PROFESSIONAL COMMUNICATIONS

3-0-3

Date: 01.3.12

COURSE NUMBER:	ENG 165 Online
PREREQUISITE(S):	ENG 032 and RDG 032 or exemption of those courses through placement
CO-REQUISITE(S):	NONE
COURSE DESCRIPTIONS	This course develops practical written and oral professional communication skills. A minimum grade of C is required for credit.
TEXTBOOK(S):	Gerson, Sharon J. and Steven M. Gerson. Workplace Communication: Process and Product. Upper Saddle River: Pearson/Prentice Hall, 2007. ISBN: 0-13-228808-7
	Wilson, Paige and Teresa Ferster Glazier. The Least You Should Know about English Writing Skills, Form A. 10th ed. Boston: Cengage/Wadsworth, 2009. ISBN: 978-1-4130-3381-6
REFERENCE(S):	http://www.cengage.com/devenglish
	http://www.cengage.com/english
	http://www.prenhall.com/gerson
OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:	Computer with Windows 2000 or newer; ability to format .doc, .rtf. or .html documents; Internet access
	Computer with Internet access, Internet Explorer 5.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.
METHOD OF INSTRUCTION:	This course will be taught through use of a BlackBoard platform and may include discussion boards, chat rooms, posted lectures, streaming video, and other virtual learning tools.

GRADING SYSTEM:	93	-	100	=	A
	85	-	92	=	B
	75	-	84	=	C
	65	-	74	=	D
	0	-	64	=	F

GRADE CALCULATION METHOD:

Written assignments   =   80%
At <u>minimum</u>: emails, letters, memos, description of a mechanism, instructions, resume, short reports

Oral assignments   =   20%
At <u>minimum</u>: two 3-5 minute presentations, including one informative speech with visuals

          =   100%

Students must master all course competencies in order to receive a passing grade in ENG 165. Failure to master any one of the competencies will result in a failing grade for the semester.
Written assignments will be graded on format, content, style, and correctness; oral presentations will be graded on content and delivery.

In ENG 165, submitted assignments that contain the following are unacceptable and **cannot receive a passing grade:**
1. three different spelling errors (including apostrophe usage)
2. an average of more than two grammar errors on a page
3. plagiarism, failure to signify quoted material, and/or failure to cite sources within a text at any stage (draft or final assignment) of the composition process, and/or failure to include a correctly formatted (in MLA) works cited or works consulted page (see also <u>Academic Conduct</u>)

CONFIDENTIALITY: All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that

e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

APPROPRIATE ONLINE BEHAVIOR: The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
  ✓ Harassment
  ✓ Unlawful solicitation
  ✓ "Spamming"
  ✓ "Flaming"
- Use of online editing tools within the course management software to:
  ✓ Create offensive material
  ✓ Link to inappropriate materials

ATTENDANCE POLICY: An electronic e-mail is required from each student to the instructor by the end of the drop/add period. At this time the Instructor will drop the student from the course if it is not received.

In order to be considered "present" in this online course, students must participate in the course at least once per week. Each instructor will specify the nature of the required contact; for example, it may be an email to the instructor or a posting on a discussion board.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department

head and academic dean.

ACADEMIC CONDUCT: Academic Dishonesty: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

Plagiarism: The Humanities & Language Department values integrity and believes the academic misconduct of plagiarism to be a grave offense. Therefore, any student proven guilty of committing a flagrant act of plagiarism will be referred to the Vice President for Student Affairs' Office for discipline with a recommendation that he or she receive a letter grade of an "F" for the course.

CLASS/LAB PROCEDURES: Oral and written assignments should be on topics related to student's curriculum. Instructors may request topics be submitted for approval.

Assignments must follow the format indicated by the instructor.

Instructors will provide students with assignments and rubrics for assignments.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations

<u>COURSE OUTCOMES</u> **Upon satisfactory completion of this course, the student**
<u>& OBJECTIVES:</u> **should be able to:**

    I.   Produce documents with standard grammar, spelling, usage, and mechanics.
       1. Compose documents with minimal errors in grammar, spelling, usage, and mechanics.
       2. Compose effective sentences using appropriate voice and parallel structure.
       3. Edit documents to correct grammar, spelling, usage, and mechanical errors.

    II.   Develop ideas in appropriate business and technical writing formats.
       1. Choose appropriate formats depending on audience and purpose: letters, memos, reports, etc.
       2. Compose documents that adhere to conventional formatting standards.
       3. Produce documents that are clear, concise, and audience-oriented.
       4. Produce documents with a professional tone and appropriate diction.
       5. Develop relevant, specific content using appropriate strategies: narration, description, comparison and contrast, analysis, definition, division and classification, causal analysis, exemplification.
       6. Organize content logically and coherently.

    III. Communicate oral and written instructions accompanied by visuals.
       1. Select visuals that enhance the written document or the oral presentation.
       2. Place visuals effectively.
       3. Label visuals and include textual references and citations to them in written documents. Identify visuals and include oral references and citations to them in oral presentations.
       4. Develop career-related process analyses.