



ENGLISH 209, WI-BUSINESS WRITING (3 CREDITS | CRN: 60313)

CLASSROOM: MW 2:30PM: Hale Manaleo 126
INSTRUCTOR: Lance Uyeda
OFFICE: Hale Manaleo 103
OFFICE HOURS: MTW, 1:00-2:00 PM, AND by appointment
I look forward to the individual meetings we will have this semester. Drop in to say hi, or reserve an appointment time at uyeda.youcanbook.me.
TELEPHONE: 808-236-9229
EMAIL: LKUYEDA@hawaii.edu (lowercase OK)
EFFECTIVE DATE: Spring 2019

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai'i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O'ahu's Ko'olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

‘O keia ka wā kūpono e ho‘onui ai ka ‘ike me ka ho‘omaopopo i kō Hawai‘i mau ho‘oilina waiwai. Aia nō ho‘i ma ke Kulanui Kaiāulu o ke Ko‘olau nā papahana hou o nā ‘ike ‘akeakamai a me nā hana no‘eau. Me ke kuleana ko‘iko‘i e ho‘ohiki ke Kulanui e kāko‘o a e ho‘okumu i ala e hiki kē kōkua i ka ho‘onui ‘ike a nā kānaka maoli. Na mākou nō e ho‘olako, kāko‘o a paipai i nā Ko‘olau a kō O‘ahu a‘e me nā hana no‘eau ākea, ka ho‘ona‘auao ‘oihana a me ka ho‘onui ‘ike ma ke kaiāulu — hō‘a‘ano a e ho‘oulu i nā haumāna i ka po‘okela.

CATALOG DESCRIPTION

ENG 209 Business Writing (3): A study of business and managerial writing; practice in writing letters, memos, and reports, including a report requiring research and documentation. Prerequisite: “C” or better in ENG 100.

Activities Required at Scheduled Times Other Than Class Times:

1. Team work on group project.
2. Two conferences with instructor.

STUDENT LEARNING OUTCOMES

Students will:

1. Understand the nature and functions of business and managerial writing.
2. Apply a business message to its context, audience, and purpose.
3. Prepare business reports, including a research report involving gathering and analyzing information, drawing conclusions, making recommendations, and documenting sources.
4. Proofread and edit business writing for grammatical, spelling, punctuation, and mechanical errors.
5. Prepare and make effective use of presentation software.
6. Compose effective résumés and employment letters.

WRITING INTENSIVE HALLMARKS

1. The class uses writing to promote the learning of course materials.
2. The class provides interaction between the instructor and students while students do assigned writing.
3. Written assignments contribute significantly to each student's course grade.
4. The class requires students to do a substantial amount of writing—a minimum of 4,000 words, or about 16 pages.
5. To allow for meaningful professor-student interaction on each student's writing, the class is restricted to 20 students.

COURSE CONTENT

Concepts or Topics

- Communication Skills
- Writing Process
- Reporting Workplace Data
- Professional Correspondence
- Technology Skills
- Communicating for Employment

Skills or Competencies—Students will:

1. Develop an awareness of the need for correct expression and professionalism in oral and written business communication.
2. Understand the technologies commonly used in today's digital workplace.
3. Evaluate business messages to determine strengths and weaknesses.
4. Apply a three-stage writing process to solve business communication problems.
5. Apply the principles of effective communication to business writing, including audience benefits, "you" view, conversational but professional tone, positive language, inclusive expression, plain English, emphasis, conciseness, and clarity.
6. Compose messages that are readable, use appropriate language, apply parallelism, and use graphic highlighting to convey ideas clearly to readers.
7. Use informal and formal research techniques to gather information.
8. Write sentences and paragraphs that link ideas to build coherence.
9. Apply effective writing and formatting techniques to the composition of e-mail messages, interoffice memos, routine letters, goodwill messages, persuasive messages, negative messages, informal reports, and formal reports.
10. Practice effective techniques for creating, presenting, and following up oral presentations.
11. Write persuasive résumés, cover letters, and other employment documents, as well as learn to optimize employment messages for today's digital workplace.

COURSE TASKS

1. Compose business messages, including memos, emails, letters, and informal reports, in which principles of effective business writing are adapted to specific purposes and audiences.
2. Create a formal report of appropriate length, organization, and tone, generated from research, and properly documented in MLA style. Deliver a formal presentation on your report findings.
3. Prepare a résumé and a letter of application.
4. Maintain a course blog.
5. Complete research, writing improvement, and other homework assignments.
6. Arrive to class on time to complete in-class recall practice questions.

Points Available

385	Memos/emails/letters/informal report	75	Research project exercises
250	Formal report project/presentation	70	In-class recall practice
100	Blog/clog	35	Research Proposal
75	Resume and cover letter	30	Writing improvement activities

1000 TOTAL POINTS

I may adjust these point totals as needed to facilitate your achievement of the course learning outcomes this semester.

Grades Available:

A = 900 or above
B = 800-899
C = 700-799
D = 600-699
F = 599 or below

CR/NC: You must have the official CR/NC form signed by the instructor. You must receive a C or higher to receive credit for the course.

A note on nonstandard grades: Because your work late in the semester will involve a lot of collaboration, “I” grades are not available in this class. “N” grades, which are intended primarily for students in courses below the 100 level, are also not available, except in extraordinary circumstances.

LEARNING RESOURCES

Required text: Essentials of Business Communication, 9e by Mary Ellen Guffey

Course Web: laulima.hawaii.edu (log in using your UH username and password)

COURSE POLICIES

In General, please:

1. Read this syllabus and all handouts and assignment sheets carefully.
2. Check Laulima (laulima.hawaii.edu) frequently. All homework assignments, power point presentations, and handouts will be posted on Laulima.
3. Email or call me (lkuyeda@hawaii.edu; 236-9229) if you have a question that you feel cannot be addressed to the class.
4. Come to class and to my office ready with questions.

Helpful Resources:

Please ask **your instructor, Lance**, for help even if you are not sure you need it. I am available to help you during my office hours, especially, but also throughout the day.

TRiO

One of the best resources on campus is the **TRiO Student Support Services (SSS)** office, which provides tutoring and a range of other opportunities to eligible students (see me for details). The contact number for TRiO SSS is 235-7487.

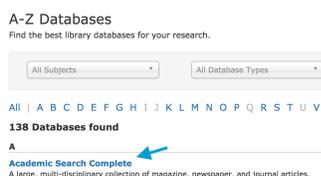
MySuccess is an online student support network for you to stay in touch with your instructors and counselor(s) and up-to-date with your academic progress, in part through an “early alert”

system that sends reminders about attendance and assignment completion. MySuccess feedback is informal and separate from your official academic records.

The **Writing Center**, located in the WCC Library and Learning Commons, provides in-person consultations during school hours and email feedback as needed. The center's current hours are posted at windward.hawaii.edu/Writing/.



Registration with the University of Hawai'i at Mānoa's **Online Learning Academy (OLA)** is strongly recommended. OLA tutors are primarily UH Mānoa students who understand how challenging writing can be and who are trained and ready to help you improve. You can reach them at manoa.hawaii.edu/ola/writing.



Academic Search Complete can be reached through the Windward Community College library website (library.wcc.hawaii.edu). This is the best database available through the Windward library for articles and reports aimed at a general academic audience. Access Academic Search Complete by clicking on the “A-Z Databases” link on the library website homepage; it is the first database listed.

Mandatory Attendance:

Punctual class attendance is mandatory for several reasons. Firstly, full engagement in all activities will significantly benefit your writing performance and overall course progress. ENG 209 involves daily discussions, group work, and other forms of participation. Missing class harms not only your own academic progress, but the progress of your classmates as well. This class will not work unless everyone attends reliably.

Furthermore, state and federal taxes heavily subsidize your tuition expenses; this money should not be wasted. Tuition covers only around one-fifth the cost of your community college education. You may be paying to come to school, but the community is paying four times more than you are. So although the world may keep spinning if you miss a class, you will lose some points for doing so, except in extreme circumstances. Work-related absences and colds are not extreme. If you're sick, please stay home and plan to max out your blog assignment to recover lost points.

Absence #	Points Lost	
1	0	Your third absence and every absence thereafter will result in a reduction to your semester point total (see columns at left).
2	0	
3	10	
4	10 (20 total)	
5	10 (30 total)	
6	10 (40 total)	
n	10n – 20 (total)	

It is your responsibility to keep up with work you miss. Ask your classmates for copies of their notes, for homework and other assignments, and for what other preparation you need for class.

Required Conferences:

You must meet with me in conference at least twice this semester. You can see me individually, in pairs, or in groups of three or four. Non-participation in conferences will be penalized as follows:

Conferences	Points Lost
0	20
1	10
2 or more	0

I hope you'll see me in my office as often as possible. Please drop in if you like during office hours or make an appointment at uyeda.youcanbook.me.

Late Homework:

Coursework worth five points or fewer will not be accepted late. Assignments worth thirty to thirty-five points will be penalized for lateness as follows. Fractional points will be rounded down.

Days Late	Value Lost
1-2	10%
3	15%
4 or more	30% or more

Writing Standards:

Business writing requires different formatting in different kinds of documents. Please carefully follow the formatting tips provided in each chapter, and remember that all assignments except for writing improvement exercises must be typed. For a brief review of MLA style and formatting, please see the Appendix, pp. A15-A17.

Emails:

Communicating with students is my top priority. If I have not responded to your message in twenty-four hours, please email me again.

Please check your hawaii.edu account on a regular basis. The homework emails that I send via Laulima will go to that account only. Instructions on forwarding your hawaii.edu account are here: http://windward.hawaii.edu/technology/Forwarding_UH_GMail.pdf.

In a school or work setting, please write grammatically correct emails, using complete words and full sentences (no shorthand, such as “where r u now”). Start with a greeting (Aloha e Jane, Dear Mr. Smith, or Hi Lance), and end with a signature (Thank you, Sincerely, or just your name).

If you have any problems or last-minute emergencies, please email me.

TITLE IX

Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Specifically, Title IX prohibits sex discrimination; sexual harassment and gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual assault; sexual exploitation; domestic violence; dating violence; and stalking. For more information regarding your rights under Title IX, please visit: https://windward.hawaii.edu/Title_IX/.

Windward Community College is committed to the pursuit of equal education. If you or someone you know has experienced sex discrimination or gender-based violence, Windward CC has resources to support you. To speak with someone confidentially, contact Karla Silva-Park, Mental Health Counselor, at 808-235- 7468 or karlas@hawaii.edu or Kaahu Alo, Designated

Confidential Advocate for Students, at 808-235- 7354 or kaahualo@hawaii.edu. To make a formal report, contact the Title IX Coordinator at 808-235-7393 or wcctix@hawaii.edu.

ACADEMIC INTEGRITY

According to the Windward Community College Catalog, “Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (examples of which are given below), which violate the Student Conduct Code and may result in expulsion from the University.

“Plagiarism includes but is not limited to submitting any document to satisfy an academic requirement that has been copied in whole or part from another individual’s work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student’s language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved.”

DISABILITIES ACCOMMODATION STATEMENT

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.

LATE ASSIGNMENT TICKET

Detach and use this ticket to submit one assignment up to four calendar days late without penalty.

Please decrease or waive the late penalty for the following assignment.

Assignment name: _____

Original due date: _____

Date I turned it in: _____

This ticket may not be used for the oral presentation, or on/after the last day of class.

