ENG 301 Writing for the Professions
Fall 2019, Session A, class # 94624

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This course is offered through the School of Humanities, Arts and Cultural Studies (SHArCS) in ASU's New College of Interdisciplinary Arts and Sciences. For more information about the New College, please visit our website at https://newcollege.asu.edu/. If you have questions or concerns about the administration of the course, please contact the course instructor at the email address above.

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.

General Studies: Literacy and Critical Inquiry [L]
Prerequisites: ENG 102, 105, or 108 with C or better

Course Requirements/Assignments

Three Major Writing Assignments and participation in class discussion forum, 140pts
- Unsolicited Proposal (30pts)
- Professional Recommendation Report (30pts)
- Correspondence, Reports, Job Application Letter, Resumé (30pts)
- Participation in discussion forum (50pts)

Discussion forum posts should be around 300 words and stay on the topic in the prompt. You can comment on classmates's posts but this isn't required. The posts should be turned in in Canvas and also posted in the discussion forum. This allows for peer sharing of information which can prove useful to students.
I will post guidelines and examples of the three papers.

Course Completion

All assignments must be completed to pass the course.

Required Text
Markel, Mike. *Technical Communication.* 11th ed. New York: Bedford/St. Martin's Press, 2015.

Information Regarding the Text
The textbook is required, and in this particular edition. This is to ensure that we're all working with the same content and information, which appears in this edition.

Online, Short Term Course
Check your email and the Canvas site daily to stay abreast of developments.

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

Late Work
All assignments are due according to the deadlines stated in the syllabus

Technical Issues
Please contact technical support if you have technical problems.

Plagiarism and Code of Conduct
You are expected to turn in original work for this course. Quotations or ideas paraphrased from other work must be properly cited. Taking credit for others' ideas or writing is plagiarism, which is a serious violation of the University's Code of Academic Integrity. Integrity [(http://provost.asu.edu/academicintegrity)](http://provost.asu.edu/academicintegrity) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. This principle is furthered by the student Code of Conduct and disciplinary procedures established by ABOR, all provisions of which apply to every Arizona State University student. If you are unsure of how to credit your source, consult your textbook, first, and if you are still unclear then ask your instructor for clarification, via the Canvas site.

Student Conduct Statement
Students are required to adhere to the behavior standards listed in the Arizona Board of Regents Policy Manual Chapter V – Campus and Student Affairs: Code of Conduct (), ACD 125: Computer, Internet, and Electronic Communications (), and the ASU Student Academic Integrity Policy (https://provost.asu.edu/academic-integrity). Students are entitled to receive instruction free from interference by other members of the class. If a student is disruptive, an instructor may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in withdrawal from the course. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process. Appropriate classroom behavior is defined by the instructor. This includes the number and length of individual messages online. Course discussion messages should remain focused on the assigned discussion topics. Students must maintain a cordial atmosphere and use tact in expressing differences of

opinion. Inappropriate discussion board messages may be deleted if an instructor feels it is necessary. Students will be notified privately about inappropriate postings. Student access to the course "Send Email" feature may be limited or removed if an instructor feels that students are sending inappropriate electronic messages to other students in the course.

Technical Support
For technical assistance 24 hours a day, 7 days a week, please call 1-855- ASU-5080 or start a live chat or submitting a request through the My ASU Service Center (my.asu.edu/service). You will need to login to My ASU. ASU staff will provide Canvas support and help students resolve technical issues related to their coursework. For information on systems outages see the ASU systems status calendar, please visit (http://syshealth.asu.edu/). Other sources of technical assistance:
ASU Email Guide: http://bit.ly/2hctK9Y

Accessibility Statement
In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at the Disability Resource Centers (DRC) facilitate a comprehensive range of academic support services and accommodations for quali- fied students with disabilities. DRC staff coordinate transition from high schools and community colleges, in- service training for faculty and staff, resolution of accessibility issues, community outreach, and collaboration between all ASU campuses regarding disability policies, procedures, and accommodations. Students who wish to request an accommodation for a disability should contact the Disability Resource Center (DRC) for their campus. West: http://asu.edu/studentaffairs/ed/drc and 480-965-1234 (Voice) or 480- 965-9000 (TTY).

Course Calendar

Module 1: Aug 22, first day of class. By Sunday the 25ᵗʰ please read;

Markel: "Introduction to Technical Communication" 2-15
Markel: "Writing Technical Documents" 41-55
Post an introduction of yourself and what you hope to gain from the class in the discussion forum, 10pts.

Module 2: For the week of August 26th through Sunday the 1st of September
Please read
Markel: "Writing Proposals" 419-444
Markel: "Researching Your Subject" 114-144
Markel: Review either MLA Citation Style (641-657) or APA Citation Style (616-632)
Please respond in the discussion forum to the prompt I will provide, 10pts

Module 3: For the week of September 2ⁿᵈ ending the 8ᵗʰ of September

Start writing assignment 1, which is due by midnight Sunday September 15ᵗʰ.
Please respond in the discussion forum to the prompt I will provide. 10pts

Module 4: For the week of the 9ᵗʰ of September ending the 15th
Please read

Markel: "Writing Recommendation Reports" 468-513
Writing assignment 1 is due by midnight on September 15ᵗʰ. 30pts.

Module 5: For the week of the 16ᵗʰ of September ending the 22nd
Begin writing assignment 2
Respond in the discussion forum to the prompt I provide. 10pts

Module 6: For the week of the 23rd September ending the 29th
Please look at Markel: Review either MLA Citation Style (641-657) or APA Citation Style (616-632)
Turn in writing assignment 2 in Canvas by Sunday the 29ᵗʰ at midnight. 30pts.

Module 7: For the week beginning the 30ᵗʰ of September and ending the 6ᵗʰ of October
Please read
Markel: "Writing Correspondence" and "Writing Informational Reports" 358-371, 382, 445-451, 462-466
And Markel: "Writing Job-Application Materials" 385-416
Respond to my prompt in the discussion forum by Sunday Oct. 6ᵗʰ. 10pts.

Module 8 for the week beginning the 7ᵗʰ of October and ending Thursday the 11ᵗʰ.
Turn in writing assignment 3 on October 11ᵗʰ by midnight 30pts.