

**ENG-114 Writing and Inquiry  
Section xxx Course Syllabus  
English and Humanities Department  
Sandhills Community College  
Fall Semester, 2018**

**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 to satisfy the requirement(s) for additional Gen. Ed. Courses for A.A. and A.S. as well as an English composition Gen. Ed. Course for A.A.S. and A.G.E.*

## 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 both the APA and MLA systems of documentation through the proper inclusion of in-text citations and a works cited or references 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: communication, technical literacy, social responsibility, and critical thinking.

## 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.
- Bullock, H. Richard, Brody, Michal, and Francine Weinberg. *The Little Seagull Handbook*. 3<sup>rd</sup> Ed. New York: Norton, 2017. 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 class hours in a traditional class, does not participate in more than two weeks of attendance in an online class, or student fails to meet the attendance policy of the course;
- Student is absent from the final exam without the instructor's permission;
- Student engages in misconduct.

### **Evaluation Methods**

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 the standards of the Department of English and Humanities:

- Complete all the reading and writing assignments for each module listed in the assignments section.
- Take the final examination.
- **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/Spring 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 Student Success 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 in the Kelly Tutoring Center.
- Writing assistance is available on a drop-in basis in The Writing Lab.
- 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 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/](http://www.sandhills.edu/security/).

## **Outline of Course Content**

### **Computer Skills**

A department 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.
- 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.