NOTE to prospective students: This syllabus is intended to provide students who are considering taking this course an idea of what they will be learning. A more detailed syllabus will be available on the course site for enrolled students and may be more current than this sample syllabus. Summer term courses may be accelerated – please check the Ecampus Schedule of Classes for more information.

WR 214
Writing in Business

COURSE CREDITS:
(3) This course combines approximately 90 hours of instruction, online activities, and assignments for 3 credits.

PREREQUISITES, CO-REQUISITES AND ENFORCED PREREQUISITES:
PREREQS: WR 121 [C-] or Placement Test WWRI(1)

COURSE DESCRIPTION FROM CATALOG
Course WR 214. WRITING IN BUSINESS (3). Is Baccalaureate Core Course
Continued practice in writing with an emphasis on the rhetorical and critical thinking demands of writers in business and industry. (Bacc Core Course)

Baccalaureate Core Course Attributes:
Core, Skills, WR II

CONTACT INFORMATION:
Sara Jameson - jamesosa@onid.orst.edu

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

Sample syllabi may not have the most up-to-date information. For accuracy, please check the Ecampus Schedule of Classes to see the most current instructor information. You can search for contact information by name from the OSU Home Page.
LEARNING RESOURCES:

Hardware: Regular access to a Computer with fast internet connection; speakers/headset to listen to audio presentations; webcam to make informal videos
Software: Word processing and presentation (slide) software with audio capabilities capable of saving and posting as .doc/docx; PPT/PPTx; .rtf; and/or PDF formats.

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.

Students can also click the OSU Beaver Store link associated with the course information in the Ecampus schedule of classes for course textbook information and ordering.

COURSE SPECIFIC MEASURABLE STUDENT LEARNING OUTCOMES:

Course Description:
As college students, you will soon enter a job market driven by new technologies, a changed economy, and the need to communicate with different audiences from all over the globe. The ability to write clearly and effectively for a wide range of purposes and audiences will be a vital skill in your future, regardless of your field of work. This course will develop your understanding of rhetoric, audience, and conventions to improve your communication skills; we will focus on the practical uses of clear and effective writing that can be applied to a variety of workplaces, not just those seen as business or industry.

COURSE OUTCOMES

WR 214 Meets the OSU Baccalaureate Core Writing II requirement. The outcomes state that students will:
- Apply multiple theories, concepts, and techniques for creating and evaluating written communication.
- Write effectively for diverse audiences within a specific area or discipline using appropriate standards and conventions.
- Apply critical thinking to writing and writing process, including revision.

WR 214 Course Specific Learning Outcomes
In the area of rhetorical awareness, successful students will:
- Demonstrate multi-cultural audience awareness in all workplace documents
- Create professional workplace documents which respond appropriately to different rhetorical situations
- Demonstrate mastery of appropriate formats and professional writing, including voice, tone, and level of formality.

In the area of critical thinking and research, successful students will:
- Locate, read, evaluate, summarize, analyze, and synthesize appropriate information
- Integrate text and images ethically and effectively; design effective page layouts.

In the realm of writing process, successful students will:
- Use multiple informal and formal drafts to produce a variety of professional documents
- Revise documents to their highest polished professional potential
- Collaborate in the writing process and workshop personal and peers’ works in typical workplace fashion

In the area of skill with conventions, successful students will:
- Demonstrate mastery of correct and professional syntax, grammar, word choice, punctuation, and spelling, etc.

Online Weekly Discussion
This course is offered through Oregon State University Extended Campus. For more information, contact:
Web: ecampus.oregonstate.edu  Email: ecampus@oregonstate.edu  Telephone: 800-667-1465

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A significant portion of your grade for this class depends on the regularity, quality and quantity of online Weekly Discussion, which will relate to your reading and thinking, with posts and replies. The WK discussion has several purposes, including becoming familiar with various components of workplace writing. Due dates are on the schedule.

**Other Collaboration and Informal Writing**
You will conduct online workshops with classmates.

**EVALUATION OF STUDENT PERFORMANCE:**
COURSE OUTCOMES

WR 214 Meets the OSU Baccalaureate Core Writing II requirement. The outcomes state that students will:
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- Integrate text and images ethically and effectively; design effective page layouts.

In the realm of writing process, successful students will:
- Use multiple informal and formal drafts to produce a variety of professional documents.
- Revise documents to their highest polished professional potential.
- Collaborate in the writing process and workshop personal and peers’ works in typical workplace situations.

In the area of skill with conventions, successful students will:
- Demonstrate mastery of correct and professional syntax, grammar, word choice, punctuation, and spelling, etc.

Online Weekly Discussion

A significant portion of your grade for this class depends on the regularity, quality and quantity of online Weekly Discussion, which will relate to your reading and thinking, with posts and replies. The VTK discussion has several purposes, including becoming familiar with various components of workplace writing. Due dates are on the schedule.

Other Collaboration and Informal Writing

You will conduct online workshops with classmates.

Assessment: Here is a sample list of assignments. Changes may occur. Each unit typically includes a reflection memo at the end to summarize your learning outcomes. Research with correct documentation is involved in all these units. Group/team work may occur.

Unit One: Jobs
- Job & Organizational Culture Report
- Resume & Application Letter
- Career Fair Report

Unit Two: Problem-Solving
- Short Report with cover letter
- Short Informal Presentation

Unit Three: Newsletters may include
- Newsletter articles and other components in professional page design
- Progress Report
- Newsletter Formal Oral PowerPoint Presentation

Informal Writing includes
- Weekly Discussion Forums, online workshops, quizzes, etc.

Grading criteria: Documents are graded using broad criteria of
- CONTENT (quality & quantity of written content)
- FORMAT (using standard professional formatting and organization)
- WRITING/CITING (using professional grammar and mechanics, including all citations).
See the scoring guide for each assignment.
Extra credit may be available up to 15 possible points. Ask your instructor for specific details.
COURSE CONTENT AND POLICIES:

Learning Management System: Canvas

This course will be delivered via the Canvas Learning Management System, where you will interact with your classmates and with your instructor. Within the course site you will access the learning materials, such as the syllabus, class discussions, assignments, projects, and quizzes. To preview how an online course works, visit the Ecampus Course Demo. For technical assistance, please visit Ecampus Technical Help.

Course Policies

You need to have frequent reliable access to the Internet and software compatible with the course. Check your OSU email and course site several different times a week to keep current. Announcements will be posted frequently and sent out as emails. It is your responsibility to keep up with these.

Submitting Assignments

Please see the separate schedule for specific due dates for this term. Work is due at the midnight (11:59 p.m.) on the date specified, which most typically are Wednesday and Saturday nights. Late assignments may not be accepted and will lose points. If you think you need an extension, contact me by email before the due date. All assignments must be submitted in order to pass.

Most assignments are attached as documents in the specified formats. Proofread. Grammar counts. Save all your document files until final grades are submitted. I recommend that you back-up your electronic files often, including on thumb/flash drives and cloud servers. Crashed computers/lost flash drives are no excuse.

Professionalism

Work should be written in Standard English, free of grammatical, punctuation, and spelling errors and in a style appropriate to the workplace.

Incompletes

An Incomplete may not be available at all or only in extreme cases and usually only if the student has turned in 80% of the points possible. If you are having any difficulty that might prevent you completing the coursework, please don’t wait until the end of the term; let me know right away. Extensions may be possible, but are not automatic. Write to request one if needed.

Ground Rules for Online Communication & Participation

- Online threaded discussions are public messages, and all writings in this area will be viewable by the entire class or assigned group members. If you prefer that only the instructor see your communication, send it to me by email, and be sure to identify yourself and the class. Use the “Ask Questions Here” forum for drop in questions that anyone could answer.
- Posting of personal contact information is discouraged (e.g. telephone numbers, address, personal website address).
- Observation of "Netiquette": All your online communications need to be composed with fairness, honesty and tact. Spelling and grammar are very important in an online course. What you put into an online course reflects on your level of professionalism. Here are a couple of references:
  - writing online: http://goto.intwg.com/
Please check the Announcements area and the course syllabus before you ask general course "housekeeping" questions (i.e. how do I submit assignment 3?). If you don't see your answer there, then please contact me.

COURSE SITE LOGIN INFORMATION
Information on how to login to your course site can be found HERE.

STATEMENT REGARDING STUDENTS WITH DISABILITIES
Oregon State University is committed to student success; however, we do not require students to use accommodations nor will we provide them unless they are requested by the student. The student, as a legal adult, is responsible to request appropriate accommodations. The student must take the lead in applying to Disability Access Services (DAS) and submit requests for accommodations each term through DAS Online. OSU students apply to DAS and request accommodations at our Getting Started with DAS page.

Accommodations are collaborative efforts between students, faculty and Disability Access Services (DAS). Students with accommodations approved through DAS 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 DAS should contact DAS immediately at 541-737-4098.

ACADEMIC INTEGRITY AND STUDENT CONDUCT (OSU POLICY)
Students are expected to be honest and ethical in their academic work. Intentional acts of academic dishonesty such as cheating or plagiarism may be penalized by imposing an “F” grade in the course.

Student conduct is governed by the universities policies, as explained in the Office of the Dean of Student Life: Student Conduct and Community Standards. In an academic community, students and faculty, and staff each have responsibility for maintaining an appropriate learning environment, whether online or in the classroom. Students, faculty, and staff have the responsibility to treat each other with understanding, dignity, and respect.

Students are expected to conduct themselves in the course (e.g. on discussion boards, email postings, etc.) in compliance with the university's regulations regarding civility. Students will be expected to treat all others with the same respect as they would want afforded to themselves. Disrespectful behavior (such as harassing behavior, personal
insults, inappropriate language) or disruptive behaviors are unacceptable and can result in sanctions as defined by Student Conduct and Community Standards.

For more info on these topics please see:
- [Statement of Expectations for Student Conduct](#)
- [Student Conduct and Community Standards - Offenses](#)
- [Policy On Disruptive Behavior](#)

**PLAGIARISM**
You are expected to submit your own work in all your assignments, postings to the discussion board, and other communications, and to clearly give credit to the work of others when you use it. Academic dishonesty will result in a grade of “F.”
- [Statement of Expectations for Student Conduct](#)
- [Avoiding Academic Dishonesty](#)

**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 or visit the OSU Computer Helpdesk online.

**TUTORING**
For information about possible tutoring for this course, please visit our Ecampus [NetTutor](#) page. Other resources include:
- [Writing Center](#)
- [Online Writing Lab](#)

**STUDENT EVALUATION OF TEACHING**
We encourage you to engage in the course evaluation process each term – online, of course. The evaluation form will be available toward the end of each term, and you will be sent instructions through ONID. You will login to “Online Services/MyOSU” to respond to the online questionnaire. The results on the form are anonymous and are not tabulated until after grades are posted. Course evaluation results are very important and are used to help improve courses and the learning experience of future students. Results from questions are tabulated anonymously and go directly to instructors and unit heads/ supervisors. Unless a comment is “signed,” which will associate a name with a comment, student comments on the open-ended questions are anonymous and
forwarded to each instructor. “Signed” comments are forwarded to the unit head/supervisor.

**REFUND POLICY INFORMATION**

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