

Writing for Business and the Professions
English 223, Weekend College, spring 2009; 1-5 p.m. Sunday; SVE 201

John Reimringer

Office hours: I'm available in the classroom before and after class.

Office: Memorial 221B (opens off the main English office).

Email: reimring@augsborg.edu. *Please contact me by email except in emergencies.*

Phone: 651-644-4769, 9 a.m. to 6 p.m.

Required Books

Locker, Kitty O. and Donna S. Kienzler. *Business and Administrative Communication*. 8th ed.

Boston: McGraw Hill, 2008.

Attendance

Attendance is important, both to your own learning and to your contribution to the class. None of you is such a good writer that you have nothing to learn from your teacher and classmates—and none of you is such a bad writer that you have nothing to teach us.

More than 2 hours of absence for any reason will lower your course grade by .5 per hour absent. For example: If your course grade is a 3.0 and you miss three hours of class, it will drop to a 2.5, and so on. Practically speaking, if you miss more than four hours of class, you're not likely to pass this course with a 2.0.

There are no excused absences, but if you let me know ahead of time that you're going to be absent or late, I'll note that as part of your participation grade.

Think of your allowed absences as sick leave and use them wisely. If other obligations make this policy a burden, you should reconsider your commitment to taking this class at this time.

Late arrivals disrupt class and are discourteous to your instructor and classmates. Please be on time—late arrivals will count against your allowed hours of absence.

Grading

80% Individual and group papers, as assigned

20% Class participation

Assignments—the basics

Assignments are due at the beginning of class.

Late assignments won't be accepted. If, for some reason, you must miss an entire class, email me the assignment as a Word attachment by the beginning of class, then bring a hard copy next class for me to grade.

Format. Assignments should be typed in a readable 10- or 12-point font, with proper margins, page numbers, and single- or double-spacing according to the assigned format (memo, block-format letter, and so on). Examples can be found in Appendix A.

- Assignments should have a cover sheet with your name, my name (correctly spelled), the class name, and the assignment name or exercise number in the upper left-hand corner.
- Assignments should be stapled in the upper left-hand corner. No folders or binders. Incorrect formatting will lower your grade.

Revisions. Some assignments will require one mandatory revision; on some other assignments, you'll receive a grade and have the option of revising the assignment for the *possibility* of a higher grade. In either case, revisions must be accompanied by the original draft of the assignment with my comments on it, or the first grade will stand.

The Staple Meanie. Unstapled assignments automatically drop one grade point.

The Writing Lab

The **Writing Lab** is an excellent resource. I recommend students work with a tutor for at least one hour on each paper. See www.augsburg.edu/writinglab/ for more details.

Plagiarism

Plagiarism is the intentional or unintentional representation of another person's ideas or words as your own. Intentional plagiarism of part or all of a paper (you lifted it from another source, bought it, had it written for you) will result in an F for the course and college disciplinary action. If you're not sure what plagiarism is and how to avoid it, talk to me or a Writing Lab tutor. See also your student handbook.

Class Participation & Civility

Class participation is based on thoughtful contribution to class discussion. Being able to express yourself confidently in a group is an important career skill. If this is difficult for you, please feel free to practice in the friendly, low-stakes atmosphere of our classroom.

Civility is essential to a functioning classroom. We will respect each other, each other's opinions, and the work in front of us. No one gets to take up all the oxygen in the room. Students who detract from other students' learning by being disruptive or discourteous will be asked to drop the class.

The Contract

This syllabus is our contract for the class. Your continued attendance after today indicates your agreement with this contract.

Calendar

Recommended but unassigned reading for the semester:

- Ch. 4, Making Your Writing Easy to Read;
- Ch. 5, Planning, Composing, and Revising;
- App. B., Writing Correctly;
- Ch. 13, Communicating across Cultures

April 5

Read: Ch. 1, Business Communication, Management, and Success;
Ch. 3, Building Goodwill.

Due*: Ex. 1.9, p. 37: Introducing Yourself to Your Instructor;
Ex. 1.8B, p. 37: Understanding the Role of Communication in Your Organization
(if you're not currently working, interview an acquaintance about their
organization).

***Note:** Both of these exercises should be written as memos; the format can be
found in App. A of your book.

In class: Syllabus & introductions; discussion of ch. 1 & 3 w/ in-class Ex. 1.3; group project.