



COURSE SYLLABUS

ENG 2570-E348 (#8993)

Dates: 6/2/2016 to 7/6/2016

FACULTY INFORMATION

Instructor: Dr. Patrick Corbett, Assistant Professor of English

Office: Namm #520

Telephone: (718) 260-5429 (office)

Email: pcorbett@citytech.cuny.edu
plcorb@gmail.com

Office Hours: T/TH 5:30 p.m. to 6:00 p.m.
Other times on a case-by-case basis (contact me).

You can also send me your questions (but not assignments) via email. If an email response is necessary, you can expect it within 24 hours.

COURSE INFORMATION

Course Name: Writing in the Workplace

Credits: 3

Course Format: Computer-aided classroom

Course Meeting Times: T/W/TH 6:00 p.m. to 8:30 p.m. (N-923)

Pre-requisites: ENG 1121

Catalog Description: "An advanced composition course emphasizing writing used in business and industry. The course will focus on business letters, memos, minutes, process papers and reports."

English 2575, **Writing in the Workplace**, will provide you with the opportunity to improve your ability to write career-related documents through applied study and critique. You will develop the knowledge, skills, and processes necessary to compose documents under constraints typically found in the workplace. You will be evaluated throughout the process of researching, organizing, writing, revising, and presenting your documents.

This course stresses:

- Document content and format.
- Audience analysis.
- Problem-solving.
- Awareness of ethical issues in career-oriented writing.

Capabilities: This course requires the skills and access to the technology listed below:

- Work independently and responsibly under continuous deadlines.
- Produce written Standard Business English with good design.
- Ability to use MS Word, OpenOffice, or Adobe InDesign.
- USB flash storage and back up of work (do not rely on cloud).
- Access stable high-speed Internet to hear sound and view video.
- Use a computer keyboard and mouse effectively.
- Conduct online research using search engines and the digital library.
- Learn the CUNY OpenLab OLS (online learning system).
- Print course materials and assignment drafts.

Textbooks:

The Essential Guide for Hiring & Getting Hired

Author: Adler, Publisher: Workbench Media, Edition: 1st, Year Published: 2013, Price: 17.96 (Amazon only) USD, Notes: Digital okay. Used okay.

ISBN: 978-0988957411

COURSE STRUCTURE

ENG 2570-E348 is a five week summer course, which meets three times per week for 150 minutes each meeting. The presentation of this course is a combination of short lectures and presentations, class discussions, small group work, and workshops.

Because this course runs on a compressed schedule, you will be in class three days a week. **You can expect to do 10 to 15 hours per week of outside reading and writing for this class.** You should expect to break this work up over the entire week and the weekend. You will need to be prepared for discussion activities each class. Your preparedness is **crucial** to the intellectual quality of our class, your learning, and your preparation as a professional in the field.

Course Competencies: The course competencies for 2570 are determined by the College and can be found here: <http://www.citytech.cuny.edu/academics/deptsites/english/docs/courses/ENG2570.pdf>

Blackboard: This course does not use the Blackboard OLS.

CUNY OpenLab: Course materials will be available to you on OpenLab. You will need your OpenLab user name and password to access these materials. You can find our OpenLab course home here: <http://openlab.citytech.cuny.edu/courses/>.

Course Competencies: The following course competencies are determined by the College.

General Competencies: You will practice the competencies listed below in this course.

1. "An understanding of the specific nature of the task."
2. "An ability to write for a specific audience in an appropriate professional style."
3. "An understanding of the appropriate format for each presentation."
4. "An understanding and mastery of the conventions appropriate to each type of presentation."
5. "An ability to reason logically."
6. "An ability to distinguish among fact, inference, and judgment."

7. "An ability to use forms of discourse appropriate for specific assignments."

Research Skills: The following research skills shall be demonstrated by the students when they prepare reports.

1. "An ability to locate material from primary sources on a given subject related to their majors. Primary sources may be observations, interviews, questionnaires, experimentation, and work experiences."
2. "An ability to summarize, paraphrase, and quote from sources with correct documentation and in correct form according to accepted professional conventions. Secondary sources may be professional journals, periodicals, indices, and standard reference works related to their majors."
3. An ability to integrate interpretations, evaluations, and recommendations with research findings when required to do so."

Organizational Skills: The following organizational skills shall be demonstrated by the students when they plan and present assignments.

1. An ability to order logically, chronologically, spatially, or according to importance.
2. An ability to define in simple and extended patterns.
3. An ability to classify and partition.
4. An ability to describe devices and processes.

CLASS POLICIES

Student Responsibilities: Students are expected to be familiar with CUNY and City Tech policies and procedures. Many of the important policies and procedures are in the Student Handbook on the City Tech website, located here:

<http://www.citytech.cuny.edu/files/students/handbook.pdf>

Additionally, you must accept full responsibility for the consequences of your words, your actions, as well as any classes and/or work that you miss. You must come physically, emotionally, and intellectually prepared to perform under the pressures associated with a structured learning environment.

Most importantly, remember these conditions of success in writing class:

- Be present.
- Do not panic.
- Ask questions.
- Never give up!

Instructor Duties:

As your professor, I commit to communicating openly and frequently with you about this course. I will maintain a professional and safe learning environment that adheres to the policies of the College. You can expect a reply to communication, be it via e-mail, through online discussions, voicemail, or in person, within 24 hours when necessary. If you have a problem with this class, my evaluation of your performance, or any other aspect of our professional relationship, please reach out to me to discuss your concerns.

Class participation: Obviously, you are expected to participate. Students who participate in the intellectual life of a course learn more, earn better grades, are more prepared to excel in the professional workforce, and go farther faster.

As the professor of this course, I am responsible for creating and maintaining the conditions that facilitate your learning, but only you can actively engage those conditions. If you are not actively participating in this class then you are wasting precious money and time, and you will not acquire the degree of skill necessary to ensure your future success in the professional workplace.

Attendance: Your attendance is recorded and reported to the college according to City Tech policy. Because this course is designed as a hands-on experience (meaning that you actually *work* in class) missing even one class will impair your ability to complete future assignments. The vast majority of students who fail the course are the students who fall behind and cannot catch up.

If you are absent for more than two of our classes, you may earn a WU (unintentional withdraw) for the course, which is counted as an F in the calculation of your GPA. If I elect to allow you to pass with excessive absences, I will deduct one-half letter grade from your final grade for each absence beyond the second. If you know that you will be missing classes, or are prone to illness, be sure to avoid unnecessary absences.

Late arrival: Arrive for class and be prepared to begin on time. Late arrivals are disruptive and disrespectful to your peers. Likewise, do not prepare to leave until you are dismissed. Plan in advance for adverse travel conditions like MTA delays.

My advice is to treat this class like a job--show up on time and end on time.

New York City College of Technology Policy on Academic Integrity: Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion. The complete text of the College policy on Academic Integrity may be found in the catalog.

Submitting Work: All work must be uploaded to a DropBox folder, shared with me, by 6:00 p.m. on the day specified on the assignment sheet. Typically, you will submit assignments as a document file (.doc, .rtf, .docx, or .pdf). Please name your file with the assignment name, and your last name. For example, *Research Paper 1_Smith*. For the sake of sanity (primarily mine), I do not accept or even acknowledge coursework that is submitted by email.

City Tech Email: Official course communications will be delivered to your student email. If you contact me by email, please do so from your City Tech email account. If you send an email from your personal email address, it may go directly to

my spam folder. Student e-mail can be accessed at:
http://cis.citytech.cuny.edu/Student/it_student_email.aspx.

- Electronic Devices:** College-wide policy prohibits you from using personal communications devices for non-instructional purposes in class, which is from 6:00 p.m. until 8:30 p.m. Your use of these devices disrupts class business. If you must use your phone, please excuse yourself from the classroom. Do not engage in texting conversations or video watching while in class. Please remove your listening accessories before you enter the classroom.
- Recording:** No audio-visual recording of any kind or for any purpose is allowed in the classroom without a signed media release form from every person attending (and my written permission) or an ADA accommodation. Failure to observe this policy will result in College disciplinary action.
- Use of Social Media:** Please do not use class time to explore or update these sites.
- Class Cancellation:** Official closures will be announced on local public radio stations and the City Tech website. If you are unable to safely come to campus, please notify me via your City Tech email. Coursework is due whether we have class or not.

GRADING METHODS

As your professor, I use a variety of evaluation methods for your work, including holistic rubrics, analytical rubrics, non-rubric responses, and credit for completion. Graded evaluations in this course are on a points system. You will receive points for each assignment that is graded based on how well it meets the criteria articulated on the assignment sheet. The value of the total points you earn in this course will be divided by the points possible to determine your final letter grade for the course.

Generally speaking, points equivalent to the grade of C will be awarded to work that is "average." You can earn a C by showing up to our class meetings, doing the course work, and fulfilling all of the course objectives. The grade of B is awarded for work demonstrating qualities that appreciably exceed what might be expected of "average." An A is an honor grade, signifying consistent quality and effort that is often "outstanding."

Late Work: This course is an intensive major course and moves very quickly through material. Late work dramatically disrupts your ability to learn. Students who get behind typically fail the course. **I can't emphasize this enough – late work impairs your ability to succeed and is the root cause of 90% of course failures.**

All assignments are due by 6:00 p.m. on the date specified on the assignment sheet. Late assignments (except the final project) will be accepted after the deadline at my discretion for up to 10 days after the assignment due date. Late assignments disrupt the flow of the course and receive significantly less feedback from your professor.

Grading Scale:

Grade	% Attained
A	93-100
A-	90-92.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	70-76.9
D	60-69.9
F	59.9-0

ASSIGNMENTS

The workload of this course is appropriate for a writing-intensive course. You can expect to work between 10 and 15 hours per week outside of class for this course. This is the minimum amount of investment necessary to prepare you for the professional challenges that lie ahead.

This is what you will be doing for this course:

- Carefully read approximately 50 to 100 pages from textbooks and other sources per week.
- Contribute substantively every single day to our class activities and discussions.
- Complete regular writing assignments and projects related to course topics.
- Design and write approximately 2,500 words of revised workplace documents.

For each assignment, you will receive detailed assignment sheets, typically one week in advance. For projects, you will receive detailed assignment sheets for each step in the project. These assignment sheets will explain how each assignment should be completed and how it will be evaluated.

Assignment Table:

Course Work	Percentage of Grade (approximate)
Productivity Report	15%
Mock Job Search	25%
Assignments	35%
Final Project	25%
Total	100%

Extra Credit:

Opportunities for extra credit in this class occasionally appear. Unless you are actively engaged in the work of the course, you will fail to earn it.

STUDENT ASSISTANCE

Office Hours: I am available to you in Namm #520 on a first-come, first-served basis. Please let me know that you are coming so I can prepare for your visit.

I cannot stress enough the importance of using my office hours as part of a successful course strategy. They are the place where we can work one-on-one when you need it the most.

Technical Assistance: If your technology problem is not directly related to the content of the course, I will not be able to help you. Help is available at the Student Computer Help Desk at the Information Booth on the first floor of the Namm Building. Consultants are available by phone at (718) 260-4900. You can receive help online (if you are connected) here:
http://cis.citytech.cuny.edu/Student/it_student.aspx.

These services are available during the following times:

- Monday, Tuesday, Wednesday: 8:30 a.m. - 6:00 p.m.
- Thursday, Friday: 8:30 a.m. - 5:00 p.m.

If you encounter a problem, seek help immediately. Do not wait until the last minute.

Learning Center: Please consult with me when you have questions about how to do a particular assignment, or how to develop your ideas. Many students find the workshops and tutoring assistance of The College Learning Center to also be helpful. The College Learning Center can be found in the Atrium of the Namm Building at AG-18.

Disability Statement: City Tech complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations to students with documented disabilities. Please contact Disability Resources Services at (718) 260-5143 for more information. The resource office is located in the Artrium Building, Room A-237.

If you have a documented disability that requires academic accommodations, please see me in private so that we can discuss the accommodations that you need in this class. ***It is best to do this at the beginning of the course.***

LinkedIn: I maintain a LinkedIn group, City Tech Emerging Professionals (CTEP), where I provide the most relevant and up-to-date career advice for City Tech students and alumni. You are encouraged to join and to connect with me.
<https://www.linkedin.com/grp/home?gid=8207518>

COURSE CALENDAR

This course calendar will help you to create your schedule and properly budget your time. Prior to each class you will receive a more detailed synopsis of what you need to prepare for our next meeting. As the class develops, this calendar may change to meet the objectives and needs of the class.

Date	Class Topic(s)	Readings to Prepare	Notes
6/2 Thurs	<ul style="list-style-type: none"> • Introductions • Self-Evaluation 		Buy books immediately!
6/7 Tues	<ul style="list-style-type: none"> • General Principles of Workplace Communication in 2015 	Covert 31-47	Assignment Due
6/8 Wed	<ul style="list-style-type: none"> • Day-to-Day Communications 	R&R, 1-62	
6/9 Thurs	<ul style="list-style-type: none"> • Performance-based Perspective 	Adler, 17-54 R&R, 111-135	Assignment Due
6/14 Tues	<ul style="list-style-type: none"> • The Achiever Personae 	Adler, 55-90 <i>TBD</i>	Assignment Due
6/15 Wed	<ul style="list-style-type: none"> • Articulating Achievement 	Adler, 91-113 <i>TBD</i>	
6/16 Thurs	<ul style="list-style-type: none"> • People (a.k.a. Every Meeting is an Interview) 	Adler, 114-129 Adler, 224-239	Assignment Due
6/21 Tues	<ul style="list-style-type: none"> • Persuasion When Real Money Is Involved 	R&R, 136-155	Assignment Due
6/22 Wed	<ul style="list-style-type: none"> • Before the Job Search 	<i>TBD</i>	
6/23 Thurs	<ul style="list-style-type: none"> • Creating a Personal Performance Profile 	Adler, 130-147	Assignment Due
6/28 Tues	<ul style="list-style-type: none"> • Efficient Opportunity Seeking 	Adler, 148-206	Assignment Due
6/29 Wed	<ul style="list-style-type: none"> • The Job Search 	Adler, 207-223	
6/30 Thurs	<ul style="list-style-type: none"> • A Vision for the Future 	<i>TBD</i>	Assignment Due
7/5 Wed	<ul style="list-style-type: none"> • Workshop 	<i>TBD</i>	
7/6 Thurs	<ul style="list-style-type: none"> • Workshop 	<i>TBD</i>	Final Project Due Productivity Report Due Mock Job Search Due