

ADVANCED PROFESSIONAL COMMUNICATIONS

Revised 1.3.12

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COURSE NUMBER: ENG 265

PREREQUISITE(S): ENG 101

CO-REQUISITE(S): None

COURSE DESCRIPTION: This course emphasizes purpose and audience analysis in determining the appropriate rhetorical mode, language, usage, and format in professional communications.

GENERAL EDUCATION OUTCOMES: Students who complete the general education core curriculum should be able to demonstrate

1. **rationality, logic, and coherence, through critical thinking;**
2. **their ability to express themselves effectively in written and oral communication;**
3. their ability to express themselves effectively in quantitative and qualitative terms;
4. **their knowledge of the value and significance of diverse cultures;**
5. the scientific method of inquiry;
6. **their knowledge of global, political, social, economic, and historical perspectives; and**
7. **their ability to access, retrieve, synthesize, and evaluate information.**

TEXTBOOK(S): **REQUIRED:**

Alred, Gerald, et al. The Business Writer's Handbook. 9th ed. Boston: Bedford/St Martin's, 2009. Print.

ISBN: 0-312-47709-0

Brody, Marjorie. Speaking Your Way to the Top. Boston: Allyn and Bacon, 1998. Print.

ISBN: 0-205-26814-5

REFERENCE(S): www.bedfordstmartins.com/alredbus

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Computer with Windows 2000 or newer; access to Word, Excel, PowerPoint, Access, etc. (Microsoft Office); Internet access

METHOD OF INSTRUCTION: This course will be taught by a variety of methods, which may include lecture, audio-visual materials, peer critique sessions, and collaborative learning techniques.

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

<u>GRADE CALCULATION METHOD (may be altered for online sections):</u>	Written assignments	=	60%
	Oral Presentation(s)	=	20%
	Daily grades, Tests, Quizzes	=	10%
	Participation	=	10%
		=	<u>100%</u>

In ENG 265, submitted assignments that contain the following are unacceptable and cannot receive a passing grade:

1. More than two errors per page in grammar, spelling, usage, and/or mechanics
2. More than one major sentence structure error on a page (fragments, run-ons, subject-verb agreement and faulty structure)
3. Plagiarism; failure to signify quoted material, failure to cite sources within text, and/or failure to document sources in a Works Cited or Works Consulted page.

In addition, written and/or oral work that is submitted but which fails to answer the assignment is unacceptable.

Students found guilty of committing an act of academic misconduct at any level of their class work/communication (including, but not limited to, homework assignments, journals, drafts of or final written assignments, and classroom or online discussions) will receive a sanction. All students suspected of academic misconduct will be referred to the Chief Instructional Officer or her designee. See Academic Conduct, below, as well as section III.C of the Student Code for Spartanburg Community College.

Because instructors in the Humanities & Languages Department encourage students to write several drafts of their assignments before presenting a final draft, and because they maintain high expectations of their students' adherence to standards, students should not assume that late or inferior work is acceptable. The acceptance of late assignments (**with documented evidence of a sound reason for lateness**) and the opportunity to rewrite are privileges that may or may not be granted by the instructor; **if the instructor does grant such privileges, only one late assignment and one rewrite are allowed per semester**. The administration of make-up tests is also at the instructor's discretion. **If these are allowed, a student may make up a**

maximum of one missed test per semester in this course.

ATTENDANCE POLICY:

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors. Students should not expect instructors to re-teach material. In order to return to class prepared, students should follow the instructor's agenda and, if possible, communicate with classmates.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor. In addition, students are expected to remain in class for the entire time it is scheduled.

Students should be aware that grades are drastically influenced by absenteeism, tardiness, and leaving class early. Essays and presentations, exams, in-class assignments, homework, and quizzes may earn zeroes if they are due when a student is absent, if they are due at the beginning of a class period for which the student is tardy, or if they are due at the end of a period when a student leaves early.

See the instructor's addendum for specific policies regarding the acceptance of late work and the ability to make up missed tests. **If they are allowed, only one major assignment and one test may be completed/submitted late.**

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal. The instructor's signature is not required; students wishing to withdraw must contact the Student Records office (864-592-4681 or www.sccsc.edu/Records or visit room SSB 156 on Central Campus).

Withdrawal Policy: During the first 75% of the course, a student may initiate a withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. (Neither can an instructor; instructors do not initiate withdrawals at any point.) Extenuating circumstances require documentation and approval by the appropriate department head and academic dean. **The deadline for students who wish to withdraw from this course is _____.**

Absences for Religious Holidays: Students who are absent from

class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan which outlines the make up of activities and assignments.

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. See attached matrix.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to "disruptive behavior."

CLASS/LAB PROCEDURES:

See Instructor's addendum.

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

**COURSE
COMPETENCIES &
OBJECTIVES:**

Students must master all Eng 265 competencies in order to receive an overall passing grade in this course; failure to master any one of the competencies will result in a failing grade for the semester.

Upon satisfactory completion of this course, the student should be able to:

- 1. Produce documents for specific business audiences and purposes with standard grammar, spelling, usage, and mechanics.**
 - a. Compose documents with no more than two errors per page in grammar, spelling, usage, and mechanics.
 - b. Compose effective sentences using appropriate voice and structure.
 - c. Edit documents to correct grammar, spelling, usage, mechanics, and clarity
- 2. Develop ideas in appropriate business formats**
 - a. Compose written formats including letters, memos, e-mails, minutes, meeting plans, and formal reports with MLA documentation
 - b. Design and deliver a formal oral business presentations using appropriate media such as Power Point, Excel, Access, etc.
- 3. Collaborate to produce written and oral reports**
 - a. Develop a written formal report within a group setting
 - b. Edit written formal report into a minimum 10 minute group oral presentation which has labeled visuals, written text, and handouts
- 4. Research and develop reports with source material**
 - a. Evaluate source material
 - b. Synthesize resources into original documents
 - c. Apply correct MLA formatting

