COURSE: ENG 165  |  EFFECTIVE DATE: Spring 2014  |  NEXT REVIEW DATE: Spring 2015

TITLE: Professional Communications  |  CREDITS: 3  |  CONTACTS: CLASS - LAB - TOTAL 0 3 3

PREREQUISITES: ENG 155 with a grade of "C" or better.

DESCRIPTION: This course develops practical written, and oral professional communication skills.


MATERIALS (specifying those to be purchased by students): Textbook

Keeping documents on hand is essential in the event of technology failure. It is highly recommended that you print the following items for your reference:

The Syllabus
Term Calendar
Instructor Info

COLLATERAL READING: Library material as needed for assignments.

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.): Academic Dishonesty: All students are reminded of the College Policy regarding Academic Dishonesty as outlined in the Student Code Handbook. The College expects each student to earn his/her own success; if academic dishonesty occurs, disciplinary action will be taken. Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, and falsification of information.

* Cheating includes copying from another’s work, using unauthorized materials, collaborating during a test or project, obtaining or distributing test contents illegally, substitution of another person in a test.

* Plagiarism includes incorporating work from another source, print or electronic, without appropriate recognition of the work cited.

* Collusion includes unauthorized collaboration in preparation of work for credit.

* Falsification of information includes forgery, alteration of misuse of documents.

The first measure of discipline is the assignment of “0” or “F” for the affected test, paper or project, with explanation.
provided to the student. Faculty submits a written report of the offense to the Dean of Student Services. Repeat offenses of academic dishonesty will result in additional disciplinary actions. See Student Code and Grievance Procedures.

All work submitted to NETC must be the student’s original work. NETC uses Turnitin.com to detect for plagiarism. By enrolling in an online course, the student agrees that any submitted work can be checked for plagiarism. While the faculty at NETC understand that online learning can be challenging, Turnitin.com will be used for learning purposes. We encourage all students to check their work first, as permitted, to ensure the work is original. For more information please see http://www.plagiarism.org/plagarticle what is plagiarism.html

ATTENDANCE: Attendance Policy for no-shows: If the student does not attend class by Friday of week 2, after the online class begins, he or she will be marked as a “No Show” and dropped from the course. If the student logs in, he or she is bound by the below attendance policy requirements.

Students must attend a minimum of 80% of the meetings of each class in order to earn credit for the class. If students miss more than 20% of a class, the student will be dropped automatically by the instructor, and assigned a grade of “F”. Students must log in one day per week (Monday-Sunday) AND complete an activity for that week, to be counted as present for the week, in each registered online course. Any student, who fails to log in, as set forth, will be counted as absent. Fall and Spring Semesters (15-week): You may not have more than three (3) absences. In Summer and Mini-Mester Classes (10-week): You may not have more than two (2) absences.

TESTING POLICY: Per NETC policy, at least one (1) exam/test/quiz must be taken at an NETC Campus or Satellite Campus. The instructor will announce details in the classroom. It is the student’s responsibility to be aware of the hours when the Success Center and/or Community Campuses will be open and available for testing.

PARTICIPATION/LOGGING IN: Course readings and assignments are the equivalent to class time within on ground classrooms. Therefore, students should expect to log on at least twice per week, spending at least 2.5 hours per week in the classroom, in a 15-week course, and four (4) hours per week in a 10-week course.

THREADED DISCUSSION NETIQUETTE: Northeastern Technical College encourages all opinions, perceptions, and freedom of thought and writing. NETC also does not tolerate disrespectful, spiteful, or derogatory writing. Please use Netiquette when posting, your grade partially depends on it.

See Netiquette guidelines for more information. If link is unavailable, go to http://www.albion.com/netiquette/corerules.html
DISABILITIES STATEMENT: Students with disabilities are encouraged to contact the Dean for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

Make-up Work: There is no guarantee of makeup work. If you miss an essay deadline, you will be asked to make a face-to-face appointment with the instructor in his/her office during posted office hours to discuss the reasons why you missed the deadline; the instructor reserves the right to ask for documentation to verify why you were unable to meet the deadline. If you refuse to meet with the instructor face-to-face, you will be asked to call the office of the instructor to discuss the matter. If you fail to do this, you will receive a zero for the missed assignment. NO EXCEPTIONS. The only way for the instructor to even consider accepting a late assignment or granting an extension is for you to make an appointment and/or calling the instructor to discuss the matter. Emails on this subject will be deleted unread.

RESOURCES (A-V, persons, tools/equipment):
Success Center
Library

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

This course is writing intensive. Students will have weekly writing assignments, and participation is required. All assignments have firm deadlines, and once the deadlines have elapsed, no late work will be accepted. Each assignment will be available for five days; students may turn in those assignments anytime during that five day period.

All essay assignments MUST BE turned in on Moodle. If you email the instructor an UNSOLICITED essay/assignment, the instructor will delete it unread. ALL essays MUST BE turned in on Moodle in the correct location.

Any Moodle message or email that is sent to the instructor must have a) your name and class section in the SUBJECT line, b) complete sentences, clean grammar and spelling, and c) a specific request about a specific assignment (see example below). Any Moodle message or email that is sent that does not adhere to these guidelines will be deleted unread.

SUBJECT: Molly Ringwald, ENG 101-08
Mr. Everhart
I had a question regarding section two of Quiz #3. Could you please explain why the correct answer is C?
Thanks,
Molly
EXPECTATIONS FOR THE STUDENT:
- Visit the course site a minimum of two days per calendar week
- Complete all assigned readings from text and other course related documents
- Participate in classroom discussions
- Use ‘netiquette’ when responding to others in the class
- Submit all work in a timely manner
- Complete all course work on your own unless otherwise instructed
- Cite/document all non-original material as to not plagiarize others’ work

LEARNING OUTCOMES/OBJECTIVES OF COURSE:
1. Students will write grammatically-correct professional documents based on course readings and Internet research.
2. Students will prepare, deliver, and evaluate two different types of speeches: informative and persuasive.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:
Discussions
Oral presentations by students
Quizzes

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:
1. Students will deliver two speeches – one informative, one persuasive. These will comprise 40% of their overall grade.
2. Speech #1: Informative Speech
3. Speech #2: Persuasive Speech
4. Because this is an online course, the speeches will need to be recorded by the student. After doing so, the student can upload it to YouTube, or another way can be negotiated for the instructor to view the speeches electronically. In the event that the student can’t record the speech and upload the video, please contact the instructor via email or phone – we will work something out at NETC (if that is the case, however, please contact EARLY).

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GRADE SCALE:

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