ENGLISH 114 – PROFESSIONAL RESEARCH AND REPORTING  
Fall Semester 2005  
ENG 114.D02  Meets T Th  9:30 – 10:45  S500

Instructor:  Ms. Linda Eicken  
Office:  S-301D (McLeod, Downtown)  
Mailbox:  S301  
Phone: 362-7107  
Email: leicken@cfcc.edu / Campus Cruiser: leicken-mudaro52@email.cfcc.edu

Office Hours:  MWF 9:00-10:00, T Th 11:00-12:00 and by Appointment  
Semester Hours Credit:  3  
Class Hours Per Week:  3  
Course Prerequisites:  ENG 111

REQUIRED TEXTS AND MATERIALS  
Handout Packet (available only in the CFCC bookstore)  
8 1/2" X 11" manila file folders for submitting papers  
3 ½ HD computer disks and a disk case  
VHS recordable tape

RECOMMENDED SUPPLEMENT  
A current handbook such as Little, Brown Handbook, Little, Brown Handbook Brief, or Hacker’s Writer’s Reference.

COURSE DESCRIPTION  
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations.

COURSE OVERVIEW  
You will become familiar with the content and form of a variety of informal and formal business documents. You will develop the writing skills to create documents such as reports, business letters, memos, letters of application, and resumes. Emphasis is placed on style, form, and presentation. Research strategies and documentation forms will be covered, as well as using graphic aids to supplement text. Using the computer, you will design and draft a variety of documents, then make oral presentations for a specific context and audience.

COURSE OBJECTIVES  
Students will demonstrate an understanding of the communication process and its application to written and oral messages in business and industry by accomplishing the following objectives:  
- Express ideas clearly, using standard English grammar, mechanics, and spelling  
- Follow specifications to effectively format business documents, such as memos, letters, and reports.  
- Use an appropriate style and tone to compose documents than meet the needs of a specific audience and purpose.  
- Design and compose a variety of business documents, such as memos, letters, proposals, and long and short reports.  
- Write effective job-search documents, such as a focused resume, a letter of application, a request for a letter or recommendation, and a follow-up letter.  
- Use a variety of research tools to locate valid, reliable sources.  
- Use sound research and note-taking techniques.  
- Accurately incorporate and document sources.  
- Evaluate and synthesize primary and secondary sources to fulfill research objectives.  
- Use visuals to clarify, emphasize, or condense report data.
• Work constructively with others to meet a goal.
• Deliver extemporaneous oral presentations using effective verbal and nonverbal skills.

The guidelines and course policies presented below are based on CFCC policies and on basic principles of a positive work ethic. This syllabus serves as a legal document in that you are responsible for knowing and following the terms outlined here. Please read carefully, and ask questions if there is any part you do not understand.

### COURSE COMPONENTS

<table>
<thead>
<tr>
<th>COURSE GRADE COMPONENTS</th>
<th>CFCC GRADING SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance (See Attendance Policies)</td>
<td>+/- 3%</td>
</tr>
<tr>
<td>Work Ethic</td>
<td>A 92 - 100</td>
</tr>
<tr>
<td>Oral Presentations</td>
<td>B 84 - 91</td>
</tr>
<tr>
<td>Report on Periodicals</td>
<td>C 76 - 83</td>
</tr>
<tr>
<td>Proposal</td>
<td>D 68 - 75</td>
</tr>
<tr>
<td>Research Activities &amp; Exam</td>
<td>F 0 - 67</td>
</tr>
<tr>
<td>Objective Source Report</td>
<td>I Incomplete</td>
</tr>
<tr>
<td>Collaborative Work</td>
<td>WP Withdrawal Passing; not computed in GPA</td>
</tr>
<tr>
<td>Business Correspondence &amp; Job</td>
<td>WF Withdrawal Failing; computed as F</td>
</tr>
<tr>
<td>Search Portfolio</td>
<td></td>
</tr>
</tbody>
</table>

### WORK ETHIC

This area includes a variety of activities, including completing assignments, coming prepared to class, participating constructively in class, and conducting yourself professionally in the class. While your grade in this area will not be calculated with mathematical precision, it will include the percentage of assignments and quizzes completed as assigned.

Assignments are designed to help you learn, practice writing, and get feedback to prepare for your formal paper assignments. They also provide the basis for class activities and discussions. The extent to which you take advantage of these opportunities to learn and to contribute to the class will be reflected in this grade. If you meet the assignments, follow course policies, and participate professionally, it will result in a positive Work Ethic grade. Coming to class prepared and participating constructively will have a positive influence on your work ethic grade. Behaviors such as not being prepared, not actively listening during discussions and presentations, working on the computer during presentations and discussions, participating in side conversations when others are speaking, or in other ways being distracting or disrespectful will have a negative affect on your work ethic grade. It would not be appropriate to search the Internet, check your e-mail, or work on homework for other classes during class time. Having your cell phone ring during class would be devastating to your work ethic grade.

In the workplace people appreciate working with those who have a positive work ethic. Too many people are rude or behave inappropriately, which has created an increase in rules and policies, such as those in this syllabus. Those who show that they are motivated, responsible, considerate, and helpful are more valued and, logically, are most successful in their jobs.

### ORAL PRESENTATIONS

You will make several extemporaneous presentations to help you develop and practice the ability to make presentations to a small group in a professional context. One presentation will be to present a research proposal, and the other entails making a community presentation about one of your areas of expertise.
PAPERS
Papers constitute the major components of your course grade. They are “tests” of what you have learned and how well you are able to apply the information in the class to specific writing situations. You may think of them as open-book, take-home, peer-assisted exams. Grades are final; there will be no rewrites.

COLLABORATIVE ACTIVITIES
You will work with classmates on a variety of assignments and peer reviews. You will be assessed on your ability to work productively and constructively with others.

BUSINESS CORRESPONDENCE & THE PORTFOLIO
Over the course of the semester you will create a variety of business and job search documents—memos, letters, e-mail, résumés. Some will be for practice and will receive “homework” credit if submitted on time. You will get feedback on some of these pieces from classmates and/or myself, and will submit some for grades, including a portfolio of job search documents. Make sure you save all your reviewed drafts since they will be required for your graded pieces.

CLASS REQUIREMENTS AND POLICIES

CFCC POLICIES
Please familiarize yourself with CFCC policies and procedures for students’ responsibilities, attendance, withdrawal from course, incompletes, etc. as presented in the CFCC Catalog and Student Handbook. If for any reason you cannot complete the course, make sure you officially withdraw.

FOOD AND BEVERAGES
Absolutely no food or drinks are allowed in the computer classroom.

ATTENDANCE POLICIES

- You are expected to attend all classes, to be on time for class, and to attend the entire class. There is no “cut” system nor “excused” or “unexcused” differentiation. If you miss class, you are absent, regardless of the reason. Your reasons are no one’s business but yours.

<table>
<thead>
<tr>
<th>Late</th>
<th>Entering class after class has begun (we begin on time).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent</td>
<td>Missing more than 10 minutes of class (beginning, middle, or end)</td>
</tr>
<tr>
<td>3 Lates</td>
<td>One absence.</td>
</tr>
</tbody>
</table>

**ABSENT EFFECT ON GRADE**

- 0 – 1 class = 3% bonus added to your final grade.
- 2 – 4 classes = ??? Depends on what you miss. !!! Can you afford it?
- 5 or 6 classes = 3% deduction from final grade for each class missed.
- More than 6 = F (Exceeds CFCC’s Absence Policy)

- Credit if you are Late: Attendance is recorded at the beginning of class. If you are less than 10 minutes late to class and want to get credit for class with a Late designation rather than an Absence, you must submit a note to me at the end of class (not at the next class). If you come to class late and do not submit a note, the record will state that you are absent for that class meeting.

  In the note, include your name, the date, the time you arrived, and a brief statement that you were late and are requesting the roll be adjusted to give you credit for attending.

- If you must be absent from class, notifying me is appreciated. You may turn assignments in early if you know you will be missing class when work is due.

- CFCC’s attendance requirement states that to receive credit for the course, you must be in attendance for at least 80% of the class hours; if you miss more than 20% (9.6 hours), you will fail the course. If you cannot complete the course, please turn in the appropriate withdrawal forms before you put yourself in a position to be failing the course (WF).
Make sure you keep track of your attendance record, and do not ask me how many times you have been absent or how many “cuts” you get! It is your responsibility to know when you have been absent and what the course policies are.

ASSIGMENTS, DUE DATES, MAKE UPS, AND SUCH

Assignments
- **Due Dates**: Assignments are states on the Calendar of Assignments provided. Assignments listed for a specific date are to be **completed before** coming to class. Assigned readings constitute material to be **learned**, not just pages to be read. Additional assignments or modifications of the schedule may be made in class, so stay up-to-date.
- **No Make Up**: Your preparedness, participation, and class activities will be components of your course grade. There is no way to make up activities or work that is part of class meetings.
- **Your Responsibilities**: You are responsible for all assigned readings and exercises—**even if you are not in class when an assignment is made**. If you miss class, be sure to contact a classmate for possible assignment changes, notes and handouts so that you can come to the next class prepared! Please do not ask me what you missed and what we did in a previous class. Your absence is not a valid excuse for not having material, not turning in work due, or not coming to the next class prepared.
- **Homework**: The "homework" component of the course is quite important since it is through the readings and exercises that much of your learning and understanding take place, and it is these activities that give you practice in developing the writing skills you will need for your major papers. The exercises are actually **opportunities** for you to learn and to earn credit without being graded; I hope you will take advantage of this. Come to class prepared!!
- **Presentations**: Assignments must be typed unless otherwise specified. If in doubt, ask.
- **Extra Credit**: There will be no extra credit assignments.

Due Dates
Unless I specifically tell you otherwise, assignments are due at the BEGINNING of the class period on the date they are due. Come to class with your assignments ready to hand in; **do not** plan to complete or print an assignment after you get to class! Printing an assignment in class will void your ability to get credit for the assignment.

Homework
- Late homework assignments receive no credit.

Papers
- If you need an extension on a paper, you must contact me to discuss possible options to avoid penalties or loss of credit. Contact me **prior to the due date** to request an extension and make arrangements. Extensions are not automatic but are decided on an individual basis.
- Expect papers to be collected as soon as class begins. Anything that comes in after that—even within the class period—is LATE. Late papers are subject to a ½ letter grade deduction if turned in late on the due date and a one letter grade deduction for each calendar day (including weekend days) after that. (Please do not miss class in order to finish an assignment and turn it in at the end of class. If you do, you put yourself in a sort of "double jeopardy" situation: you will lose class points for your absence as well as a late grade penalty for your paper.)

  [Caution] If you turn a paper in to my mailbox, not directly to me, make sure you have an instructor note the date, time, and his or her initials/signature on the cover page of your paper.
- Late papers will not be assured a quick return; they will be read after I have completed all work from my collective classes.
- Papers may be turned in early.

Oral Presentations
- You will give several oral presentations this semester. If you are absent for a scheduled presentation without appropriate notification, you will not receive credit and cannot make up the presentation. However, if you notify me prior to class you may be able to arrange an extension.

No Make Up Policy—Quizzes and Tests
- **No make up quizzes** will be given. A missed quiz will be recorded as a zero.
- **Exams** missed may not be made up. Any consideration in a case of illness or personal emergency that makes it **impossible** for you to come for a test (like an accident on the way to
school or an emergency appendectomy the evening before) will be decided on an individual basis and will require documentation, like a hospital admit form or accident report. If you know you will be absent on a test day, it may be possible for you to take the test ahead of time; you must make arrangements in advance. Notifying me after the fact is not acceptable. An alternate test may be more demanding than the regular test and subject to grade deductions.

**PAPER SPECIFICATIONS**
- Papers must be submitted in an 8 1/2 X 11 manila file folder with your name on it.
- Your papers must be typed and follow the appropriate format provided by the class (MLA format).
- The documents you create for this class must be compatible with Microsoft Word 97. Bring your work on disk to each class; you must be able to pull up your work and make revisions in class.
- Hang on to all of your returned assignments and disk files until the end of the semester.
- Content, writing clarity and correctness, manuscript forms, and appropriate and accurate use of sources will all be factored into paper grades.

**CONDUCT AND ATTITUDE**
Class will include differing points of view and active discussions, but at all times a respectful and considerate manner is expected. Rude behavior or disrespectful language or actions are not acceptable.

**TECHNOLOGICAL MANNERS**
As a courtesy to all, cell phone and pager use will not be allowed in class. Unless you are an on-call EMS worker or cardiac surgeon, you do not need to be accessible during our class time. Even then, it would be expected that you have a silent pager and would excuse yourself quietly from class if you are paged. As in any meeting or group setting, having your cell phone turned on and disrupting class is rude, unprofessional, and totally inappropriate. We will not be impressed with your importance. To the contrary, if you disrupt class with your phone, your participation grade will suffer, and if there is a second offense, expect to be uninvited to join us for future classes. So, make sure all audible electronics are turned off before you come to class!! Better yet, don’t bring them at all.

**CHEATING AND PLAGIARISM**
Plagiarism is using as your own the words or ideas of another, whether written or oral. When you use material from a source, you must quote or paraphrase accurately and properly cite the information. Failure to do so is considered plagiarism. Examples of plagiarism include word-for-word copying without correctly indicating that you are quoting, inaccurate quoting and paraphrasing and incomplete or missing documentation. Purchasing a paper or copying someone else’s work and submitting it as your own is also plagiarism. Any misrepresentation of the source in your writing or speaking would constitute a form of plagiarism.

Whether intentional or unintentional, plagiarism is not acceptable. The English Department adheres to the CFCC policy on cheating as stated in the *Catalog and Student Handbook*. Consequently, if you plagiarize, in whole or in part, fail to document sources properly, or cheat on an exam, the paper or exam will receive a failing grade. Of course, any form of cheating on tests or other class work is totally unacceptable and will result in a failing grade for the assignment, if not the course. Make sure all of your work is your own and properly credit any sources that you use.

**Time Management/Making Your Commitment Realistic**
Please keep in mind that a general rule of thumb for successful preparation in college classes is two hours of study outside of class for every class hour. That means that it would be “reasonable” for you to spend 2 hours preparing for a 1-hour class meeting (3 hours for each T/Th class). Sometimes you will spend more time; sometimes you will spend less. Of course, reading and writing skills vary, so you may spend less time or much more time than others on individual assignments.

*Alterations of this course syllabus may be made by the instructor during the semester.*