

## PROFESSIONAL COMMUNICATIONS

Revised 1.3.12

|          |          |          |          |           |
|----------|----------|----------|----------|-----------|
| <b>C</b> | <b>-</b> | <b>L</b> | <b>-</b> | <b>CR</b> |
| <b>3</b> | <b>-</b> | <b>0</b> | <b>-</b> | <b>3</b>  |

|   |   |
|---|---|
| <b><u>COURSE NUMBER:</u></b>                                  | ENG 165   |
| <b><u>PREREQUISITE(S):</u></b>                                | ENG 032 and RDG 032 or exemption of those courses through placement   |
| <b><u>CO-REQUISITE(S):</u></b>                                | None  |
| <b><u>COURSE DESCRIPTIONS</u></b>                             | This course develops practical written and oral professional communication skills. A minimum grade of C is required for credit.   |
| <b><u>GENERAL EDUCATION OUTCOMES</u></b>                      | <b>Students who complete the general education core curriculum should be able to demonstrate</b> <ol style="list-style-type: none"><li><b>1. rationality, logic, and coherence, through critical thinking;</b></li><li><b>2. their ability to express themselves effectively in written and oral communication;</b></li><li>3. their ability to express themselves effectively in quantitative and qualitative terms;</li><li><b>4. their knowledge of the value and significance of diverse cultures;</b></li><li>5. the scientific method of inquiry;</li><li><b>6. their knowledge of global, political, social, economic, and historical perspectives; and</b></li><li><b>7. their ability to access, retrieve, synthesize, and evaluate information.</b></li></ol> |
| <b><u>TEXTBOOK(S):</u></b>                                    | Gerson, Sharon J. and Steven M. Gerson. <u>Workplace Communication: Process and Product</u> . Upper Saddle River: Pearson/Prentice Hall, 2007. Print.<br>ISBN: 0-13-228808-7<br><br>Wilson, Paige and Teresa Ferster Glazier. <u>The Least You Should Know about English Writing Skills, Form A</u> . 11 <sup>th</sup> ed. Boston: Cengage/Wadsworth, 2012. Print.<br>ISBN: 978-0-495-90633-9   |
| <b><u>REFERENCE(S):</u></b>                                   | <a href="http://www.cengage.com/devenglish">http://www.cengage.com/devenglish</a><br><a href="http://www.cengage.com/english">http://www.cengage.com/english</a><br><a href="http://www.prenhall.com/gerson">http://www.prenhall.com/gerson</a>   |
| <b><u>OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:</u></b> | Computer with Windows 2000 or newer; ability to format .doc, .rtf. or .html documents; Internet access  |
| <b><u>METHOD OF INSTRUCTION:</u></b>                          | This course will be taught by a variety of methods, which may include lecture, audio-visual materials, peer critique sessions, and collaborative learning techniques. In addition, instructors may enhance the course through use of a BlackBoard platform and may include discussion boards, chat rooms, posted lectures, streaming video, and other virtual learning tools.   |

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

**GRADE CALCULATION  
METHOD (May be altered  
for online sections):**

|   |   |      |
|---|---|------|
| 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 Academic Conduct)
4. failure to answer the assignment

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](http://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) and 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 with 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. Please see attached matrix of sanctions.***

**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."

In Humanities & Languages courses, students may not use any electronic devices such as cell phones, laptops, blackberries, iPods, MP3 players, or other PCDs in the class room. (Laptops may be used in the class room only if the instructor specifically requests them.) Blue tooth devices, ear plugs, and earphones are prohibited as well. With proper identification, emergency responders may keep cell phones active during class.

### **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, either in hard copy or on a class BlackBoard site.

### **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](http://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.

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

Produce documents with standard grammar, spelling, usage, and mechanics.

**COURSE COMPETENCIES & OBJECTIVES:**

Upon satisfactory completion of

Produce documents with stand

**COURSE  
COMPETENCIES &  
OBJECTIVES:**

**Upon satisfactory completion of this course, the student 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.