

English 403 – Professional and Technical Writing for ESL Students

Summer Session II 2009, Washington State University

Section 03: MTWRF 3:00-4:15, CUE 412

Instructor: Julie Meloni

E-Mail: julie_meloni@wsu.edu

Course Syllabus and Assignments:

http://www.academicsandbox.com/SM09/E403_03/

Office Hours:

by appointment

Some ESL Student Resources:

<http://www.wsu.edu/~gordonl/ESL/>

ATTENTION!

Enrollees in this course must be **non-native speakers of English**. Additionally, everyone enrolled in this class **must have completed the Junior Portfolio and received the results**. If "needs work" has been assessed, you are expected to have either finished that "needs work" requirement or be enrolled in English 202, English 304, or GenEd 302 concurrently with your enrollment in this course.

Course Description

English 403 will prepare you for the kinds of professional and technical writing that you will do in your professional, administrative, or research-oriented careers. Such writing includes producing effective letters, memos, reports, proposals, and employment-related materials for different readers, tasks, and situations. This course is parallel to English 402; however, English 403 considers the cross-cultural and language needs of multilingual writers. Native speakers of English should not be enrolled.

Course Objectives

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

- Understand issues related to writing, such as matters of ethics, subject, audience, and purpose.
- Recognize the various forms of writing used in professional, administrative, and research-oriented situations, and apply the appropriate form to a given task.
- Write and revise in the various forms of writing used in professional, administrative, and research-oriented situations.
- Present ideas in a proficient and persuasive manner, both verbally and in writing.
- Plan, revise, and edit your documents for clarity, correctness, and conciseness.

Required Texts and Materials

- *A Concise Guide to Technical Communication*, 3rd edition – by Gurak & Lannon (ISBN: 0321391683)

Academic Integrity

As an institution of higher education, WSU is committed to principles of truth and academic honesty. All members of the University community share the responsibility for maintaining and supporting these principles. When a student enrolls in WSU, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity adopted by the University. To maintain the academic integrity of the community, the University cannot tolerate acts of academic dishonesty including any forms of cheating, plagiarism, or fabrication. WSU reserves the right and the power to discipline or to exclude students who engage in academic dishonesty. **If I find strong evidence of academic dishonesty of any kind in your work, you will fail the course and I will report the offense to the board of student conduct.**

Avery Microcomputer Lab (AML)

As a student in this class, you have access to the Avery Microcomputer Lab throughout the semester. For more information on the AML, please see the website at <<http://www.aml.wsu.edu/>>. On certain days (see course schedule), we will meet in the AML instead of our regular classroom so that you have the opportunity to complete assignments and also to ask me questions individually. **Please note:** on days that we are in the lab, you are encouraged to bring and use your own laptop if you have one. You will not be able to print from your laptop, but you will avoid any file transfer issues that may arise.

Attendance and Late Work/Makeup Work Policies

- If you **miss MORE than 5 classes for any reason**, you will receive a **7%** deduction in your overall course grade.
- If you **arrive very late or leave very early**, you will be marked as "tardy." Two tardies count as 1 absence.
- You are responsible for knowing the policies and other information found on this syllabus and for following the schedule of assignments. Specific information on assignments and their due dates will always be available on the course website, should you lose the paper syllabus or assignment sheet.
- Late work will be accepted **within seven days of the item's original due date**. You will automatically receive a **10%** deduction of the assignment grade. The exception to this rule is the final group research project and group presentation: no late work will be accepted for that project.
- I will not answer questions if the answer is easily found on the syllabus or on assignment sheets.

Statement on Disabilities

Reasonable accommodations are available for students with a documented disability. Please go to the Disability Resource Center (DRC) during the first two weeks of every semester to seek information or to qualify for accommodations. All accommodations **MUST** be approved through the DRC, located in the Administration Annex Bldg, Room 205. To make an appointment with a disability specialist, please call 335-3417.

Classroom Environment

You are all adults, so please make every effort to act accordingly. Arrive on time to class and do not behave disruptively during class discussions and workshops. Be prepared to complete in-class assignments and engage in fruitful discussion with your classmates. While in class, turn off your cell phones or put them on silent mode. If you bring your laptop, use it only for purposes related to the class. When working in the lab or during concentrated in-class writing, you may use iPods or other music players provided they are not loud enough to disturb your neighbors.

Course Website and Instructor E-Mail

You can access the website for this course at <http://www.academiciansandbox.com/SM09/E403_03/>. At the website, you will find this syllabus as well as copies of handouts given in class and many other useful resources. If you have a question or if you want to schedule an appointment, please e-mail me at: julie_meloni@wsu.edu [or use Google Talk: jcmeloni@gmail.com]

Please remember that an e-mail is a professional communication. Use proper salutation, grammar, complete sentences, and so on. If you do not receive a reply within 24 hours, send a query to see if I received your original message. However, do not expect to reach your instructors 24/7 via e-mail. Therefore, you should plan your work accordingly so that questions and concerns about assignments can be addressed in a reasonable timeframe.

Grades

This course demands **student involvement**. If you do not take an active participation in your own learning process, the grade you earn will illustrate this. **Your instructor does not negotiate grades**. Your work in class will be assigned numeric grades. When letter grades are assigned at the end of the term, the following ranges will yield the corresponding letter grade:

93-100 (A)	90-92 (A-)	
87-89 (B+)	83-86 (B)	80-82 (B-)
77-79 (C+)	73-76 (C)	70-72 (C-)
67-69 (D+)	60-66 (D)	0-59 (F)

Assignments

There are six projects in this class, plus 10% of your grade will come from class participation and in-class work. A detailed assignment sheet for each project, complete with expectations and due dates, will be provided in class.

- **Project 1: Rhetorical Analysis (10%)**
- **Project 2: How-To Guide (15%)**
- **Project 3: Employment Portfolio (20%)**
- **Project 4: Responding to Communications Situations (5%)**
- **Project 5: Pitch Proposal (5%)**
- **Project 6: Group Research Project and Presentation (35%)**

ENGLISH 403.03 // SUMMER SESSION II (JUNE 22 – JULY 31, 2009)

W E E K O N E		
M (06/22)	CUE 412	course overview and introductions
T (06/23)	CUE 412	Read for Today: chapter 1
W (06/24)	CUE 412	Read for Today: chapter 2
R (06/25)	CUE 412	Read for Today: chapter 3
F (06/26)	Avery 103	AML Orientation. <i>With remaining time, work on project 1 and get instructor/peer feedback</i> 11:59pm - PROJECT 1 due via e-mail
W E E K T W O		
M (06/29)	CUE 412	Read for Today: chapter 6
T (06/30)	CUE 412	Read for Today: chapter 11
W (07/01)	CUE 412	
R (07/02)	Avery 103	<i>Lab Day: work on project 2 and get instructor/peer feedback</i>
F (07/03)		***** HOLIDAY: NO CLASS *****
W E E K T H R E E		
M (07/06)		***** NO CLASS: Instructor Out of Town ***** 11:59pm - PROJECT 2 due via e-mail
T (07/07)	CUE 412	Read for Today: chapter 10, pp 185-207
W (07/08)	CUE 412	Read for Today: chapter 8, pp 130-143
R (07/09)	Avery 103	<i>Lab Day: work on project 3 and get instructor/peer feedback</i>
F (07/10)	Avery 103	<i>Lab Day: work on project 3 and get instructor/peer feedback</i>
W E E K F O U R		
M (07/13)	CUE 412	Read for Today: chapter 10, pp 207-224 11:59pm - PROJECT 3 due via e-mail
T (07/14)	CUE 412	
W (07/15)	CUE 412	Read for Today: chapter 12, pp 282-290 11:59pm - PROJECT 4 due via e-mail
R (07/16)	CUE 412	
F (07/17)	CUE 412	Due in Class: 2 min. oral version of your pitch (slightly different from written version) 11:59pm – Written version of your pitch (PROJECT 5) due via e-mail
W E E K F I V E		
M (07/20)	CUE 412	Read for Today: chapter 12, pp 257-282
T (07/21)	CUE 412	Read for Today: chapter 4
W (07/22)	CUE 412	Read for Today: chapter 7
R (07/23)	CUE 412	
F (07/24)	CUE 412	
W E E K S I X		
M (07/27)		***** NO CLASS MEETING: Work Together or Individually on Project 6 *****
T (07/28)	CUE 412	Groups 1 & 2: Project 6 Presentations
W (07/29)	CUE 412	Groups 3 & 4: Project 6 Presentations
R (07/30)	CUE 412	Groups 5 & 6: Project 6 Presentations
F (07/31)		***** NO CLASS MEETING: Work Together or Individually on Project 6 ***** 11:59pm –PROJECT 6 (paper) due via e-mail from group leader; PROJECT 6 reflection memos due via e-mail from each student