ENG 165 -B01— Professional Communications
English Department

Catalog Course Description: This course develops practical written and oral professional communication skills. The course is oriented to current needs in industry and business, and assignments are drawn from students’ majors.

Prerequisite(s): ENG 101
Credit Hours: 3

Departmental Website: http://www.midlandstech.edu/learn/academics/academic-departments/english-department
D2L Login Page: https://elearn.midlandstech.edu

Departmental Assistant: Ms. Minnie Thompson (BC) (thompsonm@midlandstech.edu)
Ms. Monica Boucher-Romano (AC) (boucherromanom@midlandstech.edu)

Department Chair: Dr. Rhonda Grego (gregor@midlandstech.edu)

Textbook(s): Markel, Technical Communication, 10th ed

Additional Course Equipment:
1. A flash drive or other secure means to save and backup your work is required.

Course Objectives: Upon completion of this course the student will be able to:
1. Analyze various audiences to determine the appropriate style, structure, and format in writing and presenting.
2. Use the critical and analytical skills required in various types of documents, including research papers.

General Education Core Competency Statement: This course addresses both the Communication and Information Literacy components of MTC’s general education core.

Communication Outcome: The Communication component of the general education core states: “Graduates should be able to generate and comprehend written and oral communication appropriate for a variety or audiences, purposes, and subjects.”

Communication Competency: Students who use this course to satisfy the Communication core competency should be able to:
1. Summarize professional written material
2. Use purpose and audience to determine their choices as a writer and speaker
3. Produce a variety of types of documents appropriate to business or professional settings
4. Make use of appropriate visual aides and/or documents to facilitate oral presentations
5. Edit their own writing to eliminate errors that interfere with communication

Performance: Success on this competency will be measured by the student’s performance on a portfolio of documents produced through class assignments, and an oral presentation
**Information Literacy Outcome:** The *Information Literacy* component of the general education core states: “Graduates should be able to recognize a need for information, access the information effectively and efficiently using various mediums, critically select and evaluate information and incorporate it into their knowledge base, and present information in an appropriate format.”

**Information Literacy Competency:** Students who use this course to satisfy the *Information Literacy* core competency should be able to:
1. Conduct research
2. Use secondary sources effectively and correctly

**Performance:** Success on this competency will be measured by the student’s performance on the research assignment.

**Course Attendance:** Information about attendance requirements and appropriate behavior is on the English Department Student Responsibilities Sheet. Missing even part of a class usually counts as an absence. There are no excused absences. You are responsible for all material and announcements presented, whether you are present or not.

Withdrawal: Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student’s transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

No Shows: If you register for a course and decide not to attend for any reason, you must complete a drop form and process through the student Records Office. You will not be automatically purged for non-attendance. If you do not submit a drop form, you will be responsible for course tuition and fees. By not officially dropping the course, you will incur a bill with the college that can only be addressed through the College’s Finance Office. The college’s refund policy and dates are posted each semester.

**Effective Spring 2015, the Student Ombudsman’s office will no longer be the initial point of contact for requesting No Shows to be processed. Students who incur a bill must contact the Finance Office.**

**Administrative Drop Requests:** A student requesting an Administrative Drop resulting from medical, death of family member, and other extenuating circumstances experienced while enrolled at Midlands Technical College should be directed to the Student Ombudsman’s office. Our policy dictates a request must be made no later than 30 days after the affected term. Supporting documentation is required and must be received before the request can be processed. Once the request form is received along with supporting documentation, it takes approximately three weeks for processing. As a result of an approved Administrative Drop Request, the student may be granted a refund of tuition and fees.

According to College Procedure 3.10.1, students having to withdraw from college because of Military Deployment (active duty personnel) while enrolled must complete a withdrawal form and submit to the Records Office along with a copy of military orders.

**Disabilities Statement:** The staff of Counseling and Career Services works to ensure that all educational programming and services are accessible to otherwise qualified students with disabilities. If you have a concern regarding the accessibility of websites, instructional materials, online courses and other electronic or information technology please contact Counseling and Career Services. It is the student's responsibility to self-disclose as a student with a disability and to request accommodations prior to beginning a program or course. Please contact the staff of Counseling and Career Services at 803-822-3505 (AC) or 803-738-7636 (BC) or via email at disability@midlandstech.edu if you have any questions or concerns.
D2L Brightspace Help:

**Online Learning Support Help Desk:** Technical questions related to the operation and use of Desire 2 Learn can be answered from our Support Help Desk. A response will be provided within one business day.

To login: use your MTC e-mail account username and password.
(Student Username Example: georgeasmith)
(Faculty Username Example: smithg)

**Desire 2 Learn Assistance Online:** Technical questions related to the operation and use of Desire 2 Learn can also be answered by leaving the information by telephone at (803) 822-3561, or emailing D2LHelp@midlandstech.edu. A response will be provided within one business day.

For MyMTC log-in issues please call 803-738-7888.

**Academic Dishonesty:** The students of MTC have adopted the following Honor Code:

*As a member of the Midlands Technical College community, I will adhere to the college’s Student Code. I will act honorably, responsibly, and with academic integrity and honesty. I will be responsible for my own academic work and will neither give nor receive unauthorized or unacknowledged aid. I will behave courteously to all members of the MTC community and its guests and will respect college property and the property of others.*

- The Student Code (Appendix I of the MTC Student Handbook) defines academic dishonesty, which includes, but is not limited to, cheating on tests, plagiarism, collusion, and falsification. Such actions will result in discipline.
- Cheating on tests includes:
  - Copying from another student’s paper.
  - Copying or presenting someone else’s work as your own.
  - Using unauthorized materials during a test.
  - Collaborating with any other person during a test without permission.
  - Knowingly obtaining, using, buying, or selling in whole or part the contents of any test.
  - Bribing any other person to obtain information about tests.
  - Substituting for another student, or permitting another student to substitute for you.
- Plagiarism is taking another person’s work and using it without giving the source credit in any graded assignment.
- The use of cell phones or other portable electronic devices for purposes of academic dishonesty in any form is strictly prohibited; students who violate this policy will be subject to the disciplinary procedures and sanctions outlined in the Student Code.
- For more information about academic dishonesty, see the Student Code.

If you are suspected of cheating, your instructor will inform you. You may explain or refute the allegation. If your instructor still thinks the charges are founded, you will be referred to the Office of the AVP, SDS. Documentation is submitted to the Office of the AVP, SDS, by your instructor. You will then meet with either Dr. Holloway or Mr. Hayden. After the meeting, you will receive a letter with the sanction grade of zero (0) and any other sanctions deemed appropriate. You will have the right to file an appeal. Once the hearing and the notice of the right to appeal have been completed, the instructor will be notified to apply the sanction grade of zero (0).

**Course Requirements:**
1. Follow the requirements of the English Department "Student Responsibilities" handout.
2. Turn in all writing assignments and complete all daily work, drafts, quizzes, and exams.
3. Complete a portfolio of written assignments written for a variety of audiences in a variety of rhetorical situations common to business and technical communications.
4. Produce papers that look professional and reflect an understanding of the rules of American Standard English. (All out-of-class written assignments will be word-processed.)
5. Complete various group projects designed to build team-working and collaborative skills.
6. Complete various presentational (including oral) and electronic communications activities.
7. Complete a research project to include various reports that reflect an ability to conduct research and document sources.

Course Grading:

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<thead>
<tr>
<th>Points</th>
<th>Shorter Writing Assignments</th>
</tr>
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<tbody>
<tr>
<td>5</td>
<td>Web site evaluation activities</td>
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<tr>
<td>5</td>
<td>Translation assignments</td>
</tr>
<tr>
<td>5</td>
<td>Definition / description paper + presentation</td>
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<tr>
<td>5</td>
<td>Collaborative paper and class presentation</td>
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Checklist/Manual Project

| 10     | Manual/checklist/instructions + presentation |
| 5      | Validation activity and memos |

Research Project

| 5      | Documents and draft, revision’s |
| 5      | Annotated bibliography |
| 10     | Research project |
| 5      | Research presentation |

Job Application Package

| 10     | Resume |
| 5      | Interview |

Other class activities and assignments

| 10     | Class discussion and class participation |
| 10     | Daily/weekly communication assignments (letters, memos, emails) |

100 Total points

Grading Scale:

| 90-100 | A | Superior Work |
| 80-89  | B | Good Work   |
| 70-79  | C | Average Work |
| 60-69  | D | Below Average Work |
| 0-59   | F | Unsatisfactory Work |

Accessibility

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Classroom Rules/Other:

See 1) Academic Affairs Student Guidelines and Expectations, and 2) English Department Student Responsibilities (on-campus, online, or hybrid as appropriate).