Online Course: Work Place Writing

**Online:** Blackboard Platform  
**Course:** RWS 3355  
**Section:** 24820/24821  
**Time:** TBA  
**Day:** Daily  
**Location:** Online

**Instructor:** Esther Solis Al-Tabaa  
**Office:** Hudspeth 211  
**e-mail:** eal-tabaa@utep.edu  
**Phone:** (915)747-6254

**Face-to-Face Office Hours:** By appointment  
**Online Office Hours:** Tuesday & Thursday 10:00 a.m.-2:00 p.m. Respond within 24 hours; Monday & Wednesday 5:00 a.m.–9:00 a.m. and by online appointment—use the online Blackboard platform email function to communicate.

Use Blackboard (the delivery system) built-in e-mail to contact me. It is easier for me to keep organized and to respond in a timely manner. Thank you.

To set up an appointment email me via Blackboard. Appointments are available online or face-to-face, and email correspondence. If you have any questions throughout the semester, please contact me.

Writing is developed by an abundance of practice, patience, and perseverance, and is a big part of this course. I know that every single one of you will succeed in this endeavor.

---

**Copyright**  
© All rights are reserved to Esther Solis Al-Tabaa, and no copying is allowed without permission. The University requires all members of its community to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.
Required Texts and Materials (Purchase these the first week of class)

Download on-line Class Readings.
Make sure to download *Adobe Acrobat Reader*. It’s free.

Class Requirements

Type of Computer Technology Needed for this Class

- UTEP e-mail account and ID—You will need this for access to Blackboard and the Databases
- Internet access from home if possible
- ATLAS located in the UGLC is open at various times, and the Library has computers too
- Check the Library for the updated versions needed to open their databases
- Check the bookstore for all software—student discounts available

What Else???

All online discussions, chats, handouts, and assignments will be located in your Blackboard course for this class, including the syllabus and course calendar.
Any material I ask you to download from the Internet such as readings.

You will need a USB driver or Dropbox, to place large amounts of work. Back-up all your work! You can also use MS located on your UTEP page.

How much time do I expect to spend working and studying for this course?

There is a misconception that being in a computer classroom creates more or less work for the student. I hope that this information will assist in understanding the expectations for this course. Here is the breakdown on the time needed for this course.

Time spent working outside of class: You have probably heard that you should generally spend two hours doing homework (reading, writing, etc.) for each hour you are in class. So, in a three-credit (face-to face) class, you would be spending at least six hours doing “homework”—3 hours in class x 2 = 6.

In an online class the situation is a bit different. There are due dates, and the online participation, and activities to consider. Therefore, expect to be working approximately 7.5 –to 9 hours outside of class on
these occasions. Some weeks it may be more; some weeks it may be less, but keep this guideline in mind. Expect to spend at least seven hours outside of the online class a week for this course. Since this course is situated as a condensed seven-week semester—double the time spent outside of the online environment. This course is heavily situated in writing and academic research. Blackboard online work is not an option. It is part of this course. Your online participation is crucial to your success and is a measured as part of your online presence.

Course Description
Workplace Writing is a course that focuses on critical decision making in professional contexts. Principles of professional rhetoric are applied to the composing process; strategies for planning, organizing, drafting, and presenting written and visual communication for a workplace context are emphasized. **Prerequisite:** RWS 1302 or ESOL 1312.

This course emphasizes learning and developing various kinds of workplace and communication documents, (international) business writing, business letters/memos, reports, proposals, visual aids, online collaboration, and the basics of envisioning a business, research skills, a final business analytical report, and a research business consultant website.

Core Learning Outcomes
- Analyze and explain techniques and standards for effective and efficient written communication with audiences in today's high-tech, globally-oriented, and diverse business and government environment.
- Develop business documents applying systematic processes for the steps of planning; designing; researching; organizing; drafting; revising; and proofing.
- Integrate research findings into business documents, using effective techniques for evaluating, verifying, and documenting information.
- Learn to create a variety of business genres.
- Develop good research business skills, persuasive rhetorical techniques, and a strong command of APA citation style.
- Acquire knowledge that is transferable to other disciplines in academic fields including professional business settings.
- Demonstrate professional skills in presentations, and develop strong collaboration skills with others.

Academic Philosophy
This class encourages academic cooperation, i.e., both the instructor and the students are responsible for creating a learning environment. Students are encouraged to help each other in all projects, group and individual work.

Objectives
Students successfully completing this course will be able to handle a variety of professional writing tasks. Students will learn to create documents, in which, they are concise and free of grammatical and mechanical errors.

Course Arrangement
Several projects will require collaboration in a group of not less than two and no more than four to five participants. Students may select members for peer reviewing. Other teaching techniques will be a mix of lecture and discussion about individual reports, letters, and research techniques.
Course Requirements
Students are required to complete assignments by due dates in order to earn the points as listed on the syllabus. Work will be graded on content (response to the problem), format, and writing fluency. A grading rubric will be distributed for most assignments.

Course Policies
Attendance
The attendance policy decided upon by the English Department states: “You may not incur more than four absences (one week’s worth) within the course of a semester.” Lack of online participation will count, as a daily absence. You will be dropped from the course, even if the absence is beyond your control, once you reach the four absences. So save your allotted absences for the “real thing.” This class requires your online presence in order to do well. Every day we discuss something new. Remember the online class only meets for seven weeks. Do not be late in your postings.

Online attendance is also mandatory. You must log in and participate in the conversation. Otherwise, it counts as an absence. All online work must be completed by the due dates posted.

The policy set by the Registrar’s Office states: “After the student drop deadline, students may be dropped from a course with a grade of ‘W’ only under exceptional circumstances and only with the approval of the instructor and the academic dean for the course. The student must petition for the ‘W’ grade in writing and provide the necessary supporting documentation. If a complete withdrawal from the University is completed by the student after the student drop deadline, instructors will determine grades of ‘W’ or ‘F’.” Check Goldmine deadline to drop a class with a “W”-- To withdraw from the university check Goldmine for exact date.

If you have exceeded your absences or have not turned in the assigned work by this time, I will drop you. After the drop date, if you decide to surpass your four absences, you will lose a letter grade on the course. Example: You earned a C in the course, but exceeded your four absences total, so you earned a D. Students who exceed six or more absences will receive an F for the class. (Take this absence policy serious, because I do). By the way, check your degree plan to see if you must receive a C or better in the course in order to pass the class.

Course Assessment
Grading Assignments are graded according to criteria distributed in class. Documented assignments, and reports should be accompanied by cited source material (APA). A tentative grading schedule follows, but is subject to adjustment.

Grading Requirements Each assignment must be completed according to its criteria. (The point system is for you to have a marker as to how much you need to achieve in each of the categories).

Assignments Preparing for the 21st Century Workplace
Course focus: Select a 21st issue (problem- solution) in work place business setting, which demonstrate a need for a business consultant: It can be local, national, or global. The majority of the assignments are components of the final Analytical (Problem-Solution) Formal Business Report and those documents that will be placed into the Research Business Website that will be used as a means to communicate your consulting services to the business industry. Review the links in the business discussions to get ideas of 21st century issues.

Choose your business topic. All the mini-assignments should be part of the bigger project report. The small assignments provide the scaffolding layout for the components of the final Business

Attendance (suggest students participate in online discussions: see attendance policy)
Class participation (expected of all students: make sure you read and post)

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Participation for Weekly Business Discussions (5) each 25 points</td>
<td>125</td>
</tr>
<tr>
<td>Reader Responses (5) (Textbook Readings) each 25 points</td>
<td>125</td>
</tr>
<tr>
<td>Online Collaborative Peer-Review Sessions</td>
<td>100</td>
</tr>
<tr>
<td><strong>Assignment #1:</strong> Topic Proposal Audience Analysis Memo with four research questions and with Referenced Sources (part I)</td>
<td>50</td>
</tr>
<tr>
<td><strong>Assignment #2:</strong> Citation Analysis with Extended References Critical Annotated Bibliography, with sentence outline (part II)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Assignment #3:</strong> Review of Literature (Investigation needs of Business) (part III)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Assignment #4:</strong> Infographic Flyer on Business</td>
<td>100</td>
</tr>
<tr>
<td><strong>Assignment #5:</strong> Formal Business Analytical Report</td>
<td>100</td>
</tr>
<tr>
<td><strong>Assignment #6:</strong> Research Business Consultant (final project)(Part I);</td>
<td>150</td>
</tr>
<tr>
<td><strong>Assignment #7</strong> Executive Summary Q &amp; A to classmates on final project 50 points (Part II)</td>
<td>50</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>1000</td>
</tr>
</tbody>
</table>

**Total possible points 1000**

A=1000-900  B=899-800  C=799-700  D=699-600  F=599-0

This syllabus provides an overview of assignments for the class—specific guidelines will be discussed in Blackboard’s class lectures.

**Course Delivery of Course:** This course is delivered online. Blackboard is the platform used. All projects will be submitted and graded through Blackboard.

**Course Theme:** Select a 21st issue (problem-solution) in work place business setting, which demonstrates a need for a business consultant: It can be local, national, or global.
**Online Participation for Textbook (5 @ 25 points each) and Business Discussions (5 @ 25 points each)**

**Guidelines:**
- **Initial post:** Due on Thursday midnight. Must be at least 300-500 words--cite in-text material (APA), copy paste into the discussion post. No attachments. **Proofread all work.**
- **Student responses:** Due by Sunday midnight. Response must be reflective and at least 250 words. **Respond to at least two of your classmates.**

**Assignment One: Topic Proposal for Semester (Part I): Audience Analysis Memo with four research questions with Referenced Sources**

Students will write a proposal to identify the subject/issue/topic they will be working with for the semester. This will be submitted to, approved, and graded by the instructor. Detailed guidelines will be provided in Blackboard. **50 pts.**

**Assignment Two: Citation Analysis with Extended References Critical Annotated Bibliography (CAB), with sentence outline (Part II):** Students will include FOUR research questions and complete the Extended Critical Annotated Bibliography as an activity assignment to begin work on the Literature Review/Primary Research Report. Detailed guidelines will be provided in Blackboard. **100 pts.**

**Assignment Three: Literature Review Research Report (Part III):** Students will conduct primary and secondary research on a social, political, or ethical issue to become well-informed experts on the issue. Students will then write a literature review of these sources to summarize and synthesize the arguments and ideas of the research sources. Detailed guidelines will be provided in Blackboard. **100 pts.**

**Assignment Four: Infographic Flyer on Business.** For this assignment you will create your own visual argument to advocate for your topic/issue, using the theories that you have learned in the course. Detailed guidelines will be provided in Blackboard. **100 pts.**

**Assignment Five: Formal Business Analytical Report:** Each student will develop a research report based on their research from the Literature Review, which examines the needs of the business topic. **100 pts.**

**Assignment Six: Research Business Consultant Website Part I (final project)(Part I).** **150 pts.**

**Assignment Seven: Executive Summary Q & A Session (Part II):** Student will post an executive summary on their research. Students will also post a Q & A session to classmates on final projects. Each student will post a question to each classmate’s final e-portfolio. Students will provide a short answer to each question. **50 pts.**

**Participation in the Online Class Environment:** Because this online course participation is mandatory. The activities included in this category ensure that students learn the material and help them to compose effective projects. This score will include entries, attendance, homework, drafts, discussion postings, peer reviews, and other work the instructor assigns. These points will be determined and distributed by the instructor. (Includes online participation, reader responses, online collaborative peer-review sessions). **350 pts.**
Administrative Components of the Course

**Attendance:** According to The University of Texas at El Paso’s catalog: “The student is expected to attend all classes and laboratory sessions and attendance is mandatory for all freshman-level courses (1XXX). It is the responsibility of the student to inform each instructor of extended absences. When, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor can drop the student from the class with a grade of W before the course drop deadline and with a grade of F after the course drop deadline.” (For further information regarding excused absences for university-recognized activities, absences for religious holy days, and military leave refer to UTEP’s Catalog Curriculum and Classroom Policies:http://catalog.utep.edu/undergrad/academic-regulations/curriculum-and-classroom-policies/ Students are expected to attend all online class meetings and to participate in discussions and workshops. The class discussions will help you learn to improve your writing, often through the discussion of a sample student project (sometimes yours, sometimes one written by a classmate). This is part of the work of the course.

Please also be aware of the six-course drop limit. According to the Texas Education Code, "all first-year students enrolled for the first time at any Texas public college or university are limited to six drops during their academic career. This includes student and faculty initiated drops and courses dropped at other Texas public institutions. This policy does not apply to courses dropped prior to census day or to complete withdrawals." So, be sure to start your college experience on the right track by attending class regularly.

**Late Work:** All assignments are due on the due dates posted. Assignments uploaded late will be penalized a letter grade for each class day that the work is late. If for some reason you cannot turn in your assignment because of scheduling problem, e.g., going out of town, no Internet access, you may turn the assignment in early.

**Group Assignments:** Group work is a common practice for academic and workplace projects. Group assignments are valuable because they help students work together for a common goal. Students who are not doing their group work can be voted off of their groups and will have to complete the project on their own.

**Blackboard** assignments are to be posted when due. Upload your work in a timely manner. I suggest you do not wait until the last hour to upload your work because you may encounter technical difficulties. This is not an acceptable excuse. However, if it is system or there is a platform error that no one foresees there, extensions are granted.

Major projects for final grading will be submitted to Blackboard and due on Sunday at 11:30 p.m.

**Nature of and Time Spent on Course:** RWS 3355 intends to help students develop a wide variety of strategies for communicating in a variety of media. To succeed in this course requires dedication and focus. Students should allocate sufficient time for the class projects and work. The general rule for all classes is that students spend two hours working outside of class for each class credit. Because this is a 3-hour class, expect to spend 6 hours doing researching and writing each week. However, remember that the class only meets with the instructor and classmates for 1.5 hours a week. Therefore, add the additional 1.5 hours to the 6 for a total of 7.5 hours. During some weeks students may work more; some weeks they may work less. However, keep this average in mind. Online courses take much more time, so plan accordingly.

**Academic Integrity:** The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve excellence based on the quality of work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form
of academic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty insist on adherence to these standards.

**Academic Dishonesty:** Any student who commits an act of academic dishonesty is subject to discipline. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP), and available in the Office of the Dean of Students and on the homepage of the Dean of Students at www.utep.edu/dos, may result in sanctions ranging from disciplinary probation, to a failing grade on the work in question, to a failing grade in the course, to suspension or dismissal, among others. ([http://academics.utep.edu/Default.aspx?tabid=54418](http://academics.utep.edu/Default.aspx?tabid=54418))

**Copyright and Fair Use:** The University requires all members of its community to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you nor assume any responsibility for student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.

**ADA:** The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. If you suspect that you have a disability and need an accommodation, please contact the Center for Accommodations and Support Services (CASS) at 747-5148 or cass@utep.edu. The CASS is located in Room 106, Union East Bldg. Students are responsible for presenting the instructor any CASS accommodation letters and instructions.

### Important Dates

| January 17 | First day of class |
| January 17-20 | Late Registration |
| January 16 | Martin Luther King Jr. Day—University Closed |
| February 1 | Census Day |
| March 23 | Freshmen mid-term grades due |
| March 13-17 | Spring Break (no classes) |
| March 30 | Withdraw course drop deadline |
| March 31 | Cesar Chavez Day (no classes) |
| April 14 | Spring Study Day (no classes) |
| May 4 | Last day of classes; Complete withdrawal from the University |
| May 5 | Dead Day |
| May 8-12 | Final Exams [Check the UTEP finals week calendar](http://academics.utep.edu/Default.aspx?tabid=54418) |
| May 17 | Grades are due in Goldmine |
E-mailed Assignments
Do not e-mail me any work unless I specify. If I cannot open up your document, you are responsible for uploading the correct format. All electronic submissions should be sent through Blackboard into the appropriate assignment drop boxes.

Save your documents as Microsoft Office Word (doc. or docx.); or as a Portal Document Format (PDF) files.

Major Assignments
In order to pass the course, all assignments and documents must be completed and revised after completion of the peer-review sessions. There are guidelines and rubrics posted in Blackboard of the criteria needed for each assignment. It is your responsibility to read through the material.

Format for Papers
All papers must be typed using a legible 12-font, such as Ariel, Times New Roman, (if I cannot open the document, I am unable to score it). Make sure to double-space with five-space paragraph indentions and one-inch left and right margins, cover page, numbered pages, reference page, and placed in the appropriate assignment folder. Use APA style. Some documents will require you to use a business format.

Readings
It is important that you keep up with the readings. Post discussions on Blackboard.

Class Participation includes all of the following
• Attend online classes and if need be online or face to face conferences
• Engage in online class discussions, small group discussions, and peer-review sessions

Online Classroom Net-Etiquette
As a courtesy to the classroom environment, treat others, as you would like to be treated. Treat each other with respect. I will not tolerate obscenities and disrespect to fellow classmates, online guest speakers or to me. I will ask you to leave the online classroom if this occurs. I also reserve the right to drop you from the course if you are preventing others from learning because of classroom hostilities.

Be professional during your online sessions. Eliminate profanity in your posted discussions. Give fair and honest critics on peer review work without insulting the writer. Make sure to respond promptly to group work and peer review work. Remember the writer is on a timeline too. Post your discussions in a timely manner so others will have time to read and respond to your postings.

Blackboard Postings
Make sure to post in the correct thread of discussion or assignment in order to receive credit. I will not grade anything that is misplaced. Read and follow directions.

Ethics and Plagiarism
You must do your own work, and identify the portion of your work that is collaborated with others, (including receiving help from the University Writing Center, significant others, and anyone else that contributed to your work). Make sure to cite your sources properly, including when you paraphrase others’ works. See APA handbook for further explanations on the legalities of writing.
• An act of dishonesty will result in an F for the course
• Cases of plagiarism will be reported to the Dean of students
Evaluation Criteria
For Revisions/Product
Writing as inquiry meets the following criteria:
1. Possesses a focus (a) which has a subject and point of significance; and (b) which is sustained throughout the paper
2. Has discernable writer and reader positions with appropriate development (e.g., specific details, (shows not tells), examples, analysis, arguments, evidence)
3. Maintains a coherent pattern of organization (discernable order, consistent person and tense, appropriate transitions) suitable for the genre
4. Demonstrates sentence variety and appropriate word choices for the readers and genre
5. Maintains writing conventions (grammar, spelling, and punctuation)

For Online Peer-Review Work
Good group work offers the following:
• Peers offer constructive oral and written suggestions in the workshops
• Writers record workshop advice, their reactions and their plans for revision

Effective reader response work, peer responses are real, thoughtful, and risk-taking and include the following:
• Stating the writer’s focus, reader and writer positions, and organization method
• Evaluating the effectiveness of each aspect of writing (e.g., developing for readers, maintaining focus, organizing a coherent text, using a variety of sentences and appropriate word choices)
• Complementing the writer and/or giving specific advice for any problems

Miscellaneous Online Assignments
Students productively participate to meet the criteria of the specific assignment.

Manuscript Preparation
You are expected to produce high-quality documents. Appearance is part of this quality. Make sure you follow paper format described earlier. Neatness and visual appeal do matter, but does not guarantee a well-written document. Get your work tutored by more than one tutor to assure yourself that you are on the right track. This course uses the American Psychological Association (APA) manual style, as well as footnotes in some of the documents. You may purchase the APA Manual, (hardcopy or online version), or review the Purdue OWL APA. These are the two choices for reviewing how to cite APA Guideline standards.

Other Points
Make sure to include everything that is required in your submissions for that particular assignment. Failure to do so will result in a grade penalty. Read the assignment guidelines.

Textbooks
• Textbooks for this class are mandatory (class textbook is available in hard copy and e-book)
• Refer to pages of textbook when using the material as supporting evidence
• Read all the assignments (If you will notice on the syllabus, all readings have been assigned, so you can always read ahead). You have paid for your books, so get your money’s worth. Read them and do the assignments!

Check Blackboard for handouts on all assignments. It is your responsibility to preview material.

The calendar below serves as a guideline to the semester’s work. Pay attention to calendar changes. They will be posted in Blackboard Course Announcements.
To access Blackboard from UTEP homepage: This course is delivered by via Blackboard (100%) online. All the course content will be delivered via Blackboard. To access Blackboard from UTEP homepage, students can access Blackboard by the steps outlined below:

Go to http://my.utep.edu
Login is e-mail ID. Password is e-mail password.
Click on the link to Blackboard

Once logged into Blackboard, all the courses a student is registered for are listed under the appropriate semester.
Click on the course title to access the course.
Workplace Writing English 3355: Online Overview Semester Calendar

Calendar material and due dates are subject to change. Be aware of this, and check calendar updates, which will be listed in the "Course Announcements" section of Blackboard.

More detailed rubrics and specific guidelines will be available in the modules. It is very important not get behind in assignments. Every week there will be several lectures, discussions, and assignments to be completed. Below is a breakdown of each week.

All Assignments reflect the following: Think of the coursework as an Internship: Course focus: Select a 21st issue (problem-solution) in workplace business setting, which demonstrate a need for a business consultant: It can be local, national, or global. The majority of the assignments are components of the final Analytical (Problem-Solution) Formal Business Report and those documents that will be placed into the Research Business Website that will be used as a means to communicate your consulting services to the business industry.

Choose your business topic. All the mini-assignments should be part of the bigger project report. The small assignments provide the scaffolding layout for the components of the final Business Analytical Report and the Research Business Consultant Website. Review the links in the business discussions to get ideas of 21st century issues.

The weeks contain what is due that week; however, refer to the syllabus and calendar on what is ahead in the upcoming weeks. Also, all guidelines and student samples are available any time for your review. During some weeks, there will be a heavier workload. However, you are more than welcome to work ahead. All weeks are open and you may begin creating your Research early on. I only ask that you post your discussions, peer-reviews, and assignments when due--do not post ahead until the corresponding week. Thanks.

There is a TED Talk every week. These are meant for your own enrichment, and you may use them as part of your research. Also, these are motivational and have practical business applications. Just watch them at your convenience.

Summary Lecture for Week One

Week One

[January 17-22]

This week you will select your business topic, and conduct research on it by using a combination of databases, journal articles, newspapers, magazines, websites, and books. If you are not sure what you want to write about, review the business website links that are included in the Communication Forum. Once you select your business topic, develop four research questions (Read the PDF handout Designing Research Questions located under Helpful Handouts) that you want to investigate. This will help you focus your discussion. These four questions will provide direction to your research.

If you notice, there are four foundation assignments to get you started on your research: Assignment One: Topic Proposal for Semester (Part I); Assignment Two: Extended Critical Annotated Bibliography (Part II) Assignment Four: Literature Review Research Report (Part III): The next several weeks will be a very busy. These assignments provide the foundation for the following: Business Analytical Report, Research Business Website, and Executive Summary.

Note: Use Microsoft Word for all documents.
Since the final project is the website, start working on this early on, and dedicate weekly time. Review the guidelines for Assignment Six: Research Business Consultant Website. (use Weebly or WIX, or another choice of website creator-this should be the free version-do not pay for the service)

Almost, every week there will be two discussions forums where you post and reply to your classmates: The first, a Reader Response on the textbook readings to demonstrate your understanding of the material; and second, a Business Discussion on current issues. Make sure to answer all prompts.

**Lecture One**
Introduction to Workplace Writing;
Readings: The Writing Process, WW Chapters 1-4, 8 , part four: Revision Guide pp.619-663
Assignments Due: Buy book; look over APA style in Blackboard, syllabus…etc....
Online: See discussion board

**Lecture Two**
Readings: Essential Skills: WW Chapters 5, 6,7;
Online: See discussion board and peer-review session begin Brainstorming (for business plan and research)
See Lecture Information and PowerPoint Slides

**Week One**
**Tuesday, January 17, 2017: First day of class:** Post Introductions to classmates, review of syllabus, begin Website Project.
**Start:** Assignment One: Topic Proposal for Semester
*Assign:** Assignment Six: The Research Business Consultant Website.

Readings & Response Discussions:
See Lecture Information and PowerPoint Slides
Online Website: PURDUE OWL: APA
(Review the Course Assignments)- in particular the Choosing a topic for the semester, discourse communities, and advocacy website.
**Additional:** Online Reading PDF Handout: Designing Research Questions

**Business Discussion One**

**Due Date:** Post by Thursday before midnight, reply to at least two of your classmates by Sunday before midnight. **Guidelines:** Initial post: Due on Thursday midnight. Must be at least 300-500 words-- cite in-text material (APA), copy paste into the discussion post. No attachments.

**Proofread all work. Student responses:** Due by Sunday midnight. Response must be reflective and at least 250 words. **Respond to at least two of your classmates. Also, do not just list a bunch of items as answers. The purpose of these weekly discussions is to synthesize the material into brief responses.**

Every week you will be ask to discuss a topic in the business field. There will be an article or video to begin the conversation. Basically, provide your opinion. Things to address: How does the subject matter affect your field? Do you agree or disagree with the subject matter and why? What do you find interesting or helpful? Post your response to the discussion thread and respond to at least two of your classmates’ postings.

This week review the following article. (This article is also available under websites links). Intuit 2020 Report 20 Trends that will Shape the Next Decade
DUE: Introductions with Proposal Idea Discussion
DUE: Coursework Permission Submission
DUE: Business Discussion One
Watch the TED Talk

Summary Lecture for Week Two

Week Two
[January 23-29]

This week you will collect evidence/sources to answer the four research questions that you have asked in your proposal and will develop Assignment Two: The Critical Annotated Bibliography. This will be a very busy week.

Both the Audience Memo and Proposal will have components of the Annotated Bibliography, so include these in Assignment Two: The Final Critical Annotated Bibliography at the end of the week.

Note: Use Microsoft Word for all documents.

Lecture Three

Analyzing readers and contexts of use designing documents; Library Databases and Catalog discussion & doing research; “Thinking about the Research Process” and ethics in the workplace

Readings: Writing at Work WW Chapters 9, 13
Online: See discussion board
See Lecture Information and PowerPoint Slides

Reader Response Discussion One: Due Date: Post by Thursday before midnight, reply to at least two of your classmates by Sunday before midnight. Guidelines: Initial post: Due on Thursday midnight. Must be at least 300-500 words-- cite in-text material (APA), copy paste into the discussion post. No attachments. Proofread all work. Student responses: Due by Sunday midnight. Response must be reflective and at least 250 words. Respond to at least two of your classmates. Also, do not just list a bunch of items as answers. The purpose of these weekly discussions is to synthesize the material into brief responses.

Lecture One: WW Chapter 1-4, 8. Chapter 1: Assessing Audience, Purpose, and Medium: A Case Study--Discuss the case study and the process that the employee used to complete the writing task from start to finish. Chapter 2: Organizing your Information-- How do business and technical writers arrange facts and ideas to serve their purposes and meet the needs of different audiences? Chapter 3: Writing the Draft-- How do you turn an outline into a workable document? Chapter 4: Revising the Draft--Describe the elements essential to effective revision. Chapter 8: Understanding the Principles of Business Correspondence--Discuss the guidelines essential to successful business correspondence.

Lecture Two: WW Chapters 5-7 Chapter 5: Collaborative Writing-- Discuss the classroom and workplace-tested process for successful collaboration. Chapter 6: Researching your Subject--Discuss research tools, strategies, and resources for researchers. Chapter 7: Designing Effective Documents and
Visuals—Discuss the integration of text and images and the several key principles of document and visual design.

---

**Week Two**

**DUE: Peer-Review #1:** Assignment One: Topic Proposal for Semester (Part I): Audience Analysis

Memo with four research questions with Referenced Sources

DUE: Reader Response Discussion One

Watch the TED Talk

---

**Summary Lecture for Week Three**

This week you begin examining your topic in depth. Assignment Three: Research Questions/Citation Analysis (with Extended References Critical Annotated Bibliography (CAB) (Part II) requires solid research. Also, this is the time to finalize your research questions that you initially had created in Assignment One. Make sure to review the Additional PDF Handouts, further details on the Critical Annotated Bibliography and a Student Sample. This assignment must be in this format. Also, this is the week that you should become comfortable using APA style.

Many of you may think, “I will never use a Critical Annotated Bibliography or a Review of Literature in my career.” This is not the case. In the working environment, you will more than likely be asked to be part of major project, which will require collaboration among businesses, government agencies, and academia.

Watch the video proceeding under Web Resources: **A Public Discussion of Literature Review of Research on Critical Needs…..**

https://www.youtube.com/watch?v=13h4sB9lYMk

As a reminder, make sure to post in the discussion forums and reply to your classmates: The first, a **Reader Response** on the textbook readings to demonstrate your understanding of the material; and second, **will be related to scaffolding work such topic selection, peer-reviews, and discussion on lectures**. Make sure to answer all prompts.

**Lecture Four**

Instructions and procedures; teaming in the workplace Writing a Review of Literature (Methodology): See Critical Annotated Bibliography and Literature Review Handout

Readings: WW Chapters 10-11 and what is a Review of literature handout (in Blackboard)

Online: See discussion board and peer-review session

See Lecture Information and PowerPoint Slides

*Assign: Assignment Two: Citation Analysis with Extended References Critical Annotated Bibliography (CAB), with sentence outline (Part II)*

*Assign: Assignment Three: Review of Literature (Methodology) Report (Part III)*

**Assignment:** Continue with Researching Topic

**Start:** Assignment Three: Research Questions/Citation Analysis with Critical Annotated Bibliography (Part II)
Readings & Response Discussions:
Additional: Online Readings /PDF Handouts: Additional Guidelines and Student Sample

Additional Websites:
Purdue OWL APA
https://owl.english.purdue.edu/owl/resource/560/01/
Public Discussion of Literature Review of Research on Critical Needs.....
https://www.youtube.com/watch?v=13h4sB9lYMk

**Reader Response Discussion Two:**

Due Date: Post by Thursday before midnight, reply to at least two of your classmates by Sunday before midnight. Guidelines: Initial post: Due on Thursday midnight. Must be at least 300-500 words-- cite in-text material (APA), copy paste into the discussion post. No attachments. Proofread all work. Student responses: Due by Sunday midnight. Response must be reflective and at least 250 words. Respond to at least two of your classmates. Also, do not just list a bunch of items as answers. The purpose of these weekly discussions is to synthesize the material into brief responses.

**Lecture Three:** WW Chapters 9, 13: Chapter 9: Writing Business Correspondence--Discuss routine and positive messages. Discuss writing effective sales messages. Discuss sensitive and negative messages. Discuss writing international correspondence and things to consider when addressing them. Chapter 13: Writing Proposals--Discuss the process of planning and writing proposals. Discuss the importance of audience and purpose. Discuss the writer’s checklist when writing proposals. Discuss the components of grant and research proposals, and sales proposals. Discuss the differences between internal and external proposals.

**Week Three**
DUE: Reader Response Discussion Two
DUE: Assignment One: Topic Proposal for Semester (Part I): Audience Analysis Memo with four research questions with Referenced Sources
Watch the TED Talk

**Summary Lecture for Week Four**
Week Four
(Feburary 6-12)

Continue working on the research for the (CAB).
As a reminder, continue working on the final project—the website, and dedicate weekly time.

Remember the weekly discussions: Every week there will be two discussions forums where you post and reply to your classmates: The first, a Reader Response on the textbook readings to demonstrate your understanding of the material; and second, a Business Discussion on current issues. Make sure to answer all prompts.
Lecture Five
Researching and managing information; writing and projects
Readings: Managing Projects and Arranging Information; cont. WW Chapters 10-11
Online: See discussion board and peer-review session
Note*: These three assignments tie in together—the bulk of your research for this class

Reader Response Discussion Three:

Due Date: Post by Thursday before midnight, reply to at least two of your classmates
by Sunday before midnight. Guidelines: Initial post: Due on Thursday midnight. Must be at least
300-500 words—cite in-text material (APA), copy paste into the discussion post. No attachments.
Proofread all work. Student responses: Due by Sunday midnight. Response must be reflective and at
least 250 words. Respond to at least two of your classmates. Also, do not just list a bunch of items
as answers. The purpose of these weekly discussions is to synthesize the material into brief
responses.

Lecture Four: WW Chapters 10-11: Chapter 10: Writing Informal Reports—Discuss the planning
and writing of informal reports. Discuss considering audience and purpose. Discuss the components
of the informal reports. Discuss the types of informal reports. Chapter 11: Writing Formal
Reports—Discuss the concept of formal reports. Discuss the elements of formal reports, letter of
transmittal, introduction, front matter, body, conclusions, recommendations, executive summary, and
back matter.

Lecture Five: Part II: WW Chapters 10-11: Chapter 10: Writing Informal Reports—Discuss the
elements of writing an incident report and the components of test reports. Select two of the types
of writing informal reports and discuss what should be included when writing them. Chapter 11: Writing
Formal Reports—Discuss the concept of voices in the workplace. Discuss what a descriptive and
informative abstract are, and what should be included in each. Discuss the elements of an executive
summary and what should be included when writing them. Discuss the difference between conclusions
and recommendations. Discuss the ethics involved when writing formal reports.

Business Discussion Two

Due Date: Post by Thursday before midnight, reply to at least two of your classmates
by Sunday before midnight. Guidelines: Initial post: Due on Thursday midnight. Must be at least
300-500 words—cite in-text material (APA), copy paste into the discussion post. No attachments.
Proofread all work. Student responses: Due by Sunday midnight. Response must be reflective and at
least 250 words. Respond to at least two of your classmates. Also, do not just list a bunch of items
as answers. The purpose of these weekly discussions is to synthesize the material into brief
responses.

Every week you will be asked to discuss a topic in the business field. There will be an article or video to
begin the conversation. Basically, provide your opinion. Things to address: How does the subject matter
affect your field? Do you agree or disagree with the subject matter and why? What do you find interesting
or helpful? Post your response to the discussion thread and respond to at least two of your classmates’
postings. This week review the following article. (This article is also available under websites links).
Select one topic within the website to discuss.


http://www.dol.gov/dol/aboutdol/history/herman/reports/futurework/report.htm

---

**Week Four**

**DUE: Reader Response Discussion Three**

**DUE: Business Discussion Two**

Watch the TED Talk

---

**Summary Lecture for Week Five**

Week Five

(February 13–19)

This week you will post your Assignment Three Research Proposal with Questions/Extended Critical Annotated Bibliography (Part II) under Discussions, as a short peer-review. During mid-week you will peer-review at least two of your classmates’ documents and check for the following: Correct APA in-text citation (direct quotes, block quotes, paraphrased material and summarized material and correct set up for each, and check for correct referencing and layout for the Assignment Three.

Review the Purdue OWL APA website

https://owl.english.purdue.edu/owl/resource/560/01/


Revise the document and submit at the end of the week. Make sure you have followed all guidelines in order to earn the highest score possible.

As a reminder, make sure to post in the discussion forums and reply to your classmates: The first, a **Reader Response** on the textbook readings to demonstrate your understanding of the material; and second, **will be related to scaffolding work such topic selection, peer-reviews, and discussion on lectures.** Make sure to answer all prompts.

**Start: Assignment Four: Literature Review Research Report (Part III)**

**Assignment:** Begin Literature Review Research Report. Research Questions/ **Assignment:** Continued: Extended Critical Annotated Bibliography (Part II);

**Readings & Response Discussions:**

AR Reader: Chapter 5—Logical Proof: Reasoning in Rhetoric;

**Additional:** Online Readings /PDF Handouts: Additional Guidelines and Student Sample for Assignment Four
Lecture Six
Document Design Readings: Designing and Writing Instructions—WW Chapter 12-Review 13
Online: See discussion board

Business Discussion Three

Due Date: Post by Thursday before midnight, reply to at least two of your classmates by Sunday before midnight. Guidelines: Initial post: Due on Thursday midnight. Must be at least 300-500 words-- cite in-text material (APA), copy paste into the discussion post. No attachments.
Proofread all work. Student responses: Due by Sunday midnight. Response must be reflective and at least 250 words. Respond to at least two of your classmates. Also, do not just list a bunch of items as answers. The purpose of these weekly discussions is to synthesize the material into brief responses.

Every week you will be ask to discuss a topic in the business field. There will be an article or video to begin the conversation. Basically, provide your opinion. Things to address: How does the subject matter affect your field? Do you agree or disagree with the subject matter and why? What do you find interesting or helpful? Post your response to the discussion thread and respond to at least two of your classmates’ postings. This week review the following article. (This article is also available under websites links).

This video is a couple of hours long. It demonstrates the importance of collecting data for a Critical Annotated Bibliography and developing a Review of Literature on the topic. The purpose of watching this proceeding is to show you how both academia and the business sector can work together to complete reports and or projects.


https://www.youtube.com/watch?v=13h4sB9lYMk

Week Five
DUE: Peer-Review #2: Assignment Two: Citation Analysis with Extended References Critical Annotated Bibliography (CAB), with sentence outline (Part II): —Draft for Peer-Review —CAB draft returned. Be sure to check Peer-Review discussion for comments.
DUE: Business Discussion Three
Watch the TED Talk

Summary Lecture for Week Six
Week Six
(February 20–26)

This week you will be introduced to the Assignment Four: Literature Review Research Report (Part II). You will eventually use the research information that you have collected in Assignment Three: Research Proposal with Questions and Extended Critical Annotated Bibliography (CAB)–(Part I) to complete Part II of the research.

As a reminder, make sure to post in the discussion forums and reply to your classmates: The first, a Reader Response on the textbook readings to demonstrate your understanding of the material; and second, will be related to scaffolding work such topic selection, peer-reviews, and discussion on lectures. Make sure to answer all prompts.

Review the Purdue OWL APA website
https://owl.english.purdue.edu/owl/resource/560/01/


Revise the document and submit at the end of the week. Make sure you have followed all guidelines in order to earn the highest score possible.

As a reminder, make sure to post in the discussion forums and reply to your classmates: The first, a Reader Response on the textbook readings to demonstrate your understanding of the material; and second, will be related to scaffolding work such topic selection, peer-reviews, and discussion on lectures. Make sure to answer all prompts.

Assignment: Continue working on Review of Literature
Readings & Response Discussions:

Lecture Seven
Using visuals and graphics, collaboration/group topics & expectations / conferences with groups
Readings: Constructing Visuals, Tables, Graphs, and Visualizations; review WW Chapter 7; see Power point Slide
Online: See discussion board and peer-review session

Lecture Eight
Using plain and persuasive style, revising and editing for usability;
Readings: WW Chapter 14
Online: See discussion board

Online: See discussion board and peer-review session

Additional: Online Readings /PDF Handouts: Additional Guidelines and Student Sample for the Assignment Three: Critical Annotated Bibliography
Website: Purdue OWL APA

Week Six
DUE: Assignment Two: Citation Analysis with Extended References Critical Annotated Bibliography (CAB), with sentence outline (Part II):
Watch the TED Talk

Summary Lecture for Week Seven

Week Seven
[February 27-March 5]

This week for the most part you will be finishing Assignment Four: Literature Review Research Report and incorporating your survey results into the document. I will be available for online conferences during this week to address any questions and concerns you may have about the research to this point.

As a reminder, make sure to post in the discussion forums and reply to your classmates: The first, a Reader Response on the textbook readings to demonstrate your understanding of the material; and second, will be related to scaffolding work such topic selection, peer-reviews, and discussion on lectures. Make sure to answer all prompts.

Assignment: Continue working on Literature Review Research Report continued

Readings & Response Discussions:

Lecture Nine
Websites and online publication
Readings: WW Chapter 15
Online: See discussion board and peer-review session

Lecture Ten
Writing proposals and progress report; describing the current situation
Readings: WW Chapter 16

Reader Response Discussion Four:

Due Date: Post by Thursday before midnight, reply to at least two of your classmates by Sunday before midnight. Guidelines: Initial post: Due on Thursday midnight. Must be at least 300-500 words-- cite in-text material (APA), copy paste into the discussion post. No attachments. Proofread all work. Student responses: Due by Sunday midnight. Response must be reflective and at least 250 words. Respond to at least two of your classmates. Also, do not just list a bunch of items as answers. The purpose of these weekly discussions is to synthesize the material into brief responses.

Lecture Six: WW Chapter 12-Review 13: Chapter 12: Writing Instructions—Discuss why the process of writing instructions is important. Discuss why you need to take into consideration international readers. Discuss the components of writing instructions. Discuss why instructions should be written in plain language. Discuss the ethics involved in writing instructions and why these need to be part of the instruction process. Discuss the principles of illustrations and design. Discuss how to test for usability.

Lecture Seven: Review WW Chapter 7: Designing Effective Documents and Visuals—Discuss the key principles of document and visual design. Discuss the effective use of typography. Discuss the designing of your document. Discuss the guidelines that help you create visual materials and incorporate them into your documents effectively. Discuss the use of international graphics. Select one of the visuals discussed in this chapter and provide the guidelines to make it effective for your document.
Business Discussion Four

Due Date: Post by Thursday before midnight, reply to at least two of your classmates by Sunday before midnight. Guidelines: Initial post: Due on Thursday midnight. Must be at least 300-500 words-- cite in-text material (APA), copy paste into the discussion post. No attachments. Proofread all work. Student responses: Due by Sunday midnight. Response must be reflective and at least 250 words. Respond to at least two of your classmates. Also, do not just list a bunch of items as answers. The purpose of these weekly discussions is to synthesize the material into brief responses.

Every week you will be ask to discuss a topic in the business field. There will be an article or video to begin the conversation. Basically, provide your opinion. Things to address: How does the subject matter affect your field? Do you agree or disagree with the subject matter and why? What do you find interesting or helpful? Post your response to the discussion thread and respond to at least two of your classmates’ postings. This week review the following article. (This article is also available under websites links).


Week Seven
DUE: Reader Response Discussion Four
DUE: Business Discussion Four
Watch the TED Talk

Summary Lecture for Week Eight

Week Eight (March 6-12)

This week you will have your second in depth peer-review on the Assignment Three: Literature Review Research Report draft due for Peer-Review. You will upload your draft mid-week and peer-review at least two of your classmates documents during this week, and then revised as needed and finally submit a finalized revised draft into the Assignment Four: Literature Review Research Report Final. Make sure to read the detailed guidelines provided in the discussion thread for the peer-review.

You will need to review the guidelines for the Literature Review Research in the RWS Guide and the rubric for the peer-reviewing and submission process. Also, remember to review the additional PDF files--guidelines and student sample that I have provided. Make sure you have followed all guidelines in order to earn the highest score possible.

As a reminder, make sure to post in the discussion forums and reply to your classmates: The first, a Reader Response on the textbook readings to demonstrate your understanding of the material; and second, will be related to scaffolding work such topic selection, peer-reviews, and discussion on lectures. Make sure to answer all prompts.

Assignment: Peer-review draft: Literature Review Research Report draft
Start: Assignment Four: Infograph(ic) Flyer on Business
Readings & Response Discussions:
Additional: Online Readings /PDF Handouts: Additional Guidelines and Student Sample

**Lecture Eleven** (review)
Describing a work plan; using email and instant messaging; resumes and letters of application
Readings: Readings: Documents—Employment Documents; cont. WW Chapter 16
Online: See discussion board

**Lecture Twelve** (review)
Online in class conferences, Preparing and giving presentations, Interviews
Readings: Review Principles-Style and Editing; WW Part Four- Revision Guide
Online: See discussion board

---

**Week Eight**
**DUE: Peer-Review #3: Assignment Three: Review of Literature—Draft for Peer-Review**

**Watch the TED Talk**

---

**Spring Break (March 13-19)**

---

**Summary Lecture for Week Nine**
**Week Nine**
(March 20-26)

This week you will begin developing Assignment Five: The Formal Business Analytical Report. The presentation layout will be in a Magazine format with two-column layout and saved as a PDF.

Use Microsoft Word: Select cover page (Mac users: under Document Elements, PC users: under Home or Layout)
Select one-inch margins all around document.
Select under layout: “Columns” select “Two.”
Use footnotes instead of traditional in-text citation. (Mac users: under “Document Elements”; PC users: “Review or References”)
Use visuals and caption all (such as images, tables, etc…).
Note: These locations of formatting may be different, depending on the Microsoft version.
Review the guidelines and student sample.

This is the final product from the research that you have collected so far. You will use information from Assignment One, Assignment Two, and Assignment Three, and Assignment Four. However, this is not just copy and paste. You will need to rearrange, revise, edit, and proofread the document.

Include your research into a professionally written document for your consulting business. The business report is the only document that your investors and consumers usually have access to. Professionals in the field expect to read a document that uses footnotes, captioned images, and provides a clear discussion about the business topic.
As a reminder, continue working on the final project—the website, and dedicate weekly time and Infograph(ic) Flyer on Business.

Remember the weekly discussions: Every week there will be two discussions forums where you post and reply to your classmates: The first, a Reader Response on the textbook readings to demonstrate your understanding of the material; and second, a Business Discussion on current issues. Make sure to answer all prompts.

As a reminder, make sure to post in the discussion forums and reply to your classmates: The first, a Reader Response on the textbook readings to demonstrate your understanding of the material; and second, will be related to scaffolding work such topic selection, peer-reviews, and discussion on lectures. Make sure to answer all prompts.

Readings & Response Discussions:
Additional: Online Readings /PDF Handouts: Samples of Infograph(ic) examples

Week Nine
DUE: Assignment Three: Literature Review Research Report (Final)
DUE: Reflection: Week Nine: Peer-Review follow up for Review of Literature

Watch the TED Talk

Summary Lecture for Week Ten
Week Ten
(March 27 - April 2)

This week you begin Assignment Four: Infograph(ic) Flyer on Business.
There are a couple of examples that I will provide on what is an infograph flyer, but this assignment is your own creation. You just need to create a flyer that is representative of your issue. The Presentation Rubric is your guideline to this assignment. Your images and words must speak for you.

As a reminder, make sure to post in the discussion forums and reply to your classmates: The first, a Reader Response on the textbook readings to demonstrate your understanding of the material; and second, will be related to scaffolding work such topic selection, peer-reviews, and discussion on lectures. Make sure to answer all prompts.
Assignment: Continue working on Assignment Four: Infograph(ic)
Readings & Response Discussions:
Additional: Online Readings /PDF Handouts: Additional Guidelines and Student Sample

Reader Response Discussion Five:

Due Date: Post by Thursday before midnight, reply to at least two of your classmates by Sunday before midnight. Guidelines: Initial post: Due on Thursday midnight. Must be at least 500 words-- cite in-text material (APA), copy paste into the discussion post. No attachments. Proofread all work. Student responses: Due by Sunday midnight. Response must be reflective and at least 250 words. Respond to at least two of your classmates. Also, do not just list a bunch of items as answers. The
purpose of these weekly discussions is to synthesize the material into brief responses.

**Lecture Eight:** WW Chapter 14: Giving Presentations and Conducting Meetings—Discuss the important principles of listening and responding effectively in the workplace. Discuss the preparing and delivering of presentations. Discuss the time-sensitive presentation Parts I-IV. Discuss conducting productive meetings. Discuss the running a meeting.

**Lecture Nine:** WW Chapter 15: Writing for the Web: Rhetorical Principles for a Diverse Medium—Discuss the important principles of web content. Discuss how to plan, organize, and write content for the web. Discuss what accommodations need to be considered with people with disabilities and international audiences.

**Lecture Ten:** WW Chapter 16: Finding the Right Job—Discuss how to prepare an effective resume. Discuss how to write an effective letter of application. Discuss how to be effective in the interview process.

**Business Discussion Five**

*Due Date:* Post by Thursday before midnight, reply to at least two of your classmates by Sunday before midnight. *Guidelines: Initial post:* Due on Thursday midnight. Must be at least 300-500 words-- cite in-text material (APA), copy paste into the discussion post. No attachments. *Proofread all work.* *Student responses:* Due by Sunday midnight. Response must be reflective and at least 250 words. **Respond to at least two of your classmates. Also, do not just list a bunch of items as answers. The purpose of these weekly discussions is to synthesize the material into brief responses.**

Every week you will be asked to discuss a topic in the business field. There will be an article or video to begin the conversation. Basically, provide your opinion. Things to address: How does the subject matter affect your field? Do you agree or disagree with the subject matter and why? What do you find interesting or helpful? Post your response to the discussion thread and respond to at least two of your classmates’ postings. This week review the following article. (This article is also available under websites links) The Landscape of the 21 Century


Week Ten

On your own Story board the Infographic (decide what you want to include) select a software; CANVA, Pichochart, etc….. use a free downloadable final product

Review the Website that you have started earlier in the semester, and start completing content for it

**DUE:** Reader Response Discussion Five

**DUE:** Business Discussion Five

Watch the TED Talk

summary Lecture for Week Eleven
Week Eleven (April 3-9)
This week as you continue working on your Assignment Five: The Formal Business Analytical Report. Make sure to review the Rubric for this assignment.

As a reminder, make sure to post in the discussion forums and reply to your classmates: The first, a Reader Response on the textbook readings to demonstrate your understanding of the material; and second, will be related to scaffolding work such topic selection, peer-reviews, and discussion on lectures. Make sure to answer all prompts.

Assignment: Start finalizing and revising documents.

Readings & Response Discussions:
Additional: Online Readings /PDF Handouts: Additional Guidelines and Student Sample

---

Week Eleven
Watch the TED Talk

---

Summary Lecture for Week Twelve
Week Twelve (April 10-16)
This week continue finalizing the following: Assignment Four: Infograph(ic) Flyer on Business
Complete revisions for Assignment Five: The Formal Business Analytical Report
If you have any questions contact me.

As a reminder, make sure to post in the discussion forums and reply to your classmates: The first, a Reader Response on the textbook readings to demonstrate your understanding of the material; and second, will be related to scaffolding work such topic selection, peer-reviews, and discussion on lectures. Make sure to answer all prompts.

Readings & Response Discussions:
Additional: Online Readings /PDF Handouts: Additional Guidelines and Student Sample

---

Week Twelve
DUE: Assignment Five: The Formal Business Analytical Report
Watch the TED Talk

---

Summary Lecture for Week Thirteen
Week Thirteen (April 17-23)
This week you will finish up Assignment Six: the Research Business Consultant Website. (Part I)
Review the guidelines for the components for this assignment. You may also include your resume in the “About Me” section.
Lecture Thirteen (review)
Online In-class conferences, review, revising and editing workshop
Readings: Principles-Oral Presentations Review Chapter 14
How to Present a Report/ Powerpoint
Online: See discussion board

Readings & Response Discussions:
Additional: Online Readings /PDF Handouts: Additional Guidelines and Student Sample

Week Thirteen
DUE: Peer-Review #5: Assignment Four: Infograph(ic) Flyer on Business (check for design)
DUE: Assignment Four: Infograph(ic) Flyer on Business
Watch the TED Talk

Summary Lecture for Week Fourteen
Week Fourteen
[April 24-30]

This week you should be wrapping up the final portion of the course—The Executive Summary with Q&A. Review examples on how to write an Executive Summary.

Lecture Fourteen
How to conduct group presentations on projects; starting your careers
Self-Review Project and
Class Evaluations
Online: See discussion board

Assignment: Complete Assignment Seven: Part II—Executive Summary
Students will post under the discussion forum Q & A session for final projects. See discussion forum for more details.
Each student will write a short executive summary.

Executive Summary Discussion: For Part II: The student’s executive summary discussion and Q & A. Students will post under the discussion forum Q & A session for final projects. See discussion forum for more details.
Each student will write a short executive summary. (Use the Executive Summary from the Business Analytical Report)

Each student will post a question to each classmate’s topic. Students will provide a short answer to each question.
So here is the breakdown for Part II. There are three final steps to complete:

First, every student (author) will post a short executive summary (two to three) paragraphs discussing his/her research and the selected topic.

Second, every student will post one question to every author’s executive summary by Sunday evening. This will allow the author ample time to provide answers to all the questions.
Third, the author will respond to all questions.

This process completes the course. Please review all scores and assignments. Contact me if you have any questions.

Readings & Response Discussions:
Additional: Online Readings /PDF Handouts: Additional Guidelines and Student Sample

Week Fourteen
DUE: Assignment Six Part I: Research Business Website Consulting Services
DUE: Assignment Seven Part II: Executive Summary Post to Discussion Board
Watch the TED Talk

Summary Lecture for Week Fifteen

Week Fifteen

May 4 Last Day of Class; May 5 Dead Day
Assignment: Complete all answers for Executive Summary Discussion Post
This is the last week of classes.
Readings & Response Discussions:
Additional: Online Readings /PDF Handouts: Additional Guidelines and Student Sample

Lecture Fifteen (review)
Last week of classes
Wrap the course up
All Assignments Due
Online: See discussion board

For Part I: All Discussions should be complete.
RECAP:
For Part II: The student’s executive summary discussion and Q & A.

Students will post under the discussion forum Q & A session for final projects. See discussion forum for more details.
Each student will write a short executive summary.

Each student will post a question to each classmate’s topic. Students will provide a short answer to each question.

So here is the breakdown for Part II. There are three final steps to complete:

First, every student (author) will post a short executive summary (two to three) paragraphs discussing his/her research and the selected topic.

Second, every student will post one question to every author’s executive summary by Sunday evening. This will allow the author ample time to provide answers to all the questions.

Third, the author will respond to all questions.
This process completes the course. Please review all scores and assignments. Contact me if you have any questions.

**Week Fifteen**

- **DUE: Assignment Seven: Part II: Executive Summary short answers to classmates’ questions.**
- **DUE: (Part II) Executive Summary Paragraph on Topic from each author**
- **DUE: (Part II) Q & A from classmates to each author**
- **DUE: (Part II) Each author replies to each question.**
- **DUE: Post Project Reflection for RWS 3355 (10 points)**
- **Watch the TED Talk**

---

**Summary Lecture for Week Sixteen**

**Week Sixteen**

**May 8-12**

This is the week of finals. I will be scoring all remaining assignments. Please check your Blackboard email on a daily basis. If I have any questions, or you are missing any work, this is where I will contact you.

- **Finals week: May 8-12**
- **Check all of your scores**
- **Watch the TED Talk**