

<p><b>Course</b></p>	<p>WRIT 2090 Writing in the Workplace</p>
<p><b>Term</b></p>	<p>Spring 1, 2008 Jan. 16 - March 5</p>
<p><b>Instructor</b></p>	<p>Name: Judy A. Parker Phone: 619-861-6258 Email: judyparker@onebox.com</p>
<p><b>Catalog Description</b></p>	<p><b>Course Description:</b> Students will improve overall communication skills while learning the basic forms and conventions of workplace writing. Assignments will include memos and letters responding to a variety of rhetorical situations (e.g., informative, persuasive, negative), job application letters, and résumés, a short report, and executive summary, and an oral presentation. The course will emphasize the planning and drafting process and include peer response workshops.</p>
<p><b>Prerequisites</b></p>	<p>Students are expected to have college level reading and writing skills—including the understanding and ability to use correct grammar and punctuation.</p>
<p><b>Course Level Learning Outcomes</b></p>	<p><b>Statement of Course Objectives:</b></p> <ul style="list-style-type: none"> <li>• To obtain an introductory understanding of types of writing used in a business setting including memos, faxes, executive summaries, job application letters, resumes and reports.</li> <li>• To be able to effectively compose business memos, faxes, emails and executive summaries for a variety of situations (e.g. informative, persuasive, negative).</li> <li>• To develop an awareness and understanding of various writing styles and their appropriate use.</li> <li>• To create competency in audience awareness and writing adaptation.</li> <li>• To explore and develop ability to utilize effective business terms.</li> <li>• To increase awareness of appropriate business graphics, presentation software and forums.</li> <li>• To develop deeper abilities to present concise messages utilizing various communication vehicles as well as communications planning processes.</li> <li>• To enable students to better understand the culture of communication in a business setting and how best to leverage it.</li> <li>• To increase the student's ability to perform successfully in any business setting.</li> </ul> <p><b>Course Outcome Competencies:</b> At the completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> <li>• Identify the types of writing used in today's business setting</li> <li>• Measure audience reaction and understanding</li> <li>• Link communications to business objectives</li> <li>• Apply various communication styles and determine the best style for the situation</li> <li>• Construct concise and effective business memos, faxes, emails, job application</li> </ul>

	<p>letters, reports and executive summaries</p> <ul style="list-style-type: none"> <li>• Present an executive summary in various forms.</li> <li>• Recognize communication vehicles and determine multiple approaches to communication situations</li> <li>• Understand how to plan and adapt communications to the business culture</li> <li>• Create compelling messages that reflect multiple angles, information gathering styles and decision making approaches</li> </ul>
<b>Materials</b>	<p><u>The Business Style Handbook – an A to Z Guide for Writing on the Job with Tips from Communications Experts at the FORTUNE 500</u>, Cunningham &amp; Greene, McGraw-Hill, 2002. ISBN 0-07-138230-5.</p> <p>PLEASE NOTE - ISBN NUMBERS MAY VARY DUE TO SUPPLEMENTAL MATERIALS PURCHASED WITH TEXT. (e.g., CD-ROM, STUDY GUIDE, ETC.) ALWAYS CONFIRM ABOVE TITLE, AUTHOR &amp; EDITION</p> <p><b>Supplementary Readings:</b> supplementary readings will be assigned during the term and may include news articles, financial data, analysts' reports and other typical business communications.</p>
<b>Grading</b>	<p>A 100-93  A- 92-90  B+ 89-87  B 86-83  B- 82-80  C+ 79-77  C 76-73  C- 72-70  D+ 69-65  D 64-61  F 60 and below</p> <p><b>The UNDERGRADUATE catalog provides these guidelines and grading options:</b></p> <ul style="list-style-type: none"> <li>• <b>A, A-</b> superior work in the opinion of the instructor</li> <li>• <b>B+, B, B-</b> good work in the opinion of the instructor</li> <li>• <b>C+, C, C-</b> satisfactory work in the opinion of the instructor</li> <li>• <b>D+, D</b> passing, but less than satisfactory work in the opinion of the instructor</li> <li>• <b>I</b> incomplete work in the opinion of the instructor</li> <li>• <b>ZF</b> An incomplete which was not completed within one year of the end of the course</li> <li>• <b>F</b> unsatisfactory work in the opinion of the instructor; no credit is granted</li> <li>• <b>W</b> withdrawn from the course</li> <li>• <b>IP</b> course in progress</li> <li>• <b>NR</b> not reported for the course</li> <li>• <b>Z</b> a temporary designation given by the registrar indicating that the final grade has not been submitted by the instructor. When the final grade is filed in the Office of the Registrar, that grade will replace the Z.</li> </ul>
<b>Activities</b>	<p>Class interaction, presentations and the student portfolio will be critical elements in the determination of the final grade of each class participant.</p> <p>a. Mid-term Examination (composition of memos, letters, etc. in response to rhetorical situations as well as essay questions), 25%</p>

	<ul style="list-style-type: none"> <li>b. Class Participation, 10%</li> <li>c. Research Papers (including oral presentation), 20%</li> <li>d. In-class projects &amp; portfolio 20%</li> <li>e. Final Examination (composition of an executive summary based on a rhetorical situation and essay questions), 25%</li> </ul>
<p><b>Policy Statements: University Policies</b></p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p><b>Academic Honesty</b> The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p><b>Drops and Withdrawals</b> Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p><b>Special Services</b> If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p><b>Disturbances</b> Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p><b>Student Assignments Retained</b> From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p><b>Contact Hours for this Course</b> It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p><b>Course Policies</b></p>	<p><b><u>Attendance Policy:</u></b></p> <p>The University reserves the right to drop students who do not attend class the first week of the term/semester. Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor directly. The instructor may give ample warning to the student and then recommend that the student withdraw from the course. The student is subject to appropriate academic penalty for</p>

incomplete or unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission from the instructor should withdraw from the class. Instructor contact information is available on all syllabi. Please make sure to contact your instructors directly (not the San Diego Administration office) regarding an absence. All master's degree courses meet for nine (9) weeks and baccalaureate degree courses meet for eight (8) weeks.

**Weekly  
Schedule**

**Schedule of class preparations and assignments, lectures, verbal presentations and examinations:**

<b>Week</b>	<b>Activities</b> ( <i>Note 1</i> )

	<p>presented 12-point font. The written assignment should be APA style, include references (a minimum 5 non-internet references (e.g. academic journals, books, professional publications) in addition to any internet resources used), and a bibliography. The assignment must demonstrate that the student clearly has the ability to conduct research, cite sources to support arguments and write in a coherent, organized fashion expected at the college level.</p> <p><b>REQUIRED USE OF PASSPORTS:</b> Students are required to use Webster University's online library, PASSPORTS (<a href="http://library.webster.edu">http://library.webster.edu</a>). PASSPORTS offers access to many scholarly and professional publications free of charge.</p> <p><b>WRITING ASSISTANCE:</b> All students are required to submit their research paper to the Webster On-Line Writing Center for review and assistance. (<a href="http://www.webster.edu/acadaffairs/asp/wc/online.html">http://www.webster.edu/acadaffairs/asp/wc/online.html</a>)</p> <p><b>Note 3:</b> Class participants should read the chapters in advance, including reviewing any Discussion Questions and Applications provided by the Instructor. The Instructor may assign specific Questions or Applications in advance for the participants to prepare to discuss in detail.</p>
<p><b>Additional Information</b></p>	<p><b>INSTRUCTOR AVAILABILITY:</b> The Instructor encourages class participants to contact her either via e-mail or telephone at any time if there is a problem or question related to this course.</p>