

ENG 301: Writing for the Professions

Course and Faculty Information

Course Description: Advanced practice in writing and editing expository prose. Primarily for pre-professional majors. The course provides students the tools to prepare for the job market.

College of Letters and Sciences: This course is offered by the College of Letters and Sciences. For more information about the college, visit our website: <https://cls.asu.edu/> ([Links to an external site.](#))[Links to an external site.](#) If you have questions or concerns, please send your inquiry to cls@asu.edu.

Credits: 3

Prerequisites: ENG 102, 105 or 108 with C or better

Instructor: Dr. Steve Beatty

Contact Info: steve.beatty@asu.edu

Office Hours: At my Polytechnic office by appointment or online office visits arranged via email

Office: Santa Catalina 233 S

Course Learning Outcomes

At the completion of this course, students will be able to:

1. Create an effective
 - Cover letter
 - Resume
 - LinkedIn Profile
 - Online Portfolio
2. Prepare for a Job Interview
3. Utilize electronic resources such as
 - ASU's Sun Devil CareerLink
 - LinkedIn

Textbooks

There is no required textbook for the course. Instead, I will provide links to all required readings, videos, and other course material.

Course Access

Your ASU courses can be accessed by both my.asu.edu ([Links to an external site.](#))[Links to an external site.](#), and myasucourses.asu.edu ([Links to an external site.](#))[Links to an external site.](#); bookmark both in the event that one site is down.

Computer Requirements

This is a fully online course; therefore, it requires a computer with internet access and the following technologies:

- Web browsers ([Chrome](#) ([Links to an external site.](#))[Links to an external site.](#), [Mozilla Firefox](#) ([Links to an external site.](#))[Links to an external site.](#), or [Safari](#) ([Links to an external site.](#))[Links to an external site.](#))
- [Adobe Acrobat Reader](#) ([Links to an external site.](#))[Links to an external site.](#) (free)
- [Adobe Flash Player](#) ([Links to an external site.](#))[Links to an external site.](#) (free)
- Webcam, microphone, headset/earbuds, and speaker
- Microsoft Office ([Microsoft 365 is free](#) ([Links to an external site.](#))[Links to an external site.](#) for all currently-enrolled ASU students)
- Reliable broadband internet connection (DSL or cable) to stream videos.

Note: A smartphone, iPad, Chromebook, etc. will not be sufficient for completing your work in ASU Online courses. While you will be able to access course content with mobile devices, you must use a computer for all assignments, quizzes, and virtual labs.

Student Success

To be successful:

- check the course daily
- read announcements
- read and respond to course email messages as needed
- complete assignments by the due dates specified
- communicate regularly with your instructor and peers
- create a study and/or assignment schedule to stay on track
- access [ASU Online Student Resources](#) ([Links to an external site.](#))[Links to an external site.](#)

Assignments and Grading

Activity	Total Course Value
Sharing Community Forum	1%
Homework	2%

Workshops	12%
Cover Letter	10%
Interview Q&A	20%
Resume	20%
LinkedIn Profile	15%
Online Portfolio	20%

Grading

Your grade will be determined based on the following grading schema:

Grade	Percentage
A+	98-100%
A	93-97%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%
C+	78-79%
C	70-77%
D	60-69%
E/F	59% and below

Grade Scale

A	90-100	Excellent
B	80-89.9	Good

C	70-79.9	Average
D	60-69.9	Passing
E	<60	Failure
XE		Failure due to Academic Dishonesty

For your own protection, you should keep a copy of everything you hand in, and you should keep your graded assignments at least until grades are finalized at the end of the semester, and in the event you wish to contest any grades.

Submitting Assignments

All assignments, unless otherwise announced, **MUST** be submitted to the designated area of Canvas. Do not submit an assignment via email.

Assignment due dates follow Arizona Standard time. Click the following link to access the [Time Converter \(Links to an external site.\)](#)Links to an external site. to ensure you account for the difference in Time Zones. Note: Arizona does not observe daylight savings time.

Grading Procedure

Grades reflect your performance on assignments and adherence to deadlines. Grades on assignments will be available within 72 hours of the due date in the Gradebook.

Course Schedule

Each Module provides the learning activities and assignments for that section of the course. Your Calendar provides due dates for the assignments. The due dates shown below are subject to change at the discretion of the instructor.

Module 0 (7/3)	Day 1
	Review the Course Website Sharing Community Forum (due Mon) Academic Integrity Agreement (due Mon)

Module 1 (7/4 - 7/8)	JOB DESCRIPTION & COVER LETTER
	Discussion 1 (due Fri) Job Description Key words/phrases The Cover Letter (due Mon)
Module 2 (7/9 - 7/12)	MASTER RESUMES
	Discussion 2 Chronological Resume (due Wed) Hybrid Functional Resume (due Fri)
Module 3 (7/13 - 7/20)	THE RESUME WORKSHOP
	Discussion 3 Resume RD (due Mon) Workshop Feedback (due Wed) Resume Final Draft (due Sat)
Module 4 (7/21 - 7/27)	THE JOB INTERVIEW

	Discussion 4 Interview Q & A RD (due Mon) Feedback (due Wed) Interview Q & A Final Draft (due Sat)
Module 5 (7/28 - 8/4)	INFO-GRAPHIC & LINKEDIN PROFILE
	Discussion 5 LinkedIn Profile w/Info-graphic RD (due Wed) Feedback (due Fri) LinkedIn Profile w/Info-graphic FD (due Sun)
Module 6 (8/5 - 8/12)	THE ONLINE PORTFOLIO
	Discussion 6 Online Portfolio RD (due Th) Online Portfolio Feedback (due Sat)
Last Day (8/13)	THE ONLINE PORTFOLIO
	Online Portfolio Final Draft (due Tue 8/13) Be sure to submit your URL for the Final Draft and check that it works!

Late or Missed Assignments

Notify the instructor **BEFORE** an assignment is due if an urgent situation arises and you are unable to submit the assignment on time.

Follow the appropriate University policies to request an [accommodation for religious practices \(Links to an external site.\)Links to an external site.](#) or to accommodate a missed assignment [due to University-sanctioned activities \(Links to an external site.\)Links to an external site.](#).

Extra Credit

Extra Credit assignments are not offered in this course.

Trigger Warning

Please note that some course assignment may be deemed offensive by some students, although it is not my intention to offend anyone. In addition, some materials that we link to online might also be considered offensive, troubling, or difficult to review in terms of language or graphics. I attempt to provide warnings when introducing this kind of material; yet if I forget to do so, or if something else (in my materials or posts from fellow students) seems offensive, please contact me at srb@asu.edu, or my faculty head Brooks Simpson.

Establishing a Safe Environment

Learning takes place best when a safe environment is established in the classroom. In accordance with [SSM 104-02 of the Student Services Manual \(Links to an external site.\)Links to an external site. \(Links to an external site.\)Links to an external site.](#), students enrolled in this course have a responsibility to support an environment that nurtures individual and group differences and encourages engaged, honest discussions. The success of the course rests on your ability to create a safe environment where everyone feels comfortable to share and explore ideas. We must also be willing to take risks and ask critical questions. Doing so will effectively contribute to our own and others intellectual and personal growth and development. We welcome disagreements in the spirit of critical academic exchange, but please remember to be respectful of others' viewpoints, whether you agree with them or not.

Communicating With the Instructor

Community Forum

This course uses a discussion topic called "Community Forum" for general questions and comments about the course. Prior to posting a question or comment, check the

syllabus, announcements, and existing posts to ensure it's not redundant. You are encouraged to respond to the questions of your classmates.

Email questions of a personal nature to your instructor. You can expect a response within 72 hours.

Chat

The Chat tool in Canvas allows students and teachers to interact in real time. Use Chat only for informal course-related conversations unless your instructor informs you otherwise. Chat is not ideal for questions about assignments; instructors are not required to monitor it and conversations may be buried or lost.

Email

ASU email is an [official means of communication \(Links to an external site.\)Links to an external site.](#) among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly.

All instructor correspondence will be sent to your ASU email account.

Prohibition of Commercial Notetaking Services

In accordance with [ACD 304-06 Commercial Note Taking Services \(Links to an external site.\)Links to an external site. \(Links to an external site.\)Links to an external site.](#), written permission must be secured from the official instructor of the class in order to sell the instructor's oral communication in the form of notes. Notes must have the note taker's name as well as the instructor's name, the course number, and the date.

ASU Online Course Policies

View the [ASU Online Course Policies \(Links to an external site.\)Links to an external site.](#)

Accessibility Statements

View the [ASU Online Student Accessibility \(Links to an external site.\)Links to an external site.](#) page to review accessibility statements for common tools and resources used in ASU Online courses.

If any other tools are used in this course, links to the accessibility statements will be listed below this sentence.

Accommodating Active Duty Military

Students who participate in line-of-duty activities shall be provided make-up assignments, examinations, or other graded coursework missed because of required

work performed in the line-of-duty, without penalty. See university policy: ACD304-11; SSM 201–18: Accommodating Active Duty Military <https://www.asu.edu/aad/manuals/ssm/ssm201-18.html> ([Links to an external site.](#))[Links to an external site.](#) for details. Students should discuss individual concerns with their instructor.

Syllabus Disclaimer

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. Remember to check your ASU email and the course site often.