Course Prefix/Number: ENC 3250  Fall 2013  
Course Title: Professional Writing  
Course Credit Hours: (3)  
Instructor Name and Contact Information: Dr. Judith Steele  
Office Address: Bldg. 50/245  
Telephone Number: 474-2032; Eng. Dept. 474-2923  
Email: jsteele@uwf.edu  
Office Hours: Tuesdays 9:00 -12:00; other times by appointments  

Prerequisites: Comp 1 & 2  

1. **Course Description:**  
   Professional Writing is an advanced-level writing course emphasizing writing memos, letters, proposals, resumes, and reports with professionalism, accuracy, conciseness and tact. The latest guidelines of the American Assembly of Collegiate Schools of Business (AACSB) recognize the inadequacy of most students graduating from colleges of business in the areas of communication and technology. By integrating the course Professional Writing into the technological environment via the Internet, the instructor provides opportunities for students to improve in both areas: computer knowledge, digital media, and text-based written communication.  

**Student Learning Outcomes:**  

2. Collaborate with classmates in small-group Discussions forums to define team member responsibilities, to produce researched information using appropriate sources, to read and respond to group members’ online messages, and to practice a style appropriate for a workplace context.  
3. Review grammar and mechanics by taking the UWF Writing Lab’s Diagnostic Test, identifying deficiencies as indicated by the Lab Test score and by instructor’s feedback on drafts, editing drafts for grammar for the revised version, and reviewing grammar for course tests and quizzes.  
4. Develop or polish basic written communication skills using technology.  

**Method of Instruction:**  
Professional Writing on-line is taught in a distance learning environment, MEANING THAT THE STUDENTS IN THE COURSE DO NOT MEET PHYSICALLY AT ANY TIME; ALL WORK IS DONE VIA THE INTERNET AND EMAIL through UWF’s e-learning system. **Students must use UWF email accounts.**
Written Assignments:

- The instructor makes all assignments on-line, and students submit their rough drafts using the online Writing Lab (OWL) or walk-in Writing Lab (same lab).
- The instructor will critique some of the assignments personally for each student, offering suggestions for corrections before final submission for grade on assignments. Students may exchange papers on short assignments with classmates for possible revisions before submitting to dropbox for a grade. A late option dropbox is available for late assignments with applicable grade reductions. **ALL ASSIGNMENTS MUST BE SUBMITTED IN THE ASSIGNED FOLDER FOR EACH ASSIGNMENT OR IN THE LATE OPTION DROPBOX (no email attachments).**
- Our philosophy is to learn together through multiple revisions, discussions of grammar, and the student’s individual acceptance of his or her own learning and improvement responsibilities.

Tests:
Test are appointed at regular intervals on text and other materials; the tests are open book, M/C and T/F.

Final Project:
One large project (proposal) is due the first day of final exam week as a final exam project.

Class Discussion:
- Participation in course discussions (online) is part of the overall grade (10%)
- The discussions are based on close readings of the text, current business articles, articles designed to help students choose proposal topics for last assignment of a written proposal.
- Students are assigned to small groups of 10 for discussions and readings. Each week at least one discussion forum is assigned to small groups. Additionally, via the open forum, students may discuss items relevant to the entire group (ask questions, etc.).
- Lastly, an **optional forum** for advanced discussions of library articles assigned by the professor is available for those students wanting extra credit -- up to 5 grade points.

Course Topics Covered:
1. Understanding the foundations of business communication
2. Applying the three-step writing process
3. Writing and revising letters, memos, e-mail, and other brief messages
4. Finding and communicating information
5. Planning, writing, and completing reports and proposals
6. Participating in interactive reviews and discussions of grammar
7. Writing employment messages and interviewing for jobs techniques
8. Discovering online resources for business writing
**Instructor Interaction:**

- An online instructor assumes a different role from that of the traditional lecture instructor.
- The online instructor is a mentor or facilitator of learning. Bill Gates and others dub such an approach "life-long learning" or "discovery learning."
- The instructor makes the assignments; the students read the assigned material and submit responses to the assignments according to the cases and due dates.
- If the students follow the requirements and develop good grammar skills, they are well on the way to success in ENC 3250 online and success in employment.
- If a student gets behind, he or she will have a very difficult time catching up, and the chances of a high course grade will be slim because the student will not be able to put the kind of time required into the assignments.
- From time to time, the professor extends the due dates for everyone, depending on circumstances, but basically, the class follows fairly closely to the schedule provided in the Content section of the class e-learning site.
- It may help if the student thinks of the course as a job, and the online instructor as the supervisor or project manager and as having an open-door policy.

**Required Text:**

Required Texts Available in UWF Bookstore & FWB
UWF Custom: Business Communication ENC 3250
ISBN: 9781269415323
Copyright Year: 2013
**Publisher:** Pearson Learning Solutions

**Method of Evaluation (grading):**

Assignments are evaluated by the instructor on a percent basis, as illustrated in Table 1 below.
Table 1

Distribution of Assignments and Grades

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Distribution</th>
<th>Total Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter tests and grammar</td>
<td>5 tests @ 6% points each</td>
<td>30%</td>
</tr>
<tr>
<td>Short Assignments</td>
<td>4</td>
<td>40%</td>
</tr>
<tr>
<td></td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5%</td>
<td></td>
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<tr>
<td></td>
<td>10%</td>
<td></td>
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<tr>
<td></td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Final Project</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>Participation/Discussion</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>On assigned readings</td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

- The assignments are graded on accuracy of response to the assignment, tone, clarity, organization, orderly sequence of ideas, unity and focus, logic, diction, format, and grammar and mechanics.
- The instructor may reduce late papers by one letter grade. A paper is on time when turned in when asked for, via dropbox in the class e-learning site.
- Grades for each assignment are posted in “gradebook” in e-learning, where students will access personal grades and class statistics at any time after the grades are posted.

**Grading Scale  100% BASIS**

See Table 1 above and Table 2 below.
COB and most other specific fields require a C in ENC 3250 for credit.

**The Student Disability Resource Center**

SDRC at the University of West Florida supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as time limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, please notify the instructor or the SDRC as soon as possible. You may contact the SDRC office by e-mail at sdrc@uwf.edu or by phone at (850) 474-2387. Appropriate academic accommodations will be determined based on the documented needs of the individual.

**The University of West Florida Plagiarism Policy**

The UWF Student Handbook, Code of Student Conduct, Academic Misconduct, states: "Plagiarism. The act of representing the ideas, words, creations or work of another as one's own."

Plagiarism combines theft with fraud, and the penalty is correspondingly severe: failure for the assignment and, in some cases, for the entire course. At the instructor's discretion, she/he may recommend that the student be suspended from the university.

Ignorance of the rules about plagiarism is no excuse for it, and carelessness is just as bad as purposeful violation. Students who have plagiarized have cheated themselves out of the experience of being responsible members of the academic community and have cheated their classmates by pretending to contribute or original ideas.

(see [http://uwf.edu/cas/docs/plagiarism.htm](http://uwf.edu/cas/docs/plagiarism.htm) ) (Duplicated on the following pages)

**What is Plagiarism?**

A major misconception some students have is believing that rewriting something is not plagiarism because they are "putting it in their own words." However, if the source is not acknowledged, such rewriting IS PLAGIARISM. Copying and pasting actually accounts for only a small percentage of plagiarism. Most plagiarism is a result of text manipulation. The accessibility of the Internet makes plagiarism very tempting, and unintentional plagiarism often springs from this source as well.

Simply stated, plagiarism is using someone else's work without giving appropriate credit. This improper usage can include the following:
o Copying and pasting text from on-line media, such as encyclopedias.
o Copying and pasting text from any Web site.
o Transcribing text from any printed material, such as books, magazines, encyclopedias or newspapers.
o Simply modifying text from any of the above sources. For example, replacing a few select words with one’s own does not constitute original work and thus is plagiarism.
o Using photographs, video or audio without permission or acknowledgment is plagiarism. You may use photographic, video or audio sources with or in a paper or multimedia presentation that you create, as long as you do not profit from it or use it for any purpose other than the original assignment. You should include the source in your bibliography.
o Using another student’s work and claiming it as your own, even with permission, is academically unethical and is plagiarism. Known as "collusion," this misrepresentation is unacceptable.
o Purchasing course papers or other work from commercial sources is academically unethical and is treated as plagiarism.
o Translation from one language to another is not using your own words and ideas and is treated as plagiarism. Translations fall under the guidelines for quotations, summaries and paraphrasing.
o Using an essay that you wrote for another course or purpose without getting permission from the instructor of both the current course and the course in which the original work was submitted is SELF-PLAGIARISM. You may use your previous work as a basis for new research if the original work is included in your bibliography.

**Quoting, Summarizing & Paraphrasing**

Whenever you quote, summarize or paraphrase, you must acknowledge the original source. If you do not directly credit your source in a citation, YOU ARE PLAGIARIZING!

- If you quote a source, you must quote exactly, word for word. Cite the source in the paper with a footnote or parenthetical reference.
- The sources for summaries and paraphrasings must also be cited. Cite these exactly as you would a quotation. Summaries and paraphrasings are merely condensed versions of someone else's work. You must, therefore, give them credit for the information.
- Simply put, PARAPHRASING is putting an author’s work into your own words. Although the information is in your own words, it is still the original author’s work. You have merely rephrased it. SUMMARIZING is writing out the main points of someone else's work in your own words. Once again, this is not information which you have created; therefore, it must be cited.
The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers and provided jobs for a rising tide of immigrants. With industry came urbanization, the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

What makes this passage plagiarism?

The preceding passage is considered plagiarism for two reasons: the writer has only changed around a few words and phrases, or changed the order of the original's sentences; the writer has failed to cite a source for any of the ideas or facts. If you do either or both of these, you are plagiarizing.

Here's an ACCEPTABLE paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth center. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the U.S., they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers. (Williams 1)

Why is this passage acceptable?
This is acceptable paraphrasing because the writer accurately relays the information in the original use of the writer's own words; the writer lets the reader know the source of the information.

Here's an example of quotation and paraphrase used together, which is also ACCEPTABLE:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers "transformed farm hands into factory workers," and created jobs for immigrants. In turn, grown populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also "centers of commerce and trade." (Williams 1)

Why is this passage acceptable?

This is acceptable paraphrasing because the writer records the information in the original passage accurately, gives credit for the ideas in this passage and indicates which part is taken directly from the writer's source by putting the passage in quotation marks and citing the page number.

Strategies for Avoiding Plagiarism

- Put in quotation marks everything that comes directly from the text, especially when you are taking notes.
- Paraphrase, but be sure you are not just rearranging or replacing a few words. Instead, read over what you want to paraphrase carefully (cover up the text with your hand or close the text so you won't use any of it for a"guide") before writing out the idea in your own words.
- Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

What is Common Knowledge?

Common knowledge: facts that can be found in numerous places and are likely to be known by many people.

Example:

John F. Kennedy was elected President of the United States in 1960.

This is generally known information. You do not need to document this fact. However, you must document facts that are not generally known and ideas that interpret facts.

Example:
According to the American Family Leave Coalition's new book, *Family Issues and Congress*, President Bush's relationship with Congress has hindered family leave legislation (6). The idea that "Bush’s relationship with Congress has hindered family leave legislation" is not a fact, but an interpretation; consequently, you need to cite your source.

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For complete information regarding Academic Misconduct, refer to the UWF Student Handbook or contact Student Affairs in Building 21, 474-2384.

Need Help?

The University Writing Lab, located in Building 51, room 157, is available to assist students with proper procedures for writing papers and documenting sources. Visit the Writing Lab or check out its web site at [http://uwf.edu/writelab](http://uwf.edu/writelab) or e-mail writelab@uwf.edu

*The University of West Florida* acknowledges two key sources of information used in the creation of this brochure: Grosse Pointe North High School, Grosse Pointe Woods, Michigan (permission obtained on January 28, 2002, from Mr. Michael Spears) and Indiana University (permission obtained on January 28, 2002, from Dean Richard McKaig). This information is available in Alternative Format upon request. Published by the Office of Student Affairs University of West Florida 11000 University Parkway Pensacola, FL 32514 (850) 474-2214