

# Workplace Writing

RWS 3355: 16466 • FULLY ONLINE

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ONLINE OFFICE HOURS: W 2:00-4:00 PM OR BY  
APPOINTMENT

## ONLINE COURSE INTERFACE

This course will use Blackboard as the primary online interface. In addition to postings and course communication, Blackboard will also serve as a private and secure space for students to access up-to-date grades. This course works within weekly modules. Every week you will have a module that needs to be completed. Each week's module opens up on Sunday morning (12:00 AM) and closes the following Saturday (11:59 PM).

## SYLLABUS

A current draft of the syllabus will always be available on Blackboard (See the folder titled "Course Documents"). Any modifications to the syllabus will be announced in the course modules.

## COURSE DESCRIPTION

The primary goal of RWS 3355: Workplace Writing is to develop students' professional communication skills. Effective communication is based on an awareness of and appreciation for discourse communities as well as knowledge specific to subject matter, genre, rhetorical strategy, and writing process.

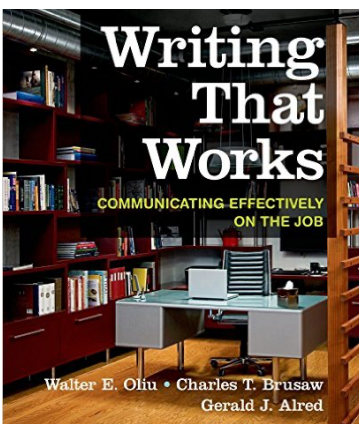
This class offers an approach to communication that helps students determine the most effective strategies, arrangements, and media to use in various situations within the workplace. Students will produce a variety of documents while gaining more confidence and fluency in written and visual communication.

A secondary goal of Workplace Writing is to strengthen students' self-learning skills. This means they will be required to work independently and to manage their time carefully.

## REQUIRED TEXT

This course will use Oliu, Brusaw, & Alred's *Writing That Works* as the guiding textbook.

**Note: We will begin using this text during the third week of class, so please obtain a copy of it by then.**



Oliu, W. E., Brusaw, C. T., & Alred, G. J. (2016). *Writing That Works* (12th ed.).

Bedford/St. Martin's: Boston, MA.

ISBN: 978-1319019488

[Link to text on Amazon.com](#)

## ONLINE PARTICIPATION AND “ATTENDANCE”

I recommend logging in at least a few times per week, as there may be updates. **Missing more than three (3) weeks’ worth of postings will result in a failing course grade**, regardless of your progress on major assignments.

## ASSIGNMENTS & PROJECTS

All assignments must be submitted in .DOC, .DOCX, or .PDF format (unless otherwise noted). I will provide detailed guidelines for each assignment.

This course is graded on a 1,000-point scale as follows:

- Participation/Discussion Posts - 100 points
- Reading Responses - 100 points
- Positive/Routine Letter - 100 points
- Negative/Sensitive Letter - 100 points
- Informative Memo - 100 points
- Resume Draft - 50 points
- Job Application Portfolio - 200 points
- Final Proposal/Report Draft - 50 points
- Final Proposal/Report - 200 points

Final grades will be determined using the scale below. Grades will be posted to Blackboard.

A=900-1,000 points

B=800-899 points

C=700-799 points

D=600-699 points

F=599 or below

## COMPOSITIONS

Your written work is a reflection of your capabilities and efforts and comprises the majority of your final grade. You are, therefore, expected to produce well-constructed, rhetorically effective documents. Thus, neatness, visual appeal, and mechanical and grammatical correctness are important (although they do not, alone, guarantee a solid text or a good grade). Your written documents should have appropriate margins, spacing, pagination, and formatting. Your productions in electronic and other media should be well-designed. In short: **take pride in your writing and aim to produce high-quality documents.**

## ASSGNMENT SUBMISSIONS

You must submit all assignments via Blackboard. Please note: **Late work is not accepted.**

## NETIQUETTE

Please review “The Core Rules of Netiquette” by Virginia Shea at <http://www.albion.com/netiquette/>.

We will be talking about audience quite a bit in this course, and I want you to keep in mind that you are addressing a professional audience. Indeed, this is a professional writing course, something you should take into account in **all** writing you do in RWS 3355 (postings, responses, assignments, and even emails). When you email me, you should do so in a professional, workplace-appropriate manner, using the conventions and practices we discuss in class. Please include the course name and number in your emails.

## COURSE POLICIES

Please refer to the following policies for this course. If you have any questions, please see me during my office hours or send me an email and I’ll be happy to help.

- It is your responsibility to manage your workload, complete all assignments, and stay on top of your grades. It is also your responsibility to arrange an office meeting with me to discuss questions and/or concerns. The earlier you contact me with questions and/or concerns, the better we can deal with them.
- UNIVERSITY WRITING CENTER (UWC): I encourage you to make use of the UWC during the planning, drafting, and/or revising phases of writing any assignment in this class. The trained writing consultants can help give you a fresh perspective on ideas and help you with things like correctness, formatting, etc. This semester the UWC is available for online sessions only. You can make an appointment here: <https://www.utep.edu/uwc/>
- RESOLVING ISSUES: It is your responsibility to manage your workload, complete all assignments and stay on top of your grades. It is also your responsibility to arrange an office meeting with me to discuss questions/concerns. The earlier you contact me with questions/concerns, the better we can deal with them.
- PLAGIARISM: An act of plagiarism (or other form of academic dishonesty) will result in an 'F' for the course, and may include other University disciplinary action, such as suspension or expulsion. You should become familiar with the ethical guidelines for conduct spelled out in the Student Affairs section of the Handbook for Operating Procedures. Additionally, please be aware that you may not submit work for this class that was produced for another class. You must produce your own original work in this class and appropriately identify and portion of your work which is collaborative with others, borrowed from others, or which is your own work from other contexts. Always cite your information. If you have doubts as to whether or not you are using your own or others' work legally and ethically, ask me or stop by the UTEP Writing Center. Follow this primary principle: Be upfront and honest.
- 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 accommodation, please contact The Center for Accommodations & Support Services (CASS) at (915)747-5148 or at [cass@utep.edu](mailto:cass@utep.edu). The CASS office is located in Room 106, Union East. Students are responsible for presenting the instructor with any CASS accommodation letters and instructions.