WR 214 – Business Writing

Syllabus – Course Information

Instructor: John Larison
E-mail: larisojo@onid.orst.edu
Office: 306 Moreland Hall
Office Hours: By appointment

For more information, contact: SCHOOL OF WRITING, LITERATURE AND FILM, MORE 238, 541-737-3244. Course Information: http://liberalarts.oregonstate.edu/wlf/students/courses

Required Text: 1) None

NOTE: For textbook accuracy, please always check the textbook list at the OSU Bookstore website. Sample syllabi may not have the most up-to-date information.

Course Catalog Description:
WR 214. WRITING IN BUSINESS (3). Continued practice in writing with an emphasis on the rhetorical and critical thinking demands of writers in business and industry. (Bacc Core Course) PREREQS: WR 121 [C-] or Placement Test WWRI(1)

Baccalaureate Core Course Attributes:
Core, Skills, WR II

This course combines approximately 90 hours of instructions, online activities, and assignments for 3 credits.

This Course

Successful writing depends on the ability to understand social contexts, to think critically, and to solve problems within those contexts. The contexts considered in this class are those of the workplace, whether for-profit or not-for-profit. What you do here will help you work for Nike, the OSU Foundation, or the Red Cross. You are encouraged to focus on workplaces in your major.

Writing is a social act: through writing, we preserve or change the attitudes and/or beliefs of others, build and maintain relationships, and get others to take specific actions. An understanding of interpersonal dynamics and organizational culture is essential to successful workplace communication.

Writing is also production: written documents not only facilitate the practice of business within an organization but also function, in many cases, as the final product. This course focuses on the rhetorical nature of organizational communication and asks you to incorporate an understanding of context, audience, argument, convention, and expression into the process and product. Professional format and correct grammar are important skills.
**Outcomes:**

This course focuses on creating effective documents used frequently in organizations. Specifically, through solo and group written documents and oral presentations, you will be successful if you can demonstrate your ability to understand and use knowledge of audience, purpose, and professional business techniques at the 200-level to:

1. Write professionally on topics and in a style suitable to the contemporary workplace to
   - Plan and produce a variety of professional documents
   - Use appropriate persuasive techniques
   - Use standard workplace formats and design for letters, memos, resumes, agendas, reports, etc.
   - Demonstrate Information Literacy to research, analyze, and integrate information effectively and ethically
   - Use the revision process to bring draft documents to their highest potential
   - Use correct conventions to control such surface features as appropriate voice, syntax, grammar, punctuation, and spelling.

2. Collaborate successfully and equitably with peers on various activities and major course projects to
   - Set and achieve team goals
   - Negotiate and plan the development, storage, and distribution of team materials
   - Develop and apply strategies for responding constructively to peers’ work, including peer review of drafts

3. Manage projects to meet deadlines, individually and/or with peers.

**Assignments:**

The following documents function as assessments of your learning during the term. To do well on these assignments, you’ll need to use a smart writing process and apply the strategies we’ve been learning in lecture.

**Informal Assignments (15%):** These are graded on a pass/fail system. Use them as your chance to test your understanding of the skills taught in lecture.
- Memo (5%): See Canvas for details.
- Email (5%): See Canvas for details.
- Letter (5%): See Canvas for details.

**Formal Assignments (85%):** These are graded on a traditional A-F system. Plan to devote additional time to your revision and editing processes, given these documents are high-stakes assessments of the skills we’ve been learning.
- Bad News Letter (30%): See Canvas for details.
- Group Proposal (15%): See Canvas for details.
- Job Application (40%): See Canvas for details.

**Class Policies:**

Students are responsible for the materials, syllabus changes, and information presented during class. Assignments are due by 11:59 PM on the day specified on the Course Schedule, unless otherwise stated. **Late assignments will be docked one letter for every 24 hour period—except for the Application Packet, which will not be accepted at all if it is late.** Late assignments will receive no instructor comments. (Exceptions may be granted due to illness, etc, at the instructor’s discretion.)

Assignments submitted for this class must have been written during this class; assignments submitted in another course are ineligible for grading in this section of WR 214.
Of course, cheating, in any form, is not tolerated at Oregon State University. Any plagiarism – intentional or accidental – may result in an F in the class and a written report filed with the Dean’s office for further disciplinary action.

Plan to refer to the syllabus, schedule, and weekly folder by Wednesday of each week.

**Statement Regarding Students with Disabilities:**

Accommodations are collaborative efforts between students, faculty and OSU’s office of Services for Students with Disabilities (SSD). Students with accommodations approved through SSD are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through SSD should contact SSD immediately at 737-4098.

**Honesty and Civility**

**Conduct:** Students will act professionally in class, arriving on time and being polite. Behaviors that are disruptive to learning will not be tolerated and will be referred to Student Conduct for disciplinary action. (See [http://oregonstate.edu/admin/stucon/regs.htm](http://oregonstate.edu/admin/stucon/regs.htm), “OSU Student Conduct Regulations” for more information.)

**Cheating,** in any form, is not tolerated at Oregon State University. Any plagiarism or use of someone else’s writing (including sentences or phrases), information, or ideas without proper attribution and citations – intentional or accidental – may result in an F on the paper or for the term. A written report of Academic Dishonesty may be filed with the Dean’s office for further disciplinary action. Recycling your own work from other classes is also not allowed.

**TECHNICAL ASSISTANCE:**

If you experience computer difficulties, need help downloading a browser or plug-in, assistance logging into the course, or if you experience any errors or problems while in your online course, contact the OSU Help Desk for assistance. You can call (541) 737-3474, email [osuhelpdesk@oregonstate.edu](mailto:osuhelpdesk@oregonstate.edu) or visit the OSU Computer Helpdesk online.

- COURSE DEMO
- GETTING STARTED

**COURSE SITE LOGIN INFORMATION**

Information on how to login to your course site can be found [HERE](http://ecampus.oregonstate.edu).

**REFUND POLICY INFORMATION**

Please see the [Ecampus website](http://ecampus.oregonstate.edu) for policy information on refunds and late fees.