Course 22558 9:00 a.m.-10:20 Tuesday and Thursday UGLC 236
Instructor Esther Solis Al-Tabaa
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Phone 747-6254
Office Hours Tuesday 7:45-8:45 a.m.; 10:30-11:50; Thursday 7:45-8:45 a.m.; 10:30-11:50; and by appointment
Online Office Hours Wednesdays 12:00-1:00 p.m.

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

Please feel free to contact me through Blackboard e-mail or by setting up a conference time if you have any questions throughout the semester.

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

Required Texts and Materials (Purchase these the first week of classes).


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

Type of Computer Technology Needed for this Class
• UTEP e-mail account and ID. You will need this for access to Blackboard and the Database class website. This course will have a Website component.
• Internet access from home, if possible. UTEP offers free internet service for students
• Also ATLAS located in the UGLC is open and the Library
• Check the Library for the updated versions needed to open their databases
• Check the bookstore for all software, receive student discounts
What Else??
All online discussions, chats, handouts, and assignments will be located in your Blackboard course for this class, including this syllabus and course calendar.

Any material I ask you to download from the Internet such as readings.

You will need a USB driver to place large amounts of work. Back-up all your work! You can also use Mspace located on your UTEP page. (We are in a computer lab)

Do not worry if you are not a wiz with technology. You will have hands on instruction and tutoring for all technology components at the beginning of the semester. Also, the ATLAS Lab located in the UGLC provides further instruction on the use of Blackboard, Microsoft Word and PowerPoint.

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 work for the student. I hope that this information will assist you 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've 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 class, you would be spending at least six hours doing “homework”—3 hours in class x 2 = 6. Sometimes, Blackboard assignments will take the place of in class work, so on these days add your class time for that week. Therefore, expect to be working approximately 7.5 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 six hours outside of class a week for this course. This course is heavily situated in writing and academic research. Blackboard work is not an option. It is part of this course.

Description 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 oral communication for a workplace context are emphasized. Prerequisite: ENGL 1312 or ENGL 1313 or ESOL 1312.

This course will emphasize knowing about and preparing various kinds of English/Spanish communications—(international) business writing, business letters/memos, reports, proposals, visual aids, group presentations, and the basics of creating a business, etc....

Academic Philosophy
This class will be one of academic cooperation, i.e., both the teacher and the students will be responsible for creating a learning environment. Students will also be encouraged to help each other in all projects, group as well as individual.

Objectives
Students successfully completing this course will be able to handle a variety of professional writing tasks. This writing shall be grammatically correct and free from surface errors. It shall also be concise.

Course Arrangement
Several projects will require collaboration in a group of not less than two and no more than four participants. Students may select members for their groups. 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 following page. Work will be graded on content (response to the problem), format, and correctness of spelling and grammar. A grading rubric will be distributed for every assignment.

Students must read all assigned online textbook material prior to class.

Grading Assignments are graded according to criteria distributed in class. Documented essays and reports have to be accompanied by cited source material. 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).

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance (suggest students attend all classes: see attendance policy)</td>
<td></td>
</tr>
<tr>
<td>Class participation (expected of all students: make sure you read)</td>
<td></td>
</tr>
<tr>
<td>Blackboard participation for discussions/responses</td>
<td>50</td>
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<tr>
<td>Audience Analysis (memo) English/Spanish</td>
<td>25</td>
</tr>
<tr>
<td>Letter English/Spanish</td>
<td>25</td>
</tr>
<tr>
<td>Instructional Document English/Spanish</td>
<td>100</td>
</tr>
<tr>
<td>Review of Literature</td>
<td>100</td>
</tr>
<tr>
<td>Business Report</td>
<td>100</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>100</td>
</tr>
<tr>
<td>Policy, Manuals, Handbooks</td>
<td>100</td>
</tr>
<tr>
<td>Employment Resumes and Letters of Application</td>
<td>100</td>
</tr>
<tr>
<td>Project: Create a Business English/Spanish</td>
<td></td>
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<tr>
<td>Group Proposal</td>
<td>25</td>
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<tr>
<td>Group Progress Report</td>
<td>25</td>
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<tr>
<td>Group Presentation (Website)</td>
<td>100</td>
</tr>
<tr>
<td>Individual (portion of website)</td>
<td>50</td>
</tr>
<tr>
<td><strong>Group Project (Business project)</strong></td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>300</td>
</tr>
</tbody>
</table>

Total possible points 1000

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

The attached calendar serves as a guideline to the semester's work. A more detailed weekly calendar will be posted in Blackboard. Pay attention to calendar changes. They will be posted in Blackboard’s Homepage and Calendar page.
Course Policies

Attendance
The attendance policy decided upon by the English Department states: “You may not incur more than four absences (two weeks worth) within the course of a semester.” Excessive tardiness (3) will be counted as one absence. Lack of online participation will also count as a daily absence and two early departures will count as an absence. You will be dropped from the course, even if the absence is beyond your control, once your four absences. So save your allotted absences for the “real thing.” This class requires your presence in order to do well. Every day we discuss something new. Remember you only meet twice a week. Don’t be late. If you are absent the first day of class and you were registered in class in advance, it counts as an absence. You are responsible for noting where we are meeting for class. I always let you know where we are meeting prior to the next class meeting. I always post a note and give notice where we are to the main office of the English Department located in Hudspeth Hall. There is no excuse “I couldn’t find the class.” Furthermore, class change location will also be posted on your Blackboard homepage.

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 Fall, 2011 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.

Late Work
All essays and assignments are due at the beginning of the class period. Papers handed in 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, you may turn the assignment in early. Blackboard assignments are to be posted when due. The lock-out function in Blackboard is implemented automatically, so you must 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. I will not accept this excuse.

Note: This is for those of you who procrastinate. I strongly suggest not printing your work out at the last minute, because if you are late to class for this reason not only will you receive a tardy, but you will also be penalized a letter grade on your assignment that is due.

Note: If you take advantage of this late policy and you have (5) assignments late, it will be upon my discretion not to accept any late papers from you. You will automatically receive zeros from that point on for late assignments.

Student Accommodations for Disabilities
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.
E-mailed Assignments
Do not e-mail me any work unless I specify. If I cannot open up your document, you are responsible for turning in a hardcopy. All electronic submissions should be sent through Blackboard.

Major Papers
In order to pass the class, all essays must be completed and revised, plus other major technology assignments, which connect to the essay. I will post handouts in Blackboard of the criteria needed for each assignment. It is your responsibility to learn the material.

Format for Papers
All papers must be typed using a legible 12-font, such as Arial, Times New Roman, (if I cannot read it, I don’t grade it). Make sure to double-space with five-space paragraph indentions and one-inch left and right margins, stapled and placed in the appropriate folder packet. Use APA style.

Assignments
All work must be typed and stapled if needed. You will be doing a great deal of revision in this course, so to save yourself time, save your work on a flashdrive, and remember to have an electronic backup copy (use Mspace), and a hard-copy of your work, just in case of technical problems.

Readings
It is important that you keep up with the readings. Be prepared to have a pop quiz at any time. Post discussions on Blackboard.

Oral Presentation
You will give several well-prepared presentations. You will use Microsoft Power Point to explain your research.

Mid Term and Final Exams
These exams will be based on your texts readings. So make sure to read your text book.

Miscellaneous Work/Participation
Miscellaneous work includes all of the following:
• Individual or group, short-term assignments, usually conducted in class
• Strategies such as: starting, exploring, positioning readers/writer; focusing; revising
• First version and revision
• Conferences with me if necessary

Class Participation includes all of the following
• Attending classes and conferences
• Engaging in class discussions conducted as a whole class, in small groups and on-line discussion

Classroom Etiquette
As a courtesy to the class, turn off all beepers and cell phones. Treat others, as you would like to be treated. Treat each other with respect. I will not tolerate obscenities and disrespect to fellow classmates, guest speakers or to me. I will ask you to leave my classroom if this occurs. I also reserve the right to drop you if you are preventing others from learning because of your classroom disruptions.

Online Etiquette
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 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. **Listen 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 UWC, 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. It:
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 Group 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:
- 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 In-class Assignments
Students productively participate to meet the criteria of the specific assignment
Note: This time should be used for class purposes, not for checking your e-mail or doing other homework for other classes.
English 3355: Bilingual Work Place Writing Spring 2014 Syllabus

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.

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

Textbooks
• The textbooks for this class are mandatory.
• Bring texts to every class session.
• 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. In order to save trees, all material is on-line. It is your responsibility to preview material.
The course calendar for the semester is located in a separate document labeled “Course Calendar with Course Readings and Assignments.”

Spring Dates:

January 21, 2014 Classes Begin

February 5, 2014: Census Day: All students who have yet to attend must be dropped.

March 10-14, 2014: Spring Break (no classes)

March 26, 2014: Freshmen mid-term grades due

March 31, 2014: Cesar Chavez Day (no classes)

April 4, 2014: Drop date: Last day to drop students with a W.

April 18, 2014: Spring Study Day (no classes)

May 8, 2014: Last Day of Class

May 9, 2014: Dead Day

May 12-16, 2014: Finals Week