Class Policies

English 302

Abhijit Rao

Office Hours: 1:00 pm – 2:00 pm (MW or by appointment)
Office: 449 Ross Hall
Class: Lab. (M) Ross 137; Class (WF) Ross 126 // 2:10 pm -3:00 pm
Email: arao@iastate.edu
rao.abhi@yahoo.com (all assignments should be sent to this email account)

Textbooks and Materials


- 1 flat folder with double pockets
- Memory device to save work and data from the computer lab
- Notebook and loose leaf paper for notes and class activities.

Course Description

English 302 is an advanced communication course that involves discourse appropriate to the business workplace. This course offers you background readings and activities important to understand the production and interpretation of texts. Plus, it provides you extensive practice in workplace writing. It emphasizes on documents such as memos, letters, brochures, proposals, short reports, and websites—with a focus on customer-oriented, managerial, and employment-related writing.

Course Objectives

This course is designed to provide you with the understanding and skills for communicating in business contexts. Once you become aware of the communication processes and are able to analyze the rhetorical situations of context, audience, and purpose and act on it, you will prove to be valuable communicators in your workplace. This course is designed to enable you to recognize and produce documents and oral presentations which contain specific strategies for appropriate business communication.

By the end of this course, you should be able to,

- Understand and apply rhetorical principles to business communication
- Understand and implement principles of effective document design in preparing business documents
- Understand the influences of organizational settings in the composition of business
- communication
- Understand the generic requirements of selected workplace documents
- Participate in the collaborative planning and execution of a project
- Understand the ways in which ethical issues influence research and application in your discipline
- Document your research appropriately/responsibly consistent to the generic requirements
- Present your ideas, reports, presentations in an effective and professional manner

### Assignments/Grade Distribution

<table>
<thead>
<tr>
<th>No.</th>
<th>Assignment</th>
<th>Points</th>
<th>%-age</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Document Analysis</td>
<td>150</td>
<td>15%</td>
<td>2/2</td>
</tr>
<tr>
<td>2</td>
<td>Website Presentation</td>
<td>50</td>
<td>5%</td>
<td>Varies</td>
</tr>
<tr>
<td>3</td>
<td>Interview Memo</td>
<td>100</td>
<td>10%</td>
<td>5/3</td>
</tr>
<tr>
<td>4</td>
<td>Negative/Positive Letter</td>
<td>100</td>
<td>10%</td>
<td>2/19</td>
</tr>
<tr>
<td>5</td>
<td>Globalization Unit</td>
<td>200</td>
<td>20%</td>
<td>3/21</td>
</tr>
<tr>
<td>6</td>
<td>Evaluative Memo</td>
<td>10</td>
<td>1%</td>
<td>3/28</td>
</tr>
<tr>
<td>7</td>
<td>Job Packet</td>
<td>120</td>
<td>12%</td>
<td>4/13</td>
</tr>
<tr>
<td>8</td>
<td>Interview/Follow-up Letter</td>
<td>50</td>
<td>5%</td>
<td>4/20</td>
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<tr>
<td>9</td>
<td>Mid-Term</td>
<td>60</td>
<td>6%</td>
<td>2/16</td>
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<tr>
<td>10</td>
<td>Final Exam</td>
<td>60</td>
<td>6%</td>
<td>5/3 (12:00-2:00)</td>
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<tr>
<td>11</td>
<td>Class Participation</td>
<td>100</td>
<td>10%</td>
<td>Varies</td>
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<td></td>
<td>Total</td>
<td>1000</td>
<td>100%</td>
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### Grade Breakup

<table>
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<tr>
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<th>Grade</th>
<th>Points</th>
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<tbody>
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<td>98-100</td>
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<td>4.00</td>
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<tr>
<td>94-97</td>
<td>A</td>
<td>4.00</td>
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<tr>
<td>90-93</td>
<td>A-</td>
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<tr>
<td>88-89</td>
<td>B+</td>
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<tr>
<td>84-87</td>
<td>B</td>
<td>3.00</td>
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<tr>
<td>80-83</td>
<td>B-</td>
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<tr>
<td>78-79</td>
<td>C+</td>
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<tr>
<td>74-77</td>
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<tr>
<td>70-73</td>
<td>C-</td>
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<tr>
<td>68-69</td>
<td>D+</td>
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<tr>
<td>64-67</td>
<td>D</td>
<td>1.00</td>
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<tr>
<td>60-63</td>
<td>D-</td>
<td>.67</td>
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<tr>
<td>&lt;60</td>
<td>F</td>
<td>0.00</td>
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### Class Attendance and Participation

Much of our work will be in groups and may be on-line. You are expected to fulfill your fair share of group work and interact courteously with your peers at all times. Classes are run in a
discussion/workshop format; therefore, regular attendance and active participation are important. Missing more than three classes will lower your grade substantially, and six or more absences will result in a failing grade for the course.

As most of the classes will be conducted in a computer lab, it is class policy that you will not use the internet for checking email, surfing the web, or playing games during class time. You may use the net for personal work before and after class. Failure to follow the above policy would lead to loss of class attendance for that day.

**Late Work Policy**
Assignments are due on the date mentioned in the schedule. The assignment should be turned-in as a hard copy during class or in my mailbox (203 Ross Hall) during working hours, stamped and signed by the department secretary. If you fail to do so, your paper would be considered late. Late work could lead to a 10% reduction on the grade for every calendar day it is late. Papers will not receive a grade if they are late by four class periods; however, you will still be expected to turn in a completed assignment.

**Revision Policy**
Writing is an iterative process of revisiting your text and making improvements to previous versions. Keeping this in mind, I will let you revise once any individually composed major assignment if you are not satisfied with its quality. However, revision does not mean simply sentence-level changes. Your revisions should be substantial and should address issues such as organization, content, and development as well.

In addition to the revision, I would like you to reflect on your revisions and draft a letter (250 words approx) listing the changes you made and your rationale for incorporating them. The letter should be a carefully drafted document and will be a part of the new letter grade. *The time limit for turning in the revised document and reflection is 1 week from the day I hand back the graded copy of your paper.*

**Academic Honesty**
Ethics in the academy is a major issue. Understanding what constitutes plagiarism and academic dishonesty will help prevent you from committing these acts inadvertently and will strengthen your writing. Plagiarism is a serious legal and ethical breach, and it is treated as such by the university. If you have any questions about documentation, see me before you turn in an assignment.

**Disability Accommodation**
If you have a disability and require accommodations, please contact me early in the semester so that your learning needs may be appropriately met. You will need to provide documentation of your disability to the Disability Resources (DR) office, main floor of the Students Services Building, Room 1076, 515-294-6624.
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
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</table>
| 1    | 1/8   | Introductions  
Course Policies/Syllabus  
Email Activity |
|      | 1/10  | Chapter 1  
ASSIGN #1 |
|      | 1/12  | Appendix A: pp582-585  
Intro Memo |
| 2    | 1/15  | NO CLASS |
|      | 1/17  | Chapter 2  
Assign Web Analysis  
Assignment (ASSIGN #2) |
|      | 1/19  | Exercise 2.6  
Bring in Professional Document for Approval |
| 3    | 1/22  | Chapter 3  
Working with Audiences  
Reader Benefits  
Website presentation 1 |
|      | 1/24  | Reader Benefits  
Interview Strategies  
ASSIGN #3 |
|      | 1/26  | Audience Scenario |
| 4    | 1/29  | Chapter 16  
Effective Presentations  
Guidelines  
Website presentation 2 |
|      | 1/31  | Chapter 4  
Chapter 5  
Bring Rough Draft #1  
Electronic Form |
|      | 2/2   | Letter Formats  
Appendix A: pp572-582  
DUE #1 |
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
</table>
| 5    | 2/5  | Website presentation 3  
Chapter 7  
Positive Letter Activity  
**ASSIGN #4** |
|      | 2/7  | Working with Positive Messages |
|      | 2/9  | Chapter 8  
In-Class Writing  
Negative Letter |
| 6    | 2/12 | Website presentation 4  
Working with Negative Messages |
|      | 2/14 | Negative Message Scenarios  
Review for Mid-Term |
|      | 2/16 | **#9 Mid Term** |
| 7    | 2/19 | Website presentation 5  
Chapter 12  
Intro Group Project  
**DUE #4**  
**ASSIGN #5, 6** |
|      | 2/21 | Group Work: Work on Procedural Memo  
Memo due by Thursday 8:00 am |
|      | 2/23 | Chapter 9  
Group Work: Proposal Memo |
| 8    | 2/26 | Website presentation 6  
Chapter 13  
Group Work |
|      | 2/28 | Chapter 11  
Group Work: Setting up  
interviews |
|      | 3/2  | Group Work  
Analysis/Adaptation of communicative artifacts |
| 9    | 3/5  | Website Presentation 7  
Working with Brochures |
|      | 3/7  | Group Work |
|      | 3/9  | Group Conferences  
**Spring Break** |
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
</table>
| 10   | 3/19 | Website Presentation 8  
                  Group Work  
                  Brochures due |
|      | 3/21 | **DUE #5**  
                  Group Presentations |
|      | 3/23 | Group Presentations |
| 11   | 3/26 | Group Presentations |
|      | 3/28 | Working with Résumés  
                  Chapter 17  
                  **DUE #6**  
                  **ASSIGN #7, 8** |
|      | 3/30 | Website presentation 9  
                  Analyzing Résumés |
| 12   | 4/2  | Website presentation 10  
                  Résumé activity |
|      | 4/4  | Working with Cover Letters  
                  Chapter 18 |
|      | 4/6  | Cover Letter Activity |
| 13   | 4/9  | Website presentation 11  
                  Putting together a Portfolio |
|      | 4/11 | Peer Review Job Packet |
|      | 4/13 | Chapter 19  
                  Interview Discussion  
                  **DUE #7 (2 copies)** |
| 14   | 4/16 | Website Presentation 12  
                  Mock Job Interviews |
|      | 4/18 | Writing Thank-You Notes |
|      | 4/20 | Job Interview  
                  **DUE # 8** |
| 15   | 4/23 | Job Interview  
                  **DUE # 8** |
|      | 4/25 | Interview Memo Peer Review |
|      | 4/27 | Review for Final |
| 16   | 4/30-5/4 | Finals Week/ **DUE #2, 10** |