

**ENG-114 Writing and Inquiry
Section xxx Course Syllabus
English and Humanities Department
Sandhills Community College
Fall Semester, 2014**

Instructor: Instructor Name
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Catalog Description

ENG-114 Professional Research & Reporting

3 (3-0) FS SS

Prerequisite: ENG-111 Expository Writing

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in English Composition. (1997 SU)*

Course Objectives

Upon completion of the course, students must demonstrate mastery of the following skills of professional research and reporting:

- **Correspondence & Reports:** Students must demonstrate the ability to write letters, memos, descriptions, instructions, and job application documents.
- **Feasibility Thinking:** Students must demonstrate the ability to define a problem or a research question, design a method of research, collect data, analyze the results, and draw a logical conclusion based upon the evidence.
- **Research Techniques:** Students must demonstrate in their written work the ability to locate appropriate information using an assortment of media: books, journals, electronic sources, and other appropriate reference materials. Instruction in primary research techniques will focus on proper use of the source itself when quoting or paraphrasing. Secondary research techniques will focus on methods of documentation.
- **Documentation Styles:** Students must demonstrate mastery of the MLA system of documentation through the proper inclusion of in-text citations and a works cited list.

- **Document Design:** Students must demonstrate the ability to design professional documents in an appropriate memo, letter, or report format, including titles, addresses, headings, bullets, numbers, tables, and graphics.
- **Oral Presentations:** Students should be able to be both the primary and the subject in an interview situation, describe processes or objects and give instructions, and present the analysis of a problem, the findings of research, and a proposal based upon that analysis and research in a formal presentation before a classroom audience.

General Education

This course is designed to reinforce the following general education areas: reading, writing, oral communication, basic use of computers, problem solving, critical thinking, and cooperating with others.

Course Materials

Textbooks

- Pfeiffer, William S. *Pocket Guide to Technical Communication*, Fifth Ed. New York: Pearson. Print. ISBN: 9780135063965. The textbook is for sale in the Sandhills Bookstore.
- Fowler, H. Ramsey, and Jane Aaron. *The Little, Brown Handbook*. 12th Ed. New York: Pearson: 2012. Print.

College Attendance Policy

Because the college realizes that academic success is tied to regular attendance, students are expected to attend all class sessions. You are expected to be in class and on time daily. You may not exceed 3 absences within a semester in order to receive credit. Additionally, you will accrue 1 absence for every 3 tardies/early departures to/from class.

Absence from class must be explained satisfactorily to the instructor in writing within three days of a missed class, and the student is held responsible for all work missed. It is up to you to present the written explanation of your absence to me within this window. Additionally, you need to keep a record of your days missed and the reasons in case you need to appeal at the end of the semester.

Unsatisfactory attendance may adversely affect a student's grade for the course. Any student who violates the attendance policy of the course during the first eight weeks (or half-way through a summer session) of the semester may be required to drop the course. Any student who violates the attendance policy of the course during the last eight weeks of the semester may be required to withdraw from the course with a grade of "WP" or "FW", depending upon his/her grade in the course at the time of withdrawal.

Attendance is a part of your overall grade in this class (see Grading Policies for further details).

Class sessions that are missed by late-enrolling students will be counted as absences.

Students will not be charged when an absence is due to participation in an activity approved by the dean of instruction or the dean of student services.

Instructor-Initiated Drop or Withdrawal

An instructor may drop or withdraw a student from a course under any of the following conditions:

- Student misses more than five consecutive class hours, or the student fails to meet the attendance policy of the course;
- Student is absent from the final exam without the instructor's permission;
- Student misconduct.

Evaluation Methods

The Southern Association of Colleges and Schools accredits Sandhills Community College. This is the same agency that accredits all colleges and universities in the southern United States. To maintain that accreditation, Sandhills must meet this general education requirement: "The institution (4.2.2-07) must demonstrate that its graduates of degree programs are competent in reading, writing, oral communication, fundamental mathematical skills and the basic use of computers." To insure that all graduates of its degree programs are competent in reading, writing, oral communication, and the basic use of computers, the assignments in this course have been designed to practice the basic types of writing that can be applied to the writing situations you can expect to encounter in your professional field. All students who pass ENG 114 must present all written documents in an approved format written with Microsoft Word, must conduct research via the Internet and library, and must demonstrate oral and written communication competency according to the following college and Department of Languages standards:

- Complete all the reading and writing assignments for each module listed in the Assignments section.
- Take the final examination.
- Each of the six modules in the course will require you to write one or several documents. You will receive one grade for each module. The grade on each module will be averaged with your final exam grade to determine your final grade in the course. Thus, you will have seven grades to be averaged for your final grade in the course.
- **Grading Scale: A=100-93; B=92-85; C=84-77; D=76-70; F=69-0**

Schedule of Assignments

1. **Module 1 – Letters and Memos:** Begin the work for Module 1 on _____, and complete it by _____.
2. **Holiday – Sandhills is closed for Labor Day.**

3. **Module 2 – Instructions and Descriptions:** For this module you will write one set of instructions and one technical description. Begin the work for Objective 2 on _____ and complete it by _____.
4. **Module 3 – Feasibility Thinking and Proposals:** For this module you will write one of the following: a feasibility study, a problem analysis report, a proposal, an evaluation, or a recommendation. Begin the work for Objective 3 on _____ and complete it by _____.
5. **Holiday – Sandhills** is closed for Fall Break.
6. **Module 4 – Research Report:** For this module you will choose one of four research topics and write one research report.
7. **Module 5 – Oral Report:** You will present the findings of your research in an oral report to the class on one of these days: _____.
8. **Holiday – Sandhills** will be closed _____ through _____ for Thanksgiving.
9. **Module 6 – Job Application Documents:** For this module you will write four documents—a job letter, a resume, a page of references, and an interview follow-up letter. Begin the work for Objective 6 on _____ and complete it by _____.
10. **Final Exam –** You will take the final exam _____.

Sandhills Community College Policy Statements

Support for Student Learning and Progress

- Academic advising is available to all students in the Advising Center, which will assist in developing an educational plan consistent with life goals and objectives.
- Academic tutoring is available to all students on an individual or small group basis.
- Students are encouraged to apply early in the semester for free tutoring service. Boyd Library has a wealth of print and online resources.
- The Learning Resource Center in Boyd Library provides computer access as well as staff assistance with online research.
- Counselors are available to assist students in coping with any concerns or difficulties they may experience while attending college.
- Career counseling and job placement services are also readily available.

Accommodations for Students with Disabilities

The college strives to provide an equal educational opportunity to all. In compliance with college policy and equal access laws, professors are available to discuss appropriate academic accommodations that may be required for a student with disabilities. Students requesting accommodations must contact the college disabilities coordinator in the *Advising Center*.

Classroom Conduct

Faculty and students have the right to a classroom atmosphere that is conducive to study, thought, and full concentration on study topics. Behavior that threatens such an atmosphere, disrupts learning and teaching activities, or creates an atmosphere of fear and intimidation will

not be tolerated. For additional information, please read the section on "Student Conduct" in the *College Catalog*.

Academic Honesty

The college believes that the pursuit of knowledge requires honesty. Students are expected to act appropriately and deal honestly in all aspects of their interactions with the college and their academic work. The college will not tolerate dishonest acts such as copying the work of another; using unauthorized help, books, or notes on examinations or projects; or intentionally representing the work of another as one's own without proper reference (plagiarism). The consequences of academic dishonesty may vary according to circumstances. Actions that could be taken include, but are not limited to, the following: a failing grade for the work involved, failure in the course, or removal from the course. For additional information, please read the subsection on "Academic Honesty," which is located in the *College Catalog*.

Computer Use

The college expects and requires ethical and responsible behavior of individuals using information resources, which include computers and the college network and Internet capabilities. Individuals using these resources must abide by the college's *Acceptable Use Policy*, which requires respecting intellectual property rights, protecting private information, refraining from accessing inappropriate or offensive information, and ensuring open access to available resources.

Student Grievance Procedure

The college assures Sandhills students that their grievances will be considered fairly, rapidly, and in a non-threatening atmosphere. Any student who feels unfairly treated may follow the "Student Grievance Procedure, which is described in detail in the *College Catalog*.

Annual Security Report

To comply with federal laws the college provides information about serious crimes that have occurred on campus during the last three years. Copies of the Campus Crime Statistics Report and Annual Security Report may be obtained by contacting the main campus switchboard (910-692-6185) or the director of the Hoke Center (910-875-8589). The information can also be found on the college's Security Services website at www.sandhills.edu/security/.

Schedule of Assignments

Note: Below is a working schedule of reading and writing assignments. Reading assignments should be from *The Norton Sampler: Short Essays for Composition* and *The Little, Brown Handbook*. Tests and quizzes will be given based on these readings. You will have a minimum of five essays during the semester and the final exam essay during the final exam period. Writing assignments may be according to a mode or a combination of modes of development (narration, description, instruction, process analysis, comparison/contrast, argumentation, reasons and examples, division and classification, cause and effect, definition, and analogy) or theme.

Outline of Course Content

Computer Skills

- A college requirement is that all students who graduate with associate's degrees are required to show competency in the following basic computer skills:
- Creating and storing files.
- Using Microsoft Word® to create properly formatted documents.
- Transporting files by way of networks.
- Using computer-based communications.
- Performing Internet-based searching and retrieval of information.
- In addition, during the first week of the course, students will review and discuss *Guides to Writing Paragraphs, Essays, Letters, and Memos with Microsoft Word®* located at www.sandhills.edu/academic-departments/english/wordguide/. Throughout the semester, students will continue to work on aspects of creating documents with Microsoft Word and revising their essays with appropriate paragraph and document format.

Writing Assignments

Throughout the semester, students will write a minimum of five essays using different methods of paragraph and essay development described in the above chapters. In addition, students will write a final exam essay. Each of these essays will be evaluated according to the department's *Criteria for Evaluating an Essay*, and the final exam essay must receive a passing grade in order for the student to pass the course. Other writing assignments during the semester may include revisions of essays, questions or discussion on reading assignments, and quizzes on grammar, punctuation, usage, and sentence structure.