English 311 Business Writing Online  
Spring 2018  
*Subject to Additions and Changes*

INSTRUCTOR  
Sonya Dunning

INSTRUCTOR E-MAIL  
sdunning@cwu.edu

CONTACT INFORMATION  
Please contact me via my CWU Outlook e-mail *from your CWU Outlook e-mail* (not from Canvas OR from your personal, non-university non-CWU-Outlook e-mail) with any course- or assignment-related questions. I am generally very quick to respond to e-mail. However, if you don't hear from me within 24 hours, I expect that you will e-mail me again.

I require CWU Outlook e-mail for correspondence because it is verified to belong to the student only and is the official form of communication for the university. If you need help setting up your CWU Outlook e-mail, please contact Information Services for help.

REQUIRED MATERIALS

- MyLab and Mastering
- Supplemental readings, TBA, available via Canvas

This course makes extensive use of the MyLab and Mastering homework, quizzes, and grammar exercises provided by Pearson. You will need to procure access to MyLab and Mastering. This may come packaged with the textbook you bought, or you may have to buy it separately. Please let me know right away if you have trouble gaining access to MyLab and Mastering! Pearson has created a handout to help students get Canvas linked to MyLab and Mastering.

It is important that you have reliable and consistent access to the required course materials. It is your responsibility to obtain the required materials *by the first day of class.* Failure to have these required materials by the first day of class will impact your ability to complete assignments in a timely manner, which will, in turn, impact your grade.

OVERVIEW OF COURSE PURPOSE, OUTCOMES, AND TIME COMMITMENT  
The CWU Course Catalog describes this course as the study and practice in effective business writing. The purpose of the course content is to instruct you in business
writing genres, rhetorically effective writing in business contexts, professional writing style, and writing concisely and correctly.

Course Outcomes
Below are the course outcomes for ENG 311. By the end of the class, students should be able to do the following things:

- Recognize the rhetorical, organizational and stylistic characteristics in a variety of business writing genres.
- Demonstrate a mastery of specific genres for a variety of business writing contexts.
- Demonstrate the ability to select specific business writing genres and characteristics to match specific writing contexts.
- Analyze the relationship between the audience of a business document and the style and tone appropriate to that document.
- Organize materials to match message with structure for readability.
- Demonstrate mastery of expectations for business writing contexts including conciseness, cohesion, clarity and appropriateness.

The homework activities, quizzes, discussions, extra credit grammar exercises, and unit capstone assignments that you will do throughout the class are geared towards these outcomes.

Time Commitment
Please keep in mind that the workload for this course includes reading and/or exercises/activities that would ordinarily be completed in a class setting, as well as reading and/or exercise/activities that would ordinarily be assigned as homework and turned in the next class period. Find a system that works best for you in terms of getting your assignments completed in a timely manner. If you are a student who also works full time, which is something many students do at all levels of education and all across the world, it might be extra important that you look ahead at when assignments are due and customize your schedule so as not to interfere with your other obligations. Along with many of your classmates, I empathize with your busy schedule. However, having a busy schedule outside of school is often a given, especially, perhaps, with those who opt for online learning, and is therefore not an excuse for lack of participation and dedication to completing course work. If you feel you will be unable to make an adequate time commitment to this course, you might consider re-evaluating whether it's in your best interest to pursue it. Please also review the following:

- Tips for Being a Successful Online Student
- Online Student Readiness Quiz

Writing Process and Quality Expectations
Because English 311 students have completed Central’s English 101 and 102 (or the equivalent), or have transferred to CWU with AA degrees, grammar and usage are assumed as acquired basic skills. Basic research skills, including the ability to properly
cite sources, are also expected. Members of the CWU Writing Program faculty recognize that writing is a process and that writers depend on a community of readers in order to develop and improve. We thus expect each student to participate in this course in the following ways:

- Prewriting to generate and clarify content
- Revising to provide economy, clarity, unity, and balance
- Editing your own work and the work of others
- Writing polished prose that is purposeful, clear, and effective
- Understanding and using criteria to self-assess your writing
- Working responsibly in writing groups
- Engaging critically and constructively in the exchange of ideas during all conversations and activities
- Demonstrating academic integrity in all written projects

**COMPUTER AND CANVAS REQUIREMENTS AND EXPECTATIONS**

To succeed in this online course, you need to be sure you meet the [Minimum Computer Hardware and Software Requirements](#) (plug-ins, media players, downloads).

Canvas is your classroom and your “grade book,” and it is your responsibility to ensure that you have adequate access to Canvas and are well versed on how it works. Should you be unfamiliar with how Canvas works, it is your responsibility to seek the support and training you need in order to meet the demands of this course and the online learning environment at large.

Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser. Canvas supports the last two versions of every browser release. It is highly recommended that you update to the newest version of whatever browser you are using as well as the most up-to-date Flash plug-in. [This guide explains which version of each browser is currently supported in Canvas](#). There are also tips on how to configure your chosen web browser to work best with Canvas.

Canvas is not officially supported on mobile browsers, but it does offer an app for iOS and Android. However, because it is made to work on a desktop, this is not the best interactive experience. Since Canvas uses small elements of Flash, not all Canvas features may be supported on mobile devices, especially on iOS.

Note that the Canvas site offers a number of ways to get help. Explore them by clicking on the red Help button at the top right of the page. There are user guides, a live chat option, and a telephone number you can call for support. I have had great success with the live chat option.

[CWU Service Desk](#) can assist you with MyCWU network and login issues.
GRADING POLICIES
I will provide a rubric with each assignment. You should read the rubric criteria and try to meet them all to get a good grade.

Please also see the table below:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Total Percentage Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>74-76</td>
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<tr>
<td>C-</td>
<td>70-73</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>64-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-63</td>
</tr>
</tbody>
</table>

Grading is rigorous. Please remember that grades are earned, not given. Complete the readings in a timely fashion, take notes, pay attention. Participate in an informed manner (having engaged with and absorbed the assigned readings) and make sure you meet all the requirements for the assignments. Read assignment sheets and relevant
“guides” carefully and follow directions. Contact me in advance, via your Outlook e-mail, with any questions about assignment requirements. You *MUST* ask your questions about assignments at least two full days before they are due in order to ensure that you receive a timely response.

At the end of the quarter, should your grade be on the cusp, I will *consider* "rounding up." However, this is *NOT* a guarantee, and I will only do so if you meet *ALL* of the following requirements:

- You have completed and submitted *ALL* assignments *on time,* including all discussion posts and responses
- You are *no more* than .5% shy of earning the higher grade
- You have completed all extra credit opportunities

IMPORTANT: It is your responsibility to meet all assignment requirements in a timely, thoughtful, and purposeful fashion. Do not e-mail me at the end of the quarter, asking me to increase your grade if you don't meet all of the above requirements. You cannot submit assignments after the quarter has ended.

IMPORTANT: Assignment groups are weighted (see the chart below). Thus, please don’t assume that not completing a “low point” assignment won’t impact your total grade.

**ASSIGNMENT SUBMISSION REQUIREMENTS**

**Length**
Most of your assignments have the required word-count or page-count stated prominently on the assignment sheet. If you fall short of the minimum count, you have not met the minimum requirements of the assignment. When you don’t meet a minimum word count requirement, your grade will be reduced automatically. Expect an automatic reduction of at least 1 point for every 5 words you are shy of a word count requirement. This point reduction will be in addition to point reductions per the assignment rubric. It is possible to earn “0” points. When you don’t meet the minimum page count requirement, you will lose a grade’s-worth of points for each page you are shy of the requirement. For example, if you submit a paper of 4 pages when the page count requirement is 5 pages, what could have been an “A” will become a “B.” If you submit a paper of 4.5 pages when the page count requirement is 5 pages, what could have been an “A” will become an “A-.” Please note that your paper must meet the minimum page count requirement when it is property formatted, per font, spacing, and margin guidelines. Please also note that the point reduction for not meeting a minimum page count requirement will be in addition to point reductions per the assignment rubric.

**Submission Formatting**
Unless otherwise stated on the assignment sheet, your assignments should be single-spaced with 12-point Times New Roman or Calibri font and 1-inch margins. Please
engage consistently with either MLA or APA formatting conventions (if you’re an English major, I expect you to use MLA). If you need a refresher on MLA/APA conventions, it is your responsibility to pursue that. **OWL at Purdue** is a good website to look at. Note that Word sometimes sets the default margins to 1.25 inches. You will need to change this. If you need help changing your settings on Word, please click here. Please also review submission guidelines for individual assignments.

**File Formats and Submission**
For work that is turned in online and requires an attachment, you must provide a .docx or .doc file, and I must be able to open the file. If I can’t open the file, I’ll ask you to resend, and the assignment will be counted as late, according the policy described below. Please note that OpenOffice allows you to save your file as .doc, which is fine. Files must be labeled clearly, per assignment specifications. Failure to meet these requirements will impact your eligibility to earn maximum points. For example, failure to label your file as directed will result in an automatic loss of 2 points. If needed, contact [Information Services](#) for information on updating your version of Word.

You must submit your assignment to the correct link by the deadline in order for it to be eligible for a grade and feedback. Please take the initiative to double or even triple check that you have, in fact, submitted your assignment and that you have submitted it to the correct location. If you have questions, ask!

**Late Work**
Assignments that are worth over 100 points or more (excluding Discussion: Peer Review) are eligible for late submission but will be marked down one *FULL* letter grade for every day that they are late (an A becomes a B, for example). This deduction is *in addition to* any others that apply per evaluation criteria. After two days, I will not accept the assignment at all. It is your responsibility to turn your work in on time. I will not provide reminders if you have assignments that are missing.

IMPORTANT: If you submit one of the eligible assignments late, it is up to you to notify me of the late submission via a professional, courteous CWU Outlook e-mail (not via Canvas) to let me know you have submitted the work. Because you have submitted the work late, it might take a little longer than usual to grade.

Every other assignment must be submitted on time in order to be eligible for credit. Unless otherwise stated, assignments are due by 11:59 PM.

I allow one "Get out of Jail Free" card for initial discussion posts. This means that you have one safety net that expires after 24 hours should you need an extra day to complete and/or submit a discussion post. In order to be eligible for that safety net, however, you MUST e-mail me in advance with a professional CWU Outlook e-mail requesting the extension. Failure to e-mail me in the aforementioned manner may result in my denying your request. If your extension is approved, you must also notify
me in the submission itself that you are using your "Get out of Jail Free" card. This is not an option for peer review.

Resubmission/Revision
No assignment in this course is eligible for revision or resubmission. However, you are encouraged to send me drafts of your work for comments and feedback, which generally help improve the final product. If you'd like feedback on a draft, you need to get it to me with a reasonable amount of time to read it and provide feedback. In other words, sending a draft on Wednesday afternoon for an assignment due on Wednesday night will not result in helpful feedback, if in any feedback at all. Please submit drafts *at least* three full days before they are due in order to guarantee thorough feedback that you will have time to digest and incorporate.

SCHOLASTIC INTEGRITY
This course prohibits academic dishonesty as defined herein and in the student conduct code. If you have any questions about how to uphold course and university policies regarding scholastic integrity, it is your responsibility to ask. Here are a few basic reminders:

- All of your work for this course must be 100% your own, have your name on it, and must be produced *for this class.*
- Submitting work that you or anyone else wrote for any other class (including for a past section of English 311) is an act of academic dishonesty and will be penalized accordingly.
- Submitting work that doesn't have your name on it is also a violation and will be penalized accordingly.

If you have committed an act of academic dishonesty as defined herein and/or in the student conduct code, I will report the act to Student Success, and you will, at the very minimum, receive an F on the respective assignment. You may also be liable to receive an F in the course at large.

DISRUPTIVE BEHAVIOR
Please treat others in this learning community with respect and follow the guidelines of the student conduct code. Please also see the following:

- Online Etiquette Guidelines
- Netiquette - Student Guide

Behavior that is disruptive or disrespectful will be reported to Student Success as a behavior of concern and necessary disciplinary action will ensue accordingly.

INCLUSIVITY STATEMENT
In my classroom, diversity is welcomed and celebrated. I will not tolerate any forms of prejudice or discrimination, including those based on age, color, disability, gender,
national origin, political affiliation, race, religion, sexual orientation, or veteran status. We are here to learn in a climate of civility and mutual respect. Instances of prejudice or discrimination will be reported to Student Success as a behavior of concern and necessary disciplinary action will ensue accordingly.

DOCUMENTED DISABILITIES
Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning, discuss your concerns with the instructor. Students with disabilities should contact Disability Services to discuss a range of options for removing barriers, including accommodations. Student Disability Services is located in Hogue 126. Call (509) 963-2214 or e-mail ds@cwu.edu for more information.

GRAMMAR EXERCISES/EXTRA CREDIT
You are eligible to earn up to 11 points extra credit for successful completion of the grammar exercises provided in this course. You are welcome to complete all of the grammar exercises, but only 11 points total (1 point per up to 11 exercises) will count at the end of the quarter. You must earn at least a 90% on an exercise for your score to be eligible for extra credit. These points will be added to the existing points you’ve earned in the quizzes assignment group only (NOT to any other assignment group). NOTE: the grammar exercises are often worth several points. You will earn 1 point for each of the exercises that you complete with at least 90%. Here is a list of the extra credit grammar exercises, which you’ll see on the course home/modules page as well:

- 1: Nouns
- 2: Pronouns
- 3: Verb Tense
- 4: Subject-Verb Agreement
- 5: Adjectives and Adverbs
- 6: Sentences
- 7: Punctuation
- 8: Modifiers
- 9: Parallelism
- 10: Comparisons
- 14: Word Choice

ASSIGNMENTS
The course assignments (shown in the table below) are designed to help you meet the outcomes and objectives described above. Note that the table below groups your assignments by the date they are due and it might be more helpful to view the assignment as they are listed on the course home page.