ENGCMP400
Written Professional Communication
Course Syllabus

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Course Information

Credit hours: 3	Instructor: Yoo Young Ahn, PhD
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	Office: Zone 3, 317B
	Tel (Main Office):
	Office hours: Mon & Tue 10:15 - 11:55 am; 16:45 – 17:30 pm Wed 13:50 – 16:30 pm (all by appointment)
Room: 4-203 Thursdays 8:15 – 11:00 am	Prerequisites: ENGCMP200

Required Text
Scholobohm, M & Ryan, C. *Business and technical communication: A guide to writing professionally*. Kendallhunt, 2013.
Additional materials will be available through Blackboard - Materials.

Course Description
This course explores professional approaches to communication in today's competitive, diverse, and global business environment. This course focuses on verbal and nonverbal principles, and practices needed for effective internal and external business communication (memos, e-mails, letters, reports, proposals, presentations, and employment messages.) Students learn to plan, investigate, organize, write, and revise successful business reports and correspondence. It also gives students an opportunity to work in problem-solving and decision making teams, experiencing the potential problems that poor communications skills can create in organizational settings, as well as the leadership success that comes with excellence in communication.

Student Learning Outcomes
With successful completion of this course, students will:
- Develop a career plan and prepare job hunting materials accordingly
- Understand professional expectations
- Understand and use appropriate genres and formats for professional communication
- Develop critical understanding about ethics, sensitivity, and legal responsibilities as engineers
- Collaborate and communicate effectively with team members
- Present information effectively in professional presentations and reports
- Use rhetorical, stylistic, and grammatical elements (tone, connotation, register, etc.) appropriately
- Learn how to manage business situations

Assignments and Evaluation:
You will be evaluated in activities according to the grading policy. Activities include:

Assignment	Description	Percent

Employment package (week 6)	The package includes writing a career plan, letter of inquiry/application (cover letter), resume	20%
Mock interview (week 7)	On the day for mock interviews, students will present themselves professionally and participate in mock interviews.	10%
Professional communication	There will be multiple writing tasks for business situations, including business letters, memos, emails, meeting minutes, and reports. Successful completion of in-class writing will holistically contribute to the grade.	20%
Writing manual (week 10)	As engineers, students understand features of instruction/manual, and practice creating such documents.	5%
Final project: Collaborative project proposal (week 16)	Working as a pair or a team (up to 3 students) is a required skill these days. Two or three students work together to propose a project (a new program, product, or service) as employees or business starters. Each student will be evaluated based on his/her contribution to the project. This assignment requires submission of two meeting minutes for group meetings and one progress report.	20%
Proposal presentation (week 16)	Each team will present their projects. Students must show professional presentation skills, in front of bosses, colleagues, or investors. Students ask and answer critical questions professionally.	10%
Attendance, participation, and homework	Students' attendance and attention are important, playing key roles in understanding instructor's expectation about performance. In addition to attendance, students' participation, performance, and attention in class activities will holistically contribute to this component.	15%

Schedule (Scheduled assignments, lectures, materials, and activities may be subject to change based on the needs of the class at the instructor's discretion.):

Week	Topic(s)	Materials	Major Assignments
1	Introduction to the course	Syllabus	Address your goal for the semester
2	Review professional writing and communication	Tone, voice (p. 3), audience (Ch.2); Know your professional goal and evaluate your skills	Career plan; analyze your strengths
Part I. Employment materials (this part may spend one more week)			
3	Job application & Job ads; Self-assess and plan career	Ch. 9 (pp. 200-216); (culture and working environment)	Analyze 3 job postings
4	Preparing materials: Resume and cover letter, references	In-class writing	Resume first draft
5	Preparing materials; Document design workshop	In-class peer review; tailoring your materials; document design (pp. 36-45)	Bring resume & cover letter draft copies

6	Preparing for interviews; elevator talk	Ch. 9 (pp. 217-224)	Resume and cover letter final due
7	Mock interview day		
	Part II. Professional communications		
8	Ethics, conflicts of interests, sensitivity; cross-cultural communications; managing difficult situations	Understanding ethical and legal considerations (Markel & Selber, ch. 2); Ethics of engineers	Timed writing in class
9	Business writing situations: letter, memo, email	Ch. 5	Timed writing in class
10	Writing manual as engineers	Wallwork part I	Manual writing
11	Progress check and plan for team project; meeting minutes		Prepare for team project
	Part III. Team project		
12	Writing reports and proposals	Research-oriented approach; Team vision, roles, and team writing (ch. 4); Reports and proposals (ch. 6)	Meeting minute 1
13	Intellectual property, plagiarism	Understanding ethical and legal considerations (cont'd); (pp. 238-244)	Progress report
14	In-class work; Q&A	In-class teamwork; Bring your questions and concerns	Meeting minute 2
15	Proposal presentations; Revise proposal		Submit materials for presentations
16	Proposal presentations (cont'd); revisions cont'd; wrap up		Submit materials for presentations; proposal due

Attendance Policy
After two unexcused absences students will lose 3 points or half a letter grade from their final grade. Students with more than five absences will fail the course. Students who are late or leave early three 3 times or more will be counted as one absence.

Student Use of Electronic Technology Policy:
Students must use electronic technology (including cell phones, laptops, tablets, and iPads) in appropriate ways during classes. Out of respect, cell phones should generally be turned off or on silent and stored out of sight. They should not be used during classroom activities unless the instructor has given permission. Electronic devices are forbidden during quizzes, tests or other in-class graded assignments, unless the instructor has given permission.
Technology use in this class is meant to improve the learning environment for all students. Please be respectful of your instructor and classmates and use the technology appropriately.

If you have questions about what this means, please talk to your individual instructor.

Recording:
To ensure the free and open discussion of ideas, students may NOT record classroom lectures, discussions, and/or activities without the advance permission of the instructor, and any such recording properly recorded in advance can be used solely for the student's own private study.

Any reposting of recorded course materials may result in expulsion from course.

Make-up Policy for Missed Assignments and Tests:
Students are responsible for the assignments in their classes. Assignments include in-class activities, quizzes, tests, homework, and any other work related to classes.

- If you are absent from class, you should try to contact one of the students in your class to find out what work was missed.
- If you cannot find out from another student about what work you have missed, when you return to class you must talk to your instructors about the missed work and if/when you can make up the work. You are responsible for talking to your teacher; your teacher is not responsible for reminding you about missed work.
- If you are absent from class on the due date of an assignment, you must hand in the assignment and be prepared to make up tests the day that you return to class or on a date decided with your teacher.
- If you know you will be absent, talk to your teacher before you leave or email your teacher to find out about the work that you will miss while you are away.
- If you have not been absent from class and you want to hand in an assignment late, you must first discuss the reason with your teacher before or on the due date. Do not assume that your teacher will accept late assignments. Also, you may lose points for late work based on teacher discretion.
- If you and your teacher arrange to meet so that you can make up an assignment and you miss that meeting, you may receive a "0" for that assignment.

Use of Machine Translation and Other Online Writing and Language Tools
While students are encouraged to use dictionaries and other language resources, they should not rely on machine translators for large sections of text. Papers must be written in English. Any paper that is written in Chinese and then processed through an online translator will be considered unacceptable.

If an instructor believes that a paper was written using machine translation, the instructor reserves the right to ask the student to re-write (potentially with a different topic), or give an alternative assignment, which may include a timed-writing essay assignment. Until the re-write is submitted the student will have an F for the assignment.

Use of non-English sources
All non-English sources must be cited. The translation of non-English sources is equivalent to quoting. When using Chinese sources, use quotation marks to directly quote the sources and include the original text in brackets. For example:
> Wang Chao in describing nanocarriers says, "Interaction between nanomaterials and organisms, especially Interaction between the Immunological Effect of Nanomaterials and the Immune System in vivo further clarification is needed to optimize the shape, physicochemical properties, size and surface of nanocarriers [纳米材料与生物机体内的相互作用，特别是纳米材料本 身的免疫学效应与体内免疫系统的相互作用需要进一步阐明，优化纳米载体的形状、大小、 表面、理化性质等]" (Wang 96).

Policy on Graduating Seniors Course Requirements During the Spring Semester of Their Senior Year
Seniors taking HSS courses during the spring semester will have to complete course assignments by week 14. The instructor will provide an alternative final project/exam for graduating seniors that will be due by week 14. If a senior does not submit all work, fails assignments, or does not attend class regularly, the student may not graduate, and will have to retake the course in its entirety in a later semester in order to graduate. This may delay graduation for a complete calendar year.

SCUPI Honor Code:
Students in this course must follow the SCUPI Honor Code. This includes:
- must not get help from anyone to do his/her work without the teacher's permission.
- must not get help from any outside sources to do his/her work without the teacher's permission.
- must not copy the words of another and present those words as his/her own work.

Participating in these activities can result in an F. Turning in work that is not your own can result in an F.

Writing Center Policy on Plagiarism: first instance will result in a failing grade with option of re-writing the assignment; a second instance will result in failure of assignment and meeting with Writing Center director and no option for re-writing the assignment; a third instance will result in failure in the course and referral to university officials for Honor Code violation.

Participation:
Active participation is crucial for language learning. Participating in class makes you an engaged learner of English. In this class, participation means:
- arriving to class on time
- staying on task (including appropriate use of technology)
- actively listening to your classmates and teacher when they speak in class
- asking questions
- bringing all class materials
- attending class regularly
- completing all homework on time
- actively and constructively participating in class activities
- being prepared to answer questions
- using English in class

Student Responsibility
This syllabus is a contract between you and the instructor. It is the first place you should look for answers to your questions about course requirements, expectations, and policies. By enrolling in this course, you are agreeing to adhere to the requirements, expectations and policies outlined in this syllabus, including sections on the SCUPI Honor Code. Students who fail to submit their work on time or miss more than 5 classes could receive a failing grade and may not graduate.