

Mississippi Valley State University
Department of English and Foreign Languages
College of Arts & Sciences

EN 302-01. Writing on the Job. (3)

Fall 2018

Class meets MWF, 10:00 a.m.-10:50 a.m., Business Education Building, Rm. 218

Dr. Jo (A. Baldwin)

Office: TED 157

Office Hours: Mondays and Wednesdays, 12 Noon to 3:00 p.m., TED 134
Fridays, 12:00 noon to 3:00 p.m., Sutton 230

Phone: 662-254-3673

Email: jabaldwin@mvsu.edu

Course Description:

This is a course that stresses the communications needs for students of varied academic backgrounds and occupational interests whose jobs require writing skills. Prerequisites are EN 101, EN 102, and junior standing.

Expected Student Learning Outcomes:

To recognize the special demands of on-the-job writing
To demonstrate the ability to plan and gather information
To demonstrate successful writing practices

Required Text and Other Recommended Materials:

Brereton, John C., and Margaret A. Mansfield. *Writing on the Job*. Updated ed.

New York: Norton, 2000.

Class Attendance Policy:

Timely, regular attendance is required. For a three credit course that meets three times a week, only ten (10) unexcused absences are allowed. Three tardy arrivals constitute one (1) absence. You are tardy if you enter class after the Sign-in Sheets have been put away. It is then your responsibility to inform me immediately after class has ended that you were present. Otherwise, this error on your part will remain an unexcused absence. If you miss as much as two-thirds of a class by arriving late and/or leaving early, you will be marked absent even if you signed in on time. Absences are counted from the first day of class until the end of the semester. Only officially excused absences do not incur attendance penalties. No talking other than orderly discussion of course material is permitted. No eating or sleeping is permitted during class time. Regarding electronic devices, you may use your phones and tablets for class related Web research but not for personal calls, texting, or entertainment. You may not disrupt my classroom by going out to return calls and coming back to your seat. You are not to record my lectures or any classroom activities or take pictures. The class is only 50 minutes long, so I ask that you resist the temptation to disobey my instructions and concentrate on our having a successful semester.

Cheating and Plagiarism Policy:

When a faculty member responsible for a course has reason to believe that an action of a student falls within one or both of the aforementioned definitions, the faculty member should initiate a conference with the student to present the student with the charge and the evidence. If the student admits to the wrongdoing, the instructor shall impose an academic sanction. The instructor has the prerogative of lowering the grade, assigning a grade of "0" or "F" for the work submitted, assigning a "F" for the entire course or recommending another penalty, including dismissal from the University. If the student does not admit wrongdoing or no mutually agreeable settlement is reached as a result of the faculty-student conference, the faculty member will consult the department chair.

Make-up Policy:

No late assignments will be accepted. All assignments must be turned in before the end of class or the instructor's scheduled office hours on the due date. Assignments may be turned in before the due date with the instructor's permission.

Teaching/Learning Strategies:

A business letter, standard memo, news article, newsletter interview in Q-and-A format, expanded obituary, first-time job seeker's resume, cover letter, and home page of a web site that follows guidelines for the form presented in *Writing on the Job* are required. Each assignment is worth a maximum of one hundred points.

Quizzes concerning reading assignments may be given at the instructor's discretion and will result in a reduction of points for each incorrect answer.

Each student should bring paper, pen, and the textbook to every class. Failure to have paper, pen, and textbook will result in one point per class being subtracted from total points achieved. Students are required to have the text by the second week of class.

Technology:

Video List: *Adolescent Literature, African American Literature, Mississippi Writers, American Literature, British Literature, World Literature, Poetry, Biography, Southern Writers Series, Asian Studies, Grammar/Writing/Research, History, Great Courses Lecture Series.*

Evaluation:

Assignments will be evaluated concerning obedience to the five stages of writing and guidelines for the form.

Grading Criteria:

Only grades of "A," "B," "C," "D," and "F" may be earned. I do not give "I" grades.

ADA Statement:

Student must inform the instructor of any special need(s) within first week of class to ensure that such need(s) can be addressed in a timely manner. It is the student's responsibility to contact the Office of Disability Service at 254-3446 and to submit appropriate documentation prior to receiving services.

Course Schedule and Topic Outline

Minimum 500 Word Personal Essay on “Who I Am and Why I Chose This Profession”

Text Introduction, pp. 1-10

1 Letters and Memos, pp. 11-25

2 News and Feature Stories, pp. 27-45

3 Interviews, Biographical Sketches, and Obituaries, pp. 47-68

4 Press Releases and Press Kits, pp. 69-79

5 Flyers and Brochures, pp. 81-100

6 Reports and Proposals, pp. 101-15

7 Instructions and Manuals, pp. 117-30

8 Agendas and Minutes, pp. 131-43

9 Resumes and Cover Letters, pp. 145-56

10 Writer’s Guide, pp. 157-76

11 Editing, pp. 177-94

12 Resources, pp. 195-205

14 Personal Evaluation Essay

Bibliography:

Groves, Dawn. *The Writer’s Guide to the Internet*. Wilsonville, OR: Franklin, 1997.

Sun Microsystems. *Guide to Web Style* (www.sun.com/styleguide/).

Walker, Janice R., and Todd Taylor. *The Columbia Guide to OnLine Style*.

New York: Columbia UP, 1998.

Handout for
***Writing on the Job* Personal Essay**
in Narrative Form (Telling a Story)

1. State your name.
2. Describe your looks.
3. Tell what kind of job you want and why?
4. Tell why you'll be good at that job.
5. What is your overall work ethic?
6. What do you like about yourself that will help you on the job?
7. What do you dislike about yourself that you'd like to change?
8. Overall, what kind of person are you?