

WRI365: Writing for Professional Careers

CLASS INFORMATION SHEET AND SYLLABUS

You will receive an e-mail attachment of this document and it will also be available on Canvas

Days & Room: Tues & Thurs 1:30–2:45 in BAC 151

Professor: Richard (Rick) Hill / Cell phone: 858-366-5221 / E-Mail: rhill@pointloma.edu

Office: BAC 126 / Office Phone: 2670 / LJML Dept Phone: 2297

Open Office Hours: Tues & Thurs 4:30 –5:30, Wednesday 1:30–2:30

Office Hours by Appointment: 2:30–4:30 W & 1:30–4:30 MF. Other times can also be arranged.

Knock on the door with a question: anytime I'm in the office.

PROSPECTUS / OBJECTIVES: Welcome to WRI 365, a course in writing for professional careers and general business communication. We will study and practice a craft that blends critical thinking, creative writing, psychology, and common sense. The learning process also includes *unlearning* many assumptions about professional writing. Alumni from a wide range of majors and occupations have reported that this class was helpful in their post-college lives, not only in acquiring jobs and building careers, but in day-to-day written communication in all aspects of real-life communication.

Specific course assignments are designed to prepare students to write the résumés, memos, letters, instructions, applications, reports, and presentations required by professional organizations. Course emphasis is on practicing essential approaches and using practical tools applicable to any office environment. We will also focus on applying ethics and Christian principles in effective business communication.

OFFICIAL LJML WRI365 COURSE LEARNING OUTCOMES

Students will

1. Practice critical thinking about the purpose and strategy of business communication.
2. Identify and use fundamental concepts of business communication to write:
 - a. persuasive messages, claims, claims adjustments, and bad news messages
 - b. technical instructions
 - c. business reports
 - d. résumés and employment cover letters
3. Identify and use proper business format in the above communications.
4. Apply ethics and Christian principles in effective business communication.
5. Practice the “You Attitude” in all written communication.

REQUIRED TEXT: Kolin, Phillip C. *Successful Writing at Work*. 9th Ed. Boston: Wadsworth, 2010. **BE SURE TO GET THE 9th EDITION AND BRING THE TEXT AND THE COURSE SYLLABUS TO CLASS EVERY DAY.**

REQUIRED SUPPLIES: Two double pocket folders (the kind with white interiors that can be written on), small stapler, notebook paper, USB drive.

REQUIRED E-MAIL: You will receive important e-mails about this class, other classes, and PLNU business, so check your PLNU e-mail at least twice daily.

REQUIRED CANVAS: Some course materials will be placed on Canvas; check frequently.

ACTIVITIES, POLICIES & EXPECTATIONS

1. DAILY ATTENDANCE is crucial; we will be covering lots of ground this semester. As in the business world, you are expected to call or e-mail your supervisor (me) if you know you will miss a meeting.

1.1 The *only* “Excused” absences are those authorized by the Provost. **If you are involved in Provost-approved activities, assignments must be turned in or e-mailed by the beginning of class (1:30) on the date due. Tests given during excused absences are covered by the drop rule (see section 6.2).**

1.2 Extra Credit for Perfect Attendance: If you miss absolutely no classes for any reason and arrive late (or leave early) no more than once in the semester, ten extra credit points will be added to your final tally.

1.3 Excessive Absences: Three absences before midterm (Thurs. March 3) will result in de-enrollment. More than three absences in the semester for reasons other than (a) accident or illness involving hospitalization or (b) Provost-approved events will lower your final grade by 50 points per absence. More than six absences during the semester will result in de-enrollment with an F. **Beginning with the third occurrence, late arrivals / early departures will count as half absences.**

2. CLASS PARTICIPATION: Passivity is incompatible with learning and dangerous to professional careers, so students are expected to participate in class by asking questions and offering comments.

2.1 Extra Credit for Participation can add up to 15 extra credit points to students’ final grade total. Those who want extra credit points will turn in periodic reports outlining their participation. A model for the reports will be provided.

3. WRITING ASSIGNMENTS will include several short projects, two longer projects, and one formal group report. **All assignments are due at the beginning of class (1:30) on the date due. Do not throw away any returned assignments until you receive your course grade in May.**

3.1 Assignments will be graded on a point system, which takes into account organization, content, presentation, ideas, and general professionalism. Proper format, grammar, and punctuation are essential in clear business communication; consequently, your grade on assignments will also include both format and writing mechanics components. Tutorials in grammar, punctuation, etc. are available from the writing center.

3.2 How to turn in final drafts of assignments: To receive credit, final draft packages should include at least TWO complete, marked-over-with-a-pen, typed drafts, plus rough drafts and outlines if assigned, all in a stapled package with the final draft on top. You should also send an e-mail file attachment of the final draft of all letter and report assignments (this requirement does not include textbook exercise homework). Incomplete packages will be considered late and returned for revision. Late projects will be discounted 10% per calendar day.

3.3 When “complete drafts” are due: “Complete Draft” (as opposed to “rough draft”) means that the assignment is typed; has a beginning, middle, and end; and follows the format rules. Students who proceed as if their “complete” draft is the final draft, will then have extra time to make it better before grading.

3.4 Computer problems are not acceptable excuses for late or missing work; the dropped scores policy or discounted scores policy will apply (see below). Accidents happen, so be sure to print out all your drafts, back up your work, and have a computer contingency plan (i.e., an alternate computer or printer) in case your primary unit fails.

3.5 Late printing caution: Assignments are due at the beginning of class on the date due. Allow for long lines and jammed printers in the campus computer labs — do not wait until a few minutes before class to print. ***Coming to class late because of printer trouble will count against your absence total and your assignment will be considered late.***

3.6 **A better plan for printer trouble:** If you have printing problems or if you will be late or absent, you can e-mail a copy of the assignment before class begins and bring a paper copy to me by the next calendar day. As long as you don’t use this method more than twice, you will get full credit for the assignment.

ACTIVITIES, POLICIES & EXPECTATIONS (continued)

3.7 How to get credit for an assignment even if you miss a class: Send any assignments due that day with a classmate, OR e-mail the assignment by the beginning of class (1:30). You will get credit if you (1) e-mail the work on the date due (by class time) AND (2) bring or send a paper copy of the work by the NEXT calendar day after an absence. If you don't e-mail or if you e-mail but don't turn in a paper copy by the next calendar day, it will not be credited.

4. HOMEWORK Exercises from the text and otherwise will be assigned and all points will be given if the assignment is on time, is formatted correctly, and demonstrates that the reading has been done. **Do not throw away any returned homework until you receive your course grade in May.**

4.1 How to format: Type all homework (single space) and staple multiple pages. Double-side printing is okay. Use the following heading:

Your Name / ID number

WRI 365 / Dr. Rick Hill

Date

Assignment page & number (H1 for Homework #1, etc.)

4.2 How to set up homework questions: You don't need to write out the homework questions, but when applicable, homework answers should be phrased in such a way that the question is incorporated. Sample question: 1. "Where is the best place in a letter to catch the reader's attention?" Answer: "The beginning of the letter is best for attention-catching."

4.3 Dropped homework scores: ***To allow for illness, absent-mindedness, computer problems, etc., your lowest homework score will be dropped.*** This policy applies to poor scores, incomplete homework, undone homework, late homework, homework-done-but-brought-to-class-late, homework-done-but-not-brought-to class, and homework-done-and-brought-to-class-but-not-turned-in. Please don't ask for additional drops or extensions.

4.4 A note on handwritten work: Handwritten homework will not be accepted except under extraordinary circumstances. (This policy is designed to eliminate the practice of doing homework in class on the day it is due.) But if for some emergency reason (broken typing finger, etc.) you absolutely must do a handwritten homework assignment, ***be sure to show it to me at the very beginning of class to receive credit for it.*** Handwritten homework not cleared in advance will be subject to the dropped scores policy (see 4.3 above).

5. GROUP PROJECTS will be assigned toward the end of the semester. While I appreciate good humor in individual projects, these capstone group projects must use subject matter, format, and presentation material that will be suitable for showing as an example to a potential employer for a professional position.

5.1 Group project grading: Writing grades for group projects will be for individual effort. Group members who do more work will get more points; group members who do less work will get fewer points. The group leader, in consultation with group members, will determine the percentage of effort by each group member.

6. TESTS: We will have four objective tests on the reading and lectures, with true/false, multiple choice, matching, and short answer questions.

6.1 Missed Tests: Missed tests (including those given during provost-excused absences) will follow the dropped test score policy and may not be made up.

6.2 Dropped Test Score: ***The lowest of the four test scores will be dropped.*** Students whose average is above 92% on the first three tests and otherwise have a strong A average may elect to skip the fourth exam. Otherwise, it's better grade strategy to take all four tests, if possible.

7. CONFERENCES: Conferences during office hours or by arrangement are welcome and encouraged.

7.1 Pre-grade coaching: I always offer constructive comments on the final draft of graded assignments, and I'll be happy to give advice on earlier drafts before I grade the final. Students should come to the conference with a draft and specific questions rather than coming with a draft and asking the professor to "just look it over." Note: Though conferences often raise assignment grades, a conference does not guarantee an A or B grade.

7.2 Scheduled conferences on the group project are required and all group members are expected to attend.

8. EVALUATION of assignments will add up to *approximately* 1100 points. Assignments and points may be added or subtracted from this estimate.

8.1 Percentage of total possible points will determine final letter grade.

8.2 SCALE:	92 – 100% A	87 – 89.9% B+	76 – 79.9% C+	65 – 67.9% D+
	90 – 91.9% A-	82 – 86.9 % B	70 – 75.9% C	60 – 64.9 % D
		80 – 81.9 % B-	68 – 69.9% C-	58 – 59.9 % D-

9. CHEATING AND PLAGIARISM POLICY: Cheating of any kind, including but not limited to recycling work, copying on quizzes or homework, and plagiarism on writing assignments will result in immediate de-enrollment and an F grade for the course. Students who cheat or plagiarize will also be reported to the department chair and academic dean, who may take further measures.

9.1 **Definition of Plagiarism:** Plagiarism means passing someone else's work as your own by either copying the words or using the ideas of other writers without giving credit.

- *If you copy even a sentence or phrase from a source without using quote marks and citing the source, you have committed plagiarism.*
- *If you paraphrase an idea that you found in a publication or internet site without citing the source, you have committed plagiarism.*

9.2 **Plagiarism includes recycling of old work:** All work presented for a grade in this class must be written from scratch by the student after the assignment is given. Do not turn in anything, whether in whole or part, from another class at PLNU, or from high school, community college, or anywhere else, or use anyone else's work, in whole or in part. **Penalties for attempting to recycle old work are the same as for plagiarism.**

9.3 **"I didn't mean to."** Unintentional plagiarism is still plagiarism and is subject to all penalties. *If you're wondering whether you've paraphrased too closely, be sure to ask before you turn in the assignment for a grade. You will not be penalized if you ask first.*

10. **ACADEMIC ACCOMMODATIONS:** If you have a learning disability or health situation that may affect your work in this class, please let me know after class on our first class meeting. The University provides special assistance for many concerns, and you are encouraged to use all support services available.

10.1 **OFFICIAL ACADEMIC ACCOMMODATIONS STATEMENT FROM THE UNIVERSITY:**

"While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic accommodations. At Point Loma Nazarene University, these students are requested to file documentation during the first two weeks of the semester with the Academic Support Center (ASC), located in the Bond Academic Center. This policy assists the University in its commitment to full compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 (a) prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. Once the student files documentation, the ASC will contact the student's instructors and provide written recommendations for reasonable and appropriate accommodations to meet the individual

11. CLASSROOM DEPARTMENT: There is no dress code for this course, and you certainly don't have to check your personality at the door, but please turn off your cell phone ringer and refrain from all of the following disruptive and/or distracting actions:

- Texting, email, Instagram, Facebook, reading outside materials, doing work from other classes, doing homework for this class, or any personal writing while this class is in session. The only allowable use of your pen is taking notes on lectures (okay to doodle in the margins); the only allowable use of your iPad, e-reader, or personal computer during class sessions is reading e-text pages under discussion. If you bought an e-copy of the book, show me during the first week.
- Holding private conversations during class discussions, while the professor is talking, or while someone is asking a question. Whispering is also distracting.
- Showing up late and/or without books or other materials.
- Doing anything else that is obviously disruptive to other students or distracting to the professor.

11.1 Other Department Guidelines

- *Temporary departures:* If you have to leave class temporarily to take a call, use the restroom, etc., you don't need to ask permission. But do let me know before class begins if you'll need to leave early and won't be back.
- *Health issues:* If you have a chronic, acute, or temporary health issue that requires you to sit in a particular area or stand or lie down for part of class, wear sunglasses in class, take prescribed medicine, leave class often, etc., please let me know your situation in advance.

12. FINAL EXAM: The final will be an in-class creation of one of the business communication types we will study. Students will type the final exam **in one of the computer labs TBA.**

12.1 Final Exam Day / Time: Tues May 2 1:30-4:00 p.m.

12.2 There is no makeup or early final exam. Unless you are in the hospital or have a Provost-approved activity, missing the final will subtract 100 points from your final score.

ALL RULES, REGULATIONS, SUGGESTIONS, AND ADMONISHMENTS ASIDE: I look forward to working with you and getting to know you. Your suggestions, compliments, and criticism of the course are welcome. Please drop by my office anytime you'd like to talk.

NOTES / QUESTIONS

WRI 365 / SAMPLE LOG SHEET

Lance Lomabiz
 Writing 365 / Dr. Hill

PARTICIPATION LOG 1

Classes Missed this month: Jan 19

Classes Late this month: Jan 24 and Feb 2

Homework Missed this month: H3

Participation

<u>Date</u>	<u>What I said in Class</u>	<u>Other participation (do not list routine group work)</u>
1/14	Asked two questions about the syllabus.	
1/19	Read my adjustment letter 1 st paragraph in class.	
1/21	Answered You Attitude question. Brought up use of hyperbole in advertising	Writer/Speaker for my group
1/23	Volunteered and made connections between bad news intros and sales intros.	
1/28	Volunteered to give examples of verisimilitude in a sales letter.	Brought in a piece of writing that contradicted advice in the text
2/5	Answered the “what was the motive” question + 2 questions on the overhead.	Conference with Professor ---came with specific questions on my rough draft of the Bad News letter
2/5	Volunteered and read my homework answer for pronouns.	

COURSE CALENDAR

(Subject to adjustment; check your e-mail twice daily)

Week & Dates	Read by beginning of class	Topics & Activities	Homework by beginning of class / Tests	Writing Assignments due by beginning of class / Info on upcoming assignments
1. THUR 1/12	THURS: 1. Read the syllabus THOROUGHLY and do the syllabus quiz.	Class intro. What is the aim of business communication? The “You” attitude: the crucial key to all assignments A good textbook, but not a perfect textbook. Learning to not write what you <i>think</i> is business writing. Using plain English: Good and bad examples (see p 190 for a bad). What do honesty and sincerity have to do with business? The Direct approach. Salutations and crucial format info.	THURS: 1. Syllabus quiz: Type your answers on the e-mail copy (cut and paste is okay). Print and bring to class.	Check out the textbook study guide at http://college.cengage.com/english/kolin/successful_writing/9e/student_home.html and use it to help you study for tests and do well on assignments Intro & handout for next Thursday’s “Memo from a New Manager” assignment
2. TUES 1/17– THURS 1/19	TUES: CH 1 & 2 (all) THURS: CH 4 121-140 & Appendix 693-711 (glance through, then note potential problem areas and make a study plan for review)	What is your writing purpose? More on the You attitude. Drafts/ Revisions. Writing as Process. Letter and memo formats and when to use them. Direct and Indirect Approach. Giving them the good news. Communications problems. Getting it right: word choice, phrases, style, readability. Avoiding wordiness (see handy list page 63). The secret of stuffing envelopes. E-mail format and presentation. Why not sexist language?	TUES: 1. H1 (Homework 1) Ch 1 Exercise 6, a-d. Bring in the document you are referring to. 2. H2, CH 2 Exercise 13, a & b. + Exercise 14 a, b, & c: Don’t revise the memos, but do read and make <i>brief</i> TYPED notes for discussion of how the memos can be improved.	THURS: W1a: One-page Memo from a New Manager: typed complete draft (see section 3.3 for definition of “complete draft”). Do the CH 2 exercises and read CH 4 BEFORE you attempt the Memo from a New Manager assignment.

Week / Dates	Read by beginning of class	Topics & Activities	Homework by beginning of class/ Tests	Writing Assignments due by beginning of class / Info on upcoming assignments
3. TUES 1/24– THURS 1/26	<p>TUES: CH 5 (All)</p> <p>CH 6 195-197 + 207-218</p>	<p>Getting organized.</p> <p>Psychology in letter formatting.</p> <p>Even more on the You attitude.</p> <p>Cross-cultural communication. Can you overdo international awareness?</p> <p>Claim letters: The book method + advanced format to use for our assignment. Complaint letter workshop.</p>	<p>TUES: H3 CH 5 Exercise 3: a, e, g;</p> <p>Exercise 4: a, b, d, f</p>	<p>TUES: W1b: Memo from a new manager: final draft package. As with all “W” (Writing) assignments from now on, <u>e-mail a copy by class time</u>.</p> <p>Intro to the complaint or claim letter.</p> <p>THURS: W2a, Claim / Complaint Letter: Write a one-page complaint for a problem you or a friend/family member are currently experiencing with a business or organization (recommended). OR write one for a problem you’ve had in the past that you wish you would have written a complaint letter for. Pick a situation that has a solution and makes/made you mad. Bring a complete draft for workshop.</p>
4. TUES 1/31 THURS 2/2	<p>TUES: CH 6 218-234</p>	<p>Adjusting claims: What is the goal of the adjustment letter? Fine tuning adjustments.</p> <p>Writing recommendations.</p> <p>More on direct vs. indirect approach.</p>	<p>TUES: H4 CH 5 exercise 5, A-G.</p> <p>THURS: (T1) Test on readings, lectures, and discussion so far.</p>	<p>TUES: W2b, Claim letter: final draft package. <u>In order to avoid losing 10 points on your score, BRING TWO COPIES of your final draft</u>: one with the complete package of drafts + one additional clean copy of the one-page final draft. Also be sure to e-mail a copy before class time</p> <p>THURS: W3a, One-page Adjustment letter: complete draft for workshop.</p>
5. TUES 2/7– THURS 2/9	<p>TUES: CH 6 198-206</p>	<p>TUES Test 1 Review Complaint Review</p> <p>Buffers. Collections basics. How to give bad news with style.</p> <p>THURS Bad news workshop.</p>	<p>TUES: H5: CH 5 exercise 6, a-k</p>	<p>TUES W3b, Adjustment letter, Final draft package. Bring an extra paper copy of the final draft. Responses by adjustees.</p> <p>THURS: W4a, One-page Bad News letter, complete draft for workshop. Choose one task from Exercises in CH 6, # 9 or 10 p. 236.</p>
6. TUES 2/14– THURS 2/16		<p>The sales letter: Sales Resistance and Maslow’s hierarchy of needs. Persuasive messages. Indirectness In persuasion. More on persuasion, sales and fundraising.</p> <p>Sales resistance survey.</p>	<p>THURS: L1, EXTRA CREDIT Participation log 1 due (only if you want to bother with extra credit and potentially raise your grade).</p>	<p>TUES: W4b, Bad News letter, Final draft package.</p> <p>THURS: W5a, One-page Persuasion letter, complete draft for workshop: Use a sales resistance survey; or choose one from p. 235, ex 4, d, e, f, or g; or make up your own with any product you’d like to sell OR write a NEW fundraising letter of your choice or from handout. <u>Fundraiser may be two pages.</u></p>

Week / Dates	Read by beginning of class	Topics & Activities	Homework by beginning of class/ Tests	Writing Assignments due by beginning of class / Info on upcoming assignments
7. TUES 2/21– THURS 2/23	TUES: CH 7 251- 272 THURS: CH 7 273- 289	Résumés and cover letters. What is the purpose of a résumé? Who is the best person for the job? Accentuating the positive. Perils of dishonesty. Format for writing beyond one page. Interviews and follow-up letters.	Thurs H6 CH 7: exercises 2 & 3: a to l. + ex 2, L to x And ex 3: h to s.	TUES: W5b, Sales/Fundraiser letter, Final draft package. THURS: Résumé rough draft.
8. TUES 2/28 – THURS 3/2		More on résumés and cover letters. Writing clear Instructions, Procedures, and Process Explanations.	THURS: T2 Test on lecture, discussion, and assigned readings since last test.	TUES: W6a Résumé, complete draft for workshop. W6b Cover letter, rough draft. Chose a job you really want or pick one from a current help wanted site. THURS: W6c, Cover Letter, complete draft for workshop.
SPRING BREAK 3/6-3/10	SPRING BREAK	SPRING BREAK	SPRING BREAK	SPRING BREAK (Work on résumé and cover letter.)
9. TUES 3/14– THU 3/16	TUES: CH 12: 526-539 THURS: CH 12: 539-558	Technical Writing: How to Do the How-To. The You Attitude and technical writing.	TUES: H7: Tech writing topic ideas. Procedures you know how to do that are involved enough to fit the scope of the assignment. Annotated list of at least 5.	TUES: (W6d) Résumé and Cover Letter: final draft package. THURS: W7a, Tech Writing project outline: One page précis on Instructions. Choose your own topic from H7 (get approval before proceeding) or pick one from Exercise 5, a-q or Exercise 7, a-l in the book.
10. TUES 3/21– THURS 3/23	TUES: CH 13 561-577 THURS:	Proposals. Planning. Strategy and structure.		THURS: W7b, 2-3 page Tech Writing project: Complete draft for workshop.

Week / Dates	Read by beginning of class	Topics & Activities	Homework by beginning of class/ Tests	Writing Assignments due by beginning of class / Info on upcoming assignments
11. TUES 3/28 THURS 3/30	TUES: CH 13 578-592 THURS: CH 14 (ALL)	Using logic in your arguments. Avoiding logical fallacies. Critical thinking and reports. Workshop. Group Reports. Putting together the Long Report. Good and bad examples. Organization.	TUES: W7c, Tech Writing final draft package. THURS: (L2) EXTRA CREDIT Participation log 2 due. THURS: (T3) Test on lecture, discussion, and assigned readings from last test.	THURS: W8a, Rough draft/one-page outline of proposal or short report. Choose from approved book topics, or pick your own if you are running a business or can otherwise benefit from picking a topic. If you pick your own, topic, clear it with me before you begin.
12. TUES 4/4 – THURS 4/6		Formal Group Report: format and guidelines. Research methods. Talking heads, covers, and executive summaries.	<u>GROUPS ASSIGNED FOR LONG REPORTS:</u> 8-12 page formal group report requiring research: Develop a topic from CH 15, Exercises 5, 6, & 7, or choose from the topics handout sheet OR propose another project within the scope of the assignment that involves outside research.	TUES: W8b, Proposal or short report: Complete draft for workshop. THURS: W8c, 2-page proposal or short report, final draft package. FOR YOUR GROUP REPORT: Choose an alternate topic as well: no two groups can use the same topic.
13. TUES 4/11– THURS 4/13	TUES: CH 15 (ALL) THURS: No Class, Easter Break	Transitions. How to make your report a page-turner. More on format. Using graphics.	THIS WEEK: MEET WITH YOUR GROUP at length outside of class.	TUES: W9a, Group Report, topic and outline / précis + Group list with individual tasks listed.
14. TUES 4/18– THURS 4/20	TUES: CH 8: 297-348 TUES: CH 8: 348-389	Avoiding plagiarism. Citing sources. Using PowerPoint effectively. How-to presentation and practice.	THURS: (T4) Test on lecture, discussion and assigned readings from last test.	Transitions. How to make your report a page-turner. More on format. Using graphics.
15. TUES 4/25– THURS 4/27	TUES: CH 10 437-448 + 472-478 + browse rest of chapter for visual types you can use.	Presentations TUES & THURS	(L3) EXTRA CREDIT Participation log 3 due	THURS: W9d, Group Report, Final Draft Package
FINAL Tues 5/2	1 – 3:00 in Bond Lab or TBA	The final exam will be a short business communication written in class + an objective assessment quiz.	Study notes and the short business communication types we have covered.	You will compose a short communication on a given topic that uses one of the forms we've studied.

ASSIGNMENT LOG (Keep track of your points as your assignments are handed back)

Homework

Assignment Code	Description	Points Possible	Points Earned
SQ	Syllabus Quiz	25	
H1		15	
H2		15	
H3		15	
H4		15	
H5		15	
H6		15	
H7		15	
	TOTAL HOMEWORK	100 (drop lowest 15-point score)	

Writing Assignments

W1	Routine/Good News: New Manager's Memo	50	
W2	Claim/Complaint Letter	50	
W3	Adjustment Letter	50	
W4	Bad News Letter	50	
W5	Persuasive or Sales Letter	75	
W6	Résumé and Cover Letter	75	
W7	Instructions	100	
W8	Short Report or Proposal	100	
W9	Group Report	200	
	TOTAL WRITING ASSIGNMENTS	750	

Quiz & Tests

T1		50	
T2		50	
T3		50	
T4		50	
FINAL	Final Exam	100	
	TOTAL TESTS	250 (drop low 50 pt. test)	

EXTRA CREDIT Participation Logs and Attendance

L1	Log 1 (include this grade sheet when you turn in your log)	5	+	
L2	Log 2 (include this grade sheet when you turn in your log)	5	+	
L3	Log 3 (include this grade sheet when you turn in your log)	5	+	
A1	10 points Extra Credit for Perfect Attendance (1 late arrival okay). Subtract 50 points for each absence over 3 (4 absences = -50, 5 absences = -100, etc.	+10 to -100	+/-	
	TOTAL LOGS AND ATTENDANCE	+/-		
GRAND TOTAL	Add all grade points & add or subtract attendance points. See p. 3 grade scale for percentages.	1100	Points	Percentage

Letter Grade: _____

Feel free to knock with a question ANYTIME I'm in the office

Monday	Tuesday	Wednesday	Thursday	Friday
9:45- CHAPEL 10:30		9: 45- CHAPEL 10:30		9: 45- CHAPEL 10:30
	10:00 LIT200 C.S. Lewis QUAD 1: Jan -Mar 12:15		10:00 LIT200 C.S. Lewis 12:15	
12:20 LUNCH 1:20	12:20 LUNCH 1:20	12:20 LUNCH 1:20	12:20 LUNCH 1:20	12:20 LUNCH 1:20
1:30 Office by Appointment 4:30	1:30 WRI 365 Writing for Professional Careers in BAC 151 2:45	1:30 Office 2:30	1:30 WRI 365 Writing for Professional Careers in BAC 151 2:45	1:30 Office by Appointment 4:30
1:30 Office by Appointment 4:30	3:00 WRI 420 Advanced Writing Workshop in BAC 151 4:15	2:40 Faculty and Department meetings Or Office by Appt. 4:15	3:00 WRI 420 Advanced Writing Workshop in BAC 151 4:15	1:30 Office by Appointment 4:30
1:30 Office by Appointment 4:30	4:30 OFFICE 5:30	4:30 WRI 216 Driftwood Lab in BAC151 5:30	4:30 OFFICE 5:30	1:30 Office by Appointment 4:30

NAME _____

SYLLABUS AND FIRST DAY + FOLLOWING DIRECTIONS QUIZ (25 points possible)

Briefly answer all questions using a short paraphrase from the syllabus or the professor to back up your answer. *Also include the section number for answers when applicable. (1.5, 4.3, etc.)*

0. True or False: I actually read the above instructions for completing these questions so I won't lose lots of points needlessly.
1. How do you know if it's okay to call the professor's cell phone? What are other ways you can contact the professor?
2. Do you really need to buy the book, a stapler, a double pocket folder, notebook paper, and USB drive ASAP for this class, or are those things just optional purchases for soulless nerds and teacher's pets that you can pick up whenever, if at all?
3. When is the final exam for this class? What happens if you miss the final?
4. What happens if you miss three classes before midterm or six classes before the end of the semester?
5. What happens to your grade if you miss five classes total in the semester?
6. What happens to your attendance record if you show up late five times?
7. What are the two ways of earning extra credit in this course? What all do you turn in to have your extra credit recorded?
8. What happens to your grade if you miss, forget to bring, write instead of type, or do a poor job on one of your homework assignments and/or tests?
9. What does a writing assignment "package" consist of?
10. What happens if you turn in a writing assignment two calendar days late?
11. True or False: To eliminate clutter, you should discard rough drafts and notes and throw away homework and papers the professor has already graded.
12. Write out the heading that should appear on all of your homework.
13. True or False: It is okay to be late for class if it's because the printer in the library is messed up right before class and you had to wait because your paper is due today.

14. If you have a health or learning problem that may affect your performance in the class, what should you do?
15. Math question: At midterm you have 444 out of a possible 500 points offered so far. According to the END OF COURSE scale reprinted below, what is your midterm grade?
- | | | | |
|------------------|------------------|------------------|------------------|
| 92.0 - 100.0 = A | 70.0 - 75.9 = C | 81.0 - 86.9 = B | 60.0 - 64.9 = D |
| 90.0 - 91.9 = A- | 68.5 - 69.9 = C- | 79.0 - 80.9 = B- | 58.0 - 59.9 = D- |
| 87.0 - 89.9 = B+ | 65.0 - 68.4 = D+ | 76.0 - 78.9 = C+ | |
16. What are the two usual ways of plagiarizing a paper?
17. True or False: Plagiarism isn't really serious if you don't do it on purpose.
18. True or False: Since this is college, it's okay to text in class or have a private conversation with a friend while the professor is talking, as long as you're sitting in the back and keeping your hands or voice low.
19. True or False: If you are absent, all you have to do is bring to the next class any assignments due on the day(s) you were absent.
20. What should you do on the assignment sheet (the last page of the syllabus) each time you get an assignment back from the professor?
21. True or False: This is a writing class, so it's okay to write fiction, poetry, songs, love notes, letters, to-do lists, or assignments from other classes during this class.
22. What happens if you let your partners on the group project do most of the work?
23. What should you do if you're absent and want to get credit for the writing assignment due that day?
24. What happens if you miss a test or the final because you made nonrefundable plane reservations?
25. What should you do if you finish a writing assignment 10 minutes before class and your printer quits working?
26. What do you do about homework assignments and tests if you are involved in sports or other Provost-approved activities?
27. True or False: Bringing your book and syllabus to class is optional unless the prof specifically requests that you bring it that day.
28. Answer the following homework question using the homework-question-answering format demonstrated in the syllabus:
1. Is WRI 365 going to be a fun class? Answer:
29. What is the difference between a "rough draft" and a "complete draft"?
30. You don't have time to print your homework assignment, so you email it by class time. You then forget to bring or send a hard copy of the assignment by the next calendar day. What grade do you get on the assignment?

BONUS POINT: I have the following question(s) after reading the syllabus: