during each meeting time. Students may submit coursework on line in learning management system but all class meetings will be face-to-face as scheduled.

Online sections (those labeled W in the section number) meet exclusively in the learning management system.

Student Responsibilities or Tips for Success in the Course

Check your university account daily

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Assignment	Weight of Grade:
Writing Assignment #1-	10%
Writing Assignment #2-	10%
Writing Assignment #3-	10%
Writing Assignment #4-	10%
Writing Assignment # 5-	10%
Writing Assignment # 6 (Global World/diversity/interconnected world)	10%
Final Exam: Presenting your Ethnography —p 462	10%
Portfolio	20%
Participation/Discussion	10%
Total	100%

Assessments

See *Writing Inquiry (Part III)* for specific information about Writing Assignments (WAs)

TECHNOLOGY REQUIREMENTS

- Flash drive or other means (dropbox.com account, for example) of storing digital versions of the essays and other written material you generate (always, always keep a backup of everything you turn in!)
 - A valid, working email address that you check often (everyday)
 - Regular internet access (additional readings available online)
 - Access to a computer with a word processing program and a printer (assignments must be typed and printed)

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course through My Leo and D2L. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu. Most all work will be done through D2L. Do all work in Microsoft word; No pdf.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

The instructor's communication through D2L by email; usually 24 hour's turnaround time.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Be on time, late work is unacceptable, but will be accepted, but do not expect a grade no higher than a C. No extra credit, as you have enough to do, so why take on more?

Grievance Procedure

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Director of First-Year Writing.

Where applicable, students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance, usually orally and through email.

Collection of Data for Measuring Institutional Effectiveness

In order to measure the level of compliance with the university's Institutional Effectiveness guidelines, throughout the semester, I will collect some of the ungraded texts you produce. The texts will be part of a portfolio created on your behalf and will be measured to ensure that our program "promotes practices that result in higher student academic achievement; an enhanced student experience; aligned and transparent decisions; and readily available information for improvement, accountability, and accreditation" (see "Department of Institutional Effectiveness," <http://www.tamuc.edu/aboutus/institutionalEffectiveness/default.aspx>). This is solely an assessment of program effectiveness and in no way affects students' course grades or GPAs.

University Specific Procedures

Student Conduct

Tenets of Common Behavior statement: All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook);

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#). <http://www.tamuc.edu/admissions/registrar/generallInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

ADA Statement

Students with Disabilities

Students with Disabilities information: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Student Disability Resources & Services

Texas A&M University-Commerce Gee Library, Room 162

Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148 StudentDisabilityServices@tamuc.edu

Nondiscrimination Notice

A&M–Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained. We all can learn from one another.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Note: Readings/Assignments listed on a particular day should be done that day.

(Readings) EIW=*Ethnographic Inquiries in Writing*; FW=*Field Working*

COURSE OUTLINE / CALENDAR

Date	Topic	Readings
Week 1 Introduction		
Jan 13 M	Syllabus Review	
Jan 15 W		
Jan 17 F	Discussion 1	
Week 2		
Jan 20 M		
Jan 22 W		
Jan 24 F	Discussion 2	
Week 3		
Jan 27 M		
Jan 31 F	Discussion 3	
Feb 1 Saturday	W.A. 1 due—by 11:30 pm	
Week 4		
Feb 3 M		
Feb 5 W		
Feb 7 F	Discussion 4	
Week 5		
Feb 10 M		
Feb 12 W		
Feb 14 F	Discussion 5	
Feb 15 Saturday	W.A. 2 due—by 11:30 pm	
Week 6		
Feb 17 M		
Feb 19 W		
Feb 21 F	Discussion 6	
Week 7		
Feb 24 M		
Feb 26 W		
Feb 28 F	Discussion 7	
Week 8		
März 2 M		
März 4 W		
März 6 F	Discussion 8	
März 7 Saturday	W.A. 3 due—by 11:30 pm	
Week 9		
März 9 M	Spring break	No class
März 11 W	Spring break	No class
März 13 F	Spring break	No class
Week 10		
März 16 M		
März 18 W		
März 20 F		
Week 11		
März 23 M		
März 25 W		
März 27 F	Discussion B	
März 28 Saturday	W.A. 4 due—by 11:30 pm	
Week 12		
März 30 M		
April 1 W		

April 3 F	Discussion C	
Week 13		
April 6 M		
April 8 W		
April 10 F	Discussion D	
Wk. 14		
April 13 M		
April 15 W		
April 17 F		
April 18 Saturday	Essay Due by 11:30 pm	
Wk. 15		
April 20 M		
April 22 W		
April 24 F	Portfolio is due /final write up	

Class evaluation

Final Exam Schedule Spring 2020

The final examinations for the Spring 2020 Semester will begin on Saturday, May 2, 2020 at 7:30 am and will be conducted according to the schedule below:

Saturday, May 2nd			Monday, May 4th		
Day & Time of Class	Exam Time		Day & Time of Class	Exam Time	
S 7:30	7:30-9:30		MWF 8:00	8:00-10:00	
S 10:20	10:20-12:20		MWF 10:00	10:30-12:30	
			MWF 2:00	1:15-3:15	
			MW 9:30	10:30-12:30	
			MW 2:00	1:15-3:15	
Tuesday, May 5 th			Wednesday, May 6th		
Day & Time of Class	Exam Time		Day & Time of Class	Exam Time	
TR 8:00	8:00-10:00		MWF 9:00	8:00-10:00	
TR 11:00	10:30-12:30		MWF 11:00	10:30-12:30	
TR 2:00	1:15-3:15		MWF 4:00	1:15-3:15	
			MW 12:30	1:15-3:15	
Thursday, May 7th			Friday, May 8th		
Day & Time of Class	Exam Time		Day & Time of Class	Exam Time	
TR 9:30	8:00-10:00		MWF 12:00	8:00-10:00	
TR 12:30	10:30-12:30		MWF 1:00	10:30-12:30	
TR 3:30	1:15-3:15		MWF 3:00	1:15-3:15	

Evening Class Exam Schedule:

Final examinations for evening classes will be conducted during regularly scheduled class periods on Monday, May 4th; Tuesday, May 5th, Wednesday, May 6th, Thursday, May 7th, Friday, May 8th.

Math Departmental Exam Schedule:

Final departmental examinations for Math 131 and Math 1314 will be as follows:

- Math 1314 - Monday, May 4th: 3:30-5:30pm
- Math 1314 - Tuesday, May 5th: 3:30-5:30pm

ENG 1302 Exam Schedule:

Final examinations for ENG 1302 will be:

- Wednesday, May 5th: 3:00-5:pm

Students, one must have curiosity, in order for one's imagination to flourish.

For a greater life experience one needs the following: (1) a purpose in life; (2) goals, a passion, a plan; which ultimately will give you meaning in life.