

# Workplace Writing

RWS 3355: 23399 • FULLY ONLINE

Time: 1:30 pm - 2:50 pm

Days: Monday/Wednesday

**SURESH LOHANI**

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OFFICE HOURS TUESDAY 12 am-3:00 pm (Blackboard  
Collaborate Ultra) OR BY APPOINTMENT

## COURSE ONLINE 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. Each week you will have a module that needs to be completed.** If you need help working with Blackboard, please contact me or seek help at one of the University's computer labs. It is your responsibility to keep up with and manage your workload.

## SYLLABUS

This syllabus is available on Blackboard. While the syllabus is a binding document, portions, such as the course calendar, are subject to change by written notice. A current draft of the syllabus and calendar will always be available on Blackboard. Any modifications to the syllabus will be announced in the course modules or announcements, as well.

## COURSE DESCRIPTION

The primary goal of RWS 3355: Workplace Writing is to develop students' effective communication in professional contexts. This 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.

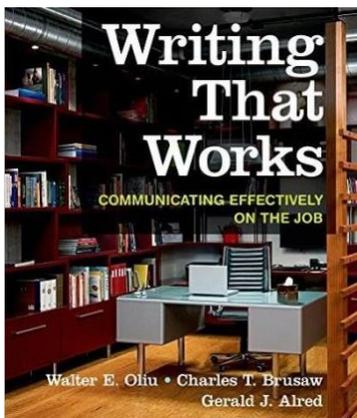
This class presents an approach to communication that helps students determine the most effective strategies, arrangements, and media to use in different situations within the workplace. Students will produce a variety of documents while gaining more confidence and fluency in written and visual communication.

A secondary goal of Workplace Writing is to strengthen your self-learning skills. This means that you will be required to work independently to be fully prepared for class and for the writing projects you must complete.

## REQUIRED TEXT

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

Below is the textbook for this course:



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](https://www.amazon.com/dp/9781319019488)

## ATTENDANCE

Logging in regularly is a must for an online course. I recommend logging in at least once per day, as there may be updates. Since you signed up for an online course, it is assumed you have internet access. Missing more than three (3) week's worth of posting will result in automatic failure of the course, regardless of your progress on major assignments. I do not drop students; if you wish to withdraw, you must do this yourself. Students who do not log on or post anything on Blackboard by the end of Week Two will automatically be dropped from the course--no exceptions.

## ASSIGNMENTS & PROJECTS

Assignment sheets will be posted to Blackboard before the class in which the assignment is introduced and usually much earlier. All assignments are to be submitted via the Blackboard "assignments" or the related course module by 11:59:00 PM of the due dates (see course calendar). All assignments are required to be submitted in .DOC, .DOCX, or .PDF format (unless otherwise noted). No other file types will be accepted or graded. Please see the related assignment sheet for each assignment for a detailed description of the 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

This course works on a 1,000 point scale and final grades will be determined using the scale below. Grades will be posted to Blackboard. Please see me during my office hours if you wish to discuss your grades.

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 high-quality, sophisticated documents. A part of that quality is the appearance of your work. Neatness, visual appeal, and mechanical and grammatical correctness are important, although they do not, alone, guarantee a well-made 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.**

## LATE WORK/MISSED ASSIGNMENTS

**Late work is not accepted.** Please note the due dates listed in the course calendar and plan ahead. With this being a 100 percent online course, all of your work will be digital compositions. That being the case: **save early, save often, and save in multiple places. Losing material because of computer crashes, disk problems, internet issues, etc. is NEVER an excuse for late or incomplete assignments.** Additionally, **I will not grade any assignments submitted via e-mail.** You must submit all assignments via Blackboard. Emailing an assignment is **never** an option. You should plan for time in case you run into issues with Blackboard as it does happen. Sending an email with your assignment attached because you were not able to get it working on Blackboard or because the

wrong version of your document was mistakenly uploaded is not acceptable and does not count as submitting your assignment.

## **NETIQUETTE**

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

We will be talking about audience a lot in this course, and I want you to keep in mind that you are speaking to a professional audience. Additionally, this is a professional writing course and you should take this into account in **all** writing you do for this course (postings, responses, assignments, and even emails). When you email me, you should do so in a professional, workplace manner using the conventions and practices we discuss in class. Emails must be professionally composed and workplace appropriate. Emails that do not meet this standard will have to be rewritten before receiving a response. Please include your course name and CRN 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. The UWC is offering only online assistance this semester (You can make an appointment visiting this link <https://www.utep.edu/uwc/writing%20help%20online/who.html>).
- 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 is an issue I take very seriously. 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 make use of 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.