



English 341: Professional Writing

Spring 2024

INSTRUCTOR INFORMATION

Instructor: Dr. Charles Woods

Pronouns: he/him/his

Email: charles.woods@tamuc.edu

Office Location: Talbot Hall of Languages 326/Online

Office Hours: Tuesdays, 3:00pm-4:00pm and by appointment

Phone: 903-886-5260

Modality Information: The modality for this Spring 2024 section of ENG 341: Professional Writing is online, and the delivery is asynchronous.

COURSE INFORMATION

Required Textbooks

1. *Writing That Works: Communicating Effectively on the Job* (13th Edition), by Walter E. Oliu, Charles T. Brusaw, and Gerald J. Alred

Additional Required Materials

1. Course readings (articles, excerpts) made available via D2L
2. Digital storage (flash drive, cloud storage, etc.)

Note: You should check your email and D2L daily for updates pertaining to ENG 341: Professional Writing.

Course Description

ENG 341: Professional Writing

Hours: 3

A study of how to manage business communication effectively through developing and employing critical thinking skills focused on organizing information, drawing conclusions, and practicing formal writing skills that will enhance marketability and success in the professional workplace. Students will learn how to analyze job listings,

The syllabus/schedule are subject to change.

write résumés, and cover letters, and develop lists of resources relevant to their professional goals. Prerequisites: ENG 1302.

Student Learning Outcomes

Through a mixture of reading, writing, and discussion throughout the Spring term, students will:

- Reflect on what types of professional writing are related to your field of study and areas of interest
- Produce writing skills that demonstrate knowledge of audience, context, and purpose relevant to the professional workplace
- Think critically about and practice different forms of workplace writing
- Engage in the writing process and respond effectively and ethically to professional writing situations and audiences
- Design professional documents that demonstrate knowledge of document design principles, including multimodal deliverables

COURSE REQUIREMENTS

Minimal Technical Skills Needed

You will need regular access to the internet, digital storage (hardware or cloud storage), a valid working TAMUC email address, knowledge of D2L, and a computer with a word processing software.

Instructional Methods

The modality for this Spring 2024 section of ENG 341: Professional Writing is online, and the delivery is asynchronous. Students enrolled in ENG 341: Professional Writing do not meet in person. We will follow institutional protocols if TAMUC reconsiders instructional methods during the term.

Student Responsibilities or Tips for Success in the Course

Your success in ENG 341: Professional Writing is tied to active participation in digital spaces (D2L), including the completion of all readings, activities, and assignments throughout the course.

GENERAL OVERVIEW OF REQUIRED WORK

As a student enrolled in ENG 341: Professional Writing, expect to post regularly to discussion boards and prepare weekly deliverables related to ethics, genre, audience, etc. as they develop an overview of professional writing.

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In brief, you will work through the following tasks each week. Further details are provided on the ENG 341: Professional Writing Course Schedule document.

- Work weeks begin on Mondays. Part of your weekly readings/assignments is to view information from me (D2L Announcements) on that day.
- You should use the provided book and additional resources to complete activities and assignments for the course.
- You will perform assignments designed to hone your understanding of professional writing. This includes discussion board posts and writing assignments, among other activities.
- Discuss: Respond to your peers' writing and discussion boards as designated in the Course Schedule.

GRADES

Grading Scale

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

Assessments

Memo of Introduction	5%
Project 1	15%
Project 2	15%
Project 3	15%

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Discussion Boards	25%
Final Project	20%
Reflection Essay	5%

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements:

- LMS Requirements:
<https://community.brightspace.com/s/article/BrightspacePlatform-Requirements>
- LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm
- YouSeeU Virtual Classroom Requirements:
<https://support.youseeu.com/hc/enus/articles/115007031107-Basic-SystemRequirements>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. 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.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC, the TAMUC library, a TAMUC campus open computer lab, etc.

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COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact the instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here: <https://community.brightspace.com/support/s/contactsupport>.

Interaction with Instructor Statement

I will work to respond to emails quickly during the week since this is an asynchronous online class. Please nudge me with a second email if a considerable amount of time has passed and you have not heard from me.

Writing Center

The TAMUC Writing Center offers writers free, one-on-one assistance. We welcome all writers, majors, and disciplines—undergraduate and graduate students alike. In fact, we work from the premise that all writers, no matter their ability level, benefit from the feedback of knowledgeable readers. The Writing Center staff is trained to provide writers with just this service. In short, we are here to help you help yourself. The Writing Center offers one-on-one sessions with writers—both face-to-face and online—begin on the hour and last up to 45 minutes. You cannot sign up for back-to-back appointments (for instance, you cannot sign up for sessions at both 1 p.m. and 2 p.m.), but you may sign up for as many appointments as you'd like each day and week. For more information, visit <https://www.tamuc.edu/writing-center>

COURSE POLICIES AND PROCEDURES

Syllabus Change Policy

The syllabus and course schedule are guides. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus and course schedule during the semester. Any changes made to the syllabus and course schedule will be announced in advance.

Attendance Policy

As mentioned earlier, active participation is the key to success in this section of ENG 341: Professional Writing. Therefore, timeliness is required for assignments. Consistently failing to actively participate or submit assignments on time will impede your ability to pass this class.

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Late Work

It is imperative to our success as a class that your assignments are turned in on time. The acceptance and assessment of late work in this section of ENG 341: Professional Writing is on a case-by-case basis. Late work will result in a grade reduction at the discretion of the instructor. Consistently turning in late work will impede your ability to pass the class. Extensions for the final exam are unavailable and Incompletes are reserved for extreme circumstances.

Statement on Antiracism

This course discusses things like economic class, educational opportunities, and other aspects of access to literacy that present a racial disparity in America. It is the position of this class to identify such structural deficiencies as wrong. This subject will potentially cause some discomfort, so please be patient as we discuss these topics together. This course does not tolerate willful insensitive language with respect to sex, race, gender, or orientation, but does attempt to understand how things like racism and sexism create barriers for people.

UNIVERSITY POLICIES AND PROCEDURES

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).

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Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

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](#)
- [Undergraduate Student Academic Dishonesty Form](#)
- <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

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- [Graduate Student Academic Dishonesty Form](#)
- <http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>
- <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Students with Disabilities-- ADA Statement

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:

Office of Student Disability Resources and Services Information

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-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.

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

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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 9038865868 or 9-1-1.

A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel