



## ASU ENG 301: Writing for the Professions

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### Course and Faculty Information

**Course Description and Objectives:** Building on the knowledge acquired in previous writing courses, this course serves as the bridge between academic and professional discourse. Students enrolled in this course will practice producing professional documents with an emphasis on discerning how purpose, audience, writer, and text influence each writing task. In effect, strong writing skills allow one to clearly communicate detailed information in a manner that can be easily understood and put to use by the writer's intended audience. Students will be required to merge a variety of rhetorical strategies with document production processes to enhance their intercommunication skills and to better meet the demands of successful writing and communication in the professional environment. Because the act of writing is informed by one's ability to logically organize and develop a continuum of ideas, this course will also focus on increasing analytical skills in response to issues and solutions within a given rhetorical environment. Students will engage not only the theories and practices of effective, professional writing, but the practical knowledge gained through research and analysis of issues and tasks pertinent to their post-academic interests and major fields of study.

**Credits:** 3

**Instructor:** Ashley Boswell, M.F.A., M.L.S.t.

**Contact Info:** [abboswel@asu.edu](mailto:abboswel@asu.edu)

**Office Hours:** By appointment

### Textbooks

Markel, Mike. Technical Communication. 11th ed. New York: Bedford/St. Martin's Press, 2015. ISBN 978-1-4576-7337-5 OR the 12th ed.

### Information Regarding the Text

Yes, the book is required. Please have it as soon as the course starts. If there are problems with its availability at the bookstore, please speak directly with them, first, as that is the most efficient course of action. I have little control over the availability of the text, but they do. If you have personal difficulties, for what ever reason, in getting a copy of the text by the start of the semester, there's not really much I can do, as the onus rests with you to get it. Please refrain from telling me you don't have the book yet, as that does not come across very well. Do, however, get the text as soon as possible or share one with a classmate.

## Course Access

Your ASU courses can be accessed by both [my.asu.edu](http://my.asu.edu) and [myasucourses.asu.edu](http://myasucourses.asu.edu); 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](#), [Mozilla Firefox](#), or [Safari](#))
- [Adobe Acrobat Reader](#) (free)
- [Adobe Flash Player](#) (free)
- Webcam, microphone, headset/earbuds, and speaker
- Microsoft Office ([Microsoft 365 is free](#) 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](#)

## Grading

90-100% = A

80-89% = B

70-79% = C

60-69% = D

Below 60% = E

## Course Requirements/Assignments

Three Major Writing Assignments 700pts

Unsolicited Proposal (200pts)

Professional Recommendation Report (300pts)

Correspondence, Reports, Job Application Letter, Résumé (200pts)

Three Submission and Review Assignments 300pts

On Time Submission/Review/Discussion of Writing Assignments

Three Sets of Cumulative Comments

## Three Major Writing Assignments

There are three major writing assignments due during the semester, of various lengths and complexity. The longest, most complicated one is the second—please plan accordingly. The assignments are described and explained, not only in the textbook, but in individual assignment forms that are posted to the Bb content section. The assignments are all rather complex as they have several components and stages of submission, and I encourage you to familiarize yourself with them thoroughly. For instance, you will be asked to submit all assignments to your classmates for review and then to submit them to me after those reviews are completed and you've made revisions and changes based on them. You'll also submit all your individual comments on others' writing to me as a cumulative package. You receive a grade not only for the writing assignment itself but, also, for submitting and reviewing others' written work. Please see the Course Requirements above.

## Submission/Review/Discussion of Writing Assignments

Three times during the course you will submit your written work to other students for review and discussion. Your submission will be posted to the Bb site in discussion area. This submission must be in two parts: memo in the body of a Bb message posted to the group and an attachment to that memo that is the writing assignment itself. All attachments must be posted as a Word (DOCX) or PDF file. Once these are posted, students will be able to download, review, and comment on them. Your writing

assignment may be less than perfect when you submit it to your group, but it should be a reasonable approximation of the whole assignment. While you are free to consider this a draft, it should be considered much more than a rough draft. It should meet not only the content but length requirements for the assignment, so that your group members have something substantial to work with and you, in turn, receive useful, helpful feedback on it. Although more details about reviewing others' work will be provided and explained, you should not edit but offer suggestions and ideas for revision and improvement, largely based on criteria taken from the textbook's descriptions and models of the assignments. Depending on the number of students in the course, you will work with up to five other students and, thus, review and comment on no more than four other students' work per assignment. This is a major component of the course, your final grade, and your success.

## 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](#) to ensure you account for the difference in Time Zones. Note: Arizona does not observe daylight savings time.

## Grading Procedure

Writing courses are labor intensive, which means that, given the nature of the material, you can expect to receive written comments as well as a grade. As a result, you should allow the instructor at least one module to grade a set of assignments, sometimes longer depending on the length and complexity of the assignment.

## 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.

All assignments are due according to the deadlines stated in the syllabus. Assignments submitted late suffer stiff penalties, and they are not guaranteed to be read or graded. Unless there are serious, legitimate, and verifiable reasons why an assignment is late, you are always expected to have assignments completed on time. Late work looks bad, and it negatively affects other areas of your overall performance in the course.

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

## Technical Issues with Assigned Work

This is an internet course so students are expected to have reliable and regular access to a computer and the internet. If your computer and/or internet connection is broken or unavailable, you are expected to find an alternate source such as a library, internet café, or hotel. This is your responsibility. “Computer problems,” of one sort or another, are not an acceptable excuse for late work. You are responsible for making sure that all work has been submitted successfully before its due date. If you wait until the deadline of an essay assignment and then your computer crashes and causes you to miss the deadline, you will not be excused, because you could have done it any time before the deadline.

## Drop and Add Dates/Withdrawals

This course adheres to a compressed schedule and may be part of a sequenced program, therefore, there is a limited timeline to drop or add the course. Consult with your advisor and notify your instructor to add or drop this course. If you are considering a withdrawal, review the following ASU policies: Withdrawal from Classes, Medical/Compassionate Withdrawal, and a Grade of Incomplete.

## Online, Short Term Course

Because this is a compressed internet course, you should be prepared to start and proceed at a brisk pace. Failure to jump in with both feet, from the get go, is an invitation to disaster. You will need to submit assignments on time, as so much other work depends on it. You will also need to be thoroughly engaged with your classmates. You will need to check your email and the Blackboard site daily to stay abreast of developments.

## Professionalism

Each student is expected to aim for a high level of professionalism in his or her writing and interactions with others. Some of the important qualities associated with professionalism include the following: Pay attention to the norms in your organization, and follow them. Be pleasant and polite to people, even if you don't like them. Take work seriously. Speak up when work isn't getting done on time or when there are problems with an assignment. Realize that getting feedback on your work—even critical feedback—is part of the job, it's not personal. Honor your commitments. Be flexible. Show up reliably. Be helpful, and do more than what's in your job description. Don't treat your manager (instructor) as your adversary. Honesty. Respect. Accountability. Self-regulation (stay cool). Strive to write clearly and with correct grammar, punctuation and capitalization, and learn from others when you're not. Additionally, take your writing seriously, whether it's an email to another student or the instructor, or a comment posted on Blackboard.

## Course Time Commitment

This three-credit course requires approximately 135 hours of work. Please expect to spend around 18 hours each module preparing for and actively participating in this course.

## Email to Me

Do not email the instructor about subject matter related to the course. The appropriate venue for course related issues, concerns, or questions is our Blackboard site. There will be forums available there specifically for questions about the course and assignments. Often times your question or concern can be answered or addressed by your classmates, and I encourage this sort of interaction and reliance on one another, as I am not always available. However, when an issue or question pertains only to you, when it is a personal matter, then it is appropriate to email me directly. I ask your cooperation on this so that I can 1) avoid being inundated with thousands of emails and 2) so that I do not have to answer the same question multiple times to multiple individuals. When you do write to me via email, do so professionally, please, by including a greeting, any necessary context for your message (don't send attachments without it!), and a signature. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages. All email is directed to your ASU email account. Please contact Tech Support for how to forward your mail to another account, if you so desire.

## Online Hours

I will not be online or available 24hrs a day. However, I will be online, at least once a day, MTh, and most but not all Fridays, before 1pm. I usually spend some time online on Sundays, usually later in the afternoon or early evening. Please anticipate how much time you may need to get a question answered in our asynchronous online environment. In most cases, responses will not be immediate, and you will need to plan accordingly. I encourage students to help each other by addressing each other's questions. Often another student can answer a question just as well as I can, and I'm not the only expert in our class. Please share your knowledge and abilities.

## Schedule

Schedule the last portion/section of the syllabus is a day by day schedule that indicates the day's agenda, reading, course work, and deadlines. Please complete the day's assignments on the day they are scheduled. It is likely that you will have questions about the reading or assignments, which I highly encourage. Feel free to ask these questions via Blackboard in the forums created for each individual assignment. However, please do note that I do not, generally, respond to questions about an assignment if they arrive less than 12 hours before it is due. That simply does not leave me enough time. This is especially true of the Final Version deadlines for a writing assignment.

## Deadlines

Deadlines are indicated on the schedule in bold highlighting. All deadlines are set at 11:59pm of the date indicated. This is intended to give you time during that day to work on assignments. Please note that you are more than free to submit assignments early, especially assignments that are to be reviewed by your classmates. Late work inconveniences your group members and your instructor. See also “Late Work/On Time” above.

## Markel

References to Markel indicate what pages in our textbook should be read and reviewed, especially as they pertain to the details of writing assignments.

## Writing Assignment Due for Review

As the schedule below indicates, these are days that your complete writing assignment is to be posted to the discussion section of Canvas so that students can download, review, and comment on it.

## Complete Reviews of Writing Assignment

As the schedule below indicates, these are days when your review of others’ work is to be completed and/or posted to Canvas. Please sharply observe the deadline for submitting reviews of others’ work. See also “Deadlines” and “Late Work/On Time” above.

## Writing Assignment Due

As the schedule below indicates, these are days that your final version of the assignment is due to me. You will have been expected to have made revisions and/or changes to improve the writing assignment between the time you received reviews from your classmates and this date. You will submit the final version as an attachment to a memo that you send to me, and which will be posted to Canvas in a “Forum” set up for such submissions.

## Draft, Prepare, Revise

These terms appear frequently on the schedule and they indicate suggestions about what you should be working on in anticipation of an approaching deadline. Do note that you can and should be revising any given writing assignment during and/or after completing, say, reviews of other students’ work.



# 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](#) 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.***

## ASU Online Course Policies

View the [ASU Online Course Policies](#).

## Accessibility Statements

View the [ASU Online Student Accessibility](#) 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.

## 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.



# Course Summary:

Date	Details	
Mon Oct 28, 2019	Assignment <a href="#">Initial Posting -- Writing Assignment 1</a>	due by 11:59pm
Tue Oct 29, 2019	Assignment <a href="#">Module 2: Writing Assignment 1 &amp; Reviews of Students' Drafts</a>	due by 11:59pm
Wed Oct 30, 2019	Assignment <a href="#">Module 2: Submit Cumulative Comments for Review 1 Here</a>	due by 11:59pm
Fri Nov 1, 2019	Assignment <a href="#">Module 3: Writing Assignment 1</a>	due by 11:59pm
Mon Nov 11, 2019	Calendar Event <a href="#">Initial Postings / Writing Assignment 2 Due</a>	12am
Tue Nov 12, 2019	Assignment <a href="#">Module 4: Writing Assignment 2 &amp; Reviews of Students' Drafts</a>	due by 11:59pm
Wed Nov 13, 2019	Assignment <a href="#">Module 5: Submit Cumulative Comments for Review 2 Here</a>	due by 11:59pm
Fri Nov 15, 2019	Assignment <a href="#">Module 6: Writing Assignment 2</a>	due by 11:59pm
Tue Nov 26, 2019	Calendar Event <a href="#">Initial Postings / Writing Assignment 3 Due</a>	12am
Wed Nov 27, 2019	Assignment <a href="#">Module 7: Writing Assignment 3 &amp; Reviews of Students' Drafts</a>	due by 11:59pm
Thu Nov 28, 2019	Assignment <a href="#">Module 7: Submit Cumulative Comments for Review 3 Here</a>	due by 11:59pm
Sat Nov 30, 2019	Assignment <a href="#">Module 7.5: Writing Assignment 3</a>	due by 11:59pm
	Assignment <a href="#">Module 0: Academic Integrity Agreement</a>	
	Assignment <a href="#">Module 0: Syllabus Quiz</a>	

**Date**

**Details**

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Assignment [Syllabus Quiz - Faculty -- please create quiz questions specific to your course syllabus.](#)

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