ENG 301: Writing for the Professions

Dr. Steve Beatty

Office and Office Hours: My office is in the Santa Catalina Building, room 233 S. I’m available via email (I check it several times a day) or by appointment (in person).

Course Description:
ENG 301 provides advanced practice in writing and editing expository prose. It is designed primarily for pre-professional majors.

Course Website:
The course website can be found at http://writingfortheprofessions.blogspot.com/

You should check the website daily for updates.

Accommodations for Disabilities:
The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. One element of this legislation requires that all qualified students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation please contact the Disability Resource Center at ASU Polytechnic located in Student Affairs Quad # 4 or call 480-727-1039 / TTY: 480-727-1009. Eligibility and documentation policies online: http://www.asu.edu/studentaffairs/ed/drc/

Attendance:
Because writing classes are performance courses that depend upon student attendance for both the class and the student’s success, this policy is non-negotiable. All absences count equally, irrespective of the cause and students who exceed the allowed number of absences cannot pass the course and will fail with a grade of “E.”

- Hybrid classes: In the case of hybrid course that meet twice a week, a student who misses more than four classes – either face-to-face, online, or a combination – will fail the course with a grade of E. In the case of hybrid course that meet three times a week, a student who misses more than six classes – either face-to-face, online, or a combination – will fail the course with a grade of E.
  - Definition of attendance for hybrid class days: A student who fails to post an acceptable assignment to the class website during the assigned "window" of time will be counted absent for that class day
  - Attendance–conferences: During the semester, I may occasionally cancel classes so we can hold conferences. If you miss a conference, you will be counted absent for the same number of classes that were canceled in order to hold conferences. For instance, if we cancel class for two days to hold conferences and you miss
your conference, that "counts" as two absences.

- **Note:** Students who participate in **university-sanctioned activities** and/or will be unable to meet the attendance requirements for a particular section should move to another section where their activity schedules will not interfere with their classroom obligations (students can freely switch sections during the first week of the semester). To accommodate students who participate in university-sanctioned activities, the Writing Programs Office offers sections of this course at various times of the day and week. We have asked advisors across campus to help students enroll in appropriate sections. If you think that this course may conflict with a university-sanctioned activity in which you are involved—athletics or the debate team or another—please see me immediately.

**Attendance: first week of classes**
According to university policy, students who are registered but do not attend any of the first week of classes may be dropped.
- Students enrolled in **hybrid/online courses** must make every reasonable attempt to attend class or contact the instructor during the first week. After the first week those who do not show up either in person or by calling or e-mailing the instructor may be dropped.

**If I am absent**
If I need to cancel class because my car broke down, or if I am ill, etc., I will try to get someone to post a sign. I also will try to email you all, before class. However, if you come to class and I am not here by the time 10 minutes has elapsed (from when class is to start), please assume that class is cancelled.

**Email:**
All ASU students have an ASU email account provided free of charge. I will contact you via your ASU email account. If you prefer to use an independent email provider, you can arrange to have your ASU email forwarded to that provider. See the Electronic Post Office for details:

**Important Note:** I will send all of my email and course updates to your ASU email account, so check it frequently. It is simply too difficult to try and send email to the various emails of the 100 or more students in my various sections, when I can broadcast emails to the entire class via blackboard in one step using your ASU email accounts. By the way, you can email each other and me by using the Communication feature on blackboard.

Again, the best way to contact me is via email. Like most of you, I check my email several times a day. Normally, I will get back to you within 24 hours or less. If you haven’t heard from me within 24 hours, please re-send your email.

**Emergencies:**
Students may find help for dire or personally challenging medical, family, or other personal issues through the **Student Advocacy Services** office [http://campus.asu.edu/downtown/student-advocacy](http://campus.asu.edu/downtown/student-advocacy)
This office provides guidance, resources, and support to students in resolving educational and personal challenges that may impede their academic progress. In assessing the penalties for late or missed work (if accepted) I rely on this office for information and authentication of a student’s situation. Students needing assistance in situations such as a death in the family, illness, accident, and other critical incidents are encouraged to utilize Student Advocacy Services. They can be reached at SS-DPC@asu.edu or by phone at 602.496.1208. If you have a family or personal emergency please first contact the Office of Student Advocacy immediately, before contacting me, so they can provide assistance.

Exams:
You must arrange it so that you can take the any exam via blackboard during the window of time provided. Failure to do so will result in a zero for the exam. See the syllabus for the scheduled time and date.

Grading:
I use the following grading scale to determine your letter grade for the class:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98 and above</td>
</tr>
<tr>
<td>A</td>
<td>97 to 93</td>
</tr>
<tr>
<td>A-</td>
<td>92 to 90</td>
</tr>
<tr>
<td>B+</td>
<td>89 to 88</td>
</tr>
<tr>
<td>B</td>
<td>87 to 83</td>
</tr>
<tr>
<td>B-</td>
<td>82 to 80</td>
</tr>
<tr>
<td>C+</td>
<td>79 to 78</td>
</tr>
<tr>
<td>C</td>
<td>77 to 70</td>
</tr>
<tr>
<td>C-</td>
<td>73 to 70</td>
</tr>
<tr>
<td>D</td>
<td>69 to 60</td>
</tr>
<tr>
<td>E</td>
<td>59 and below</td>
</tr>
<tr>
<td>A-</td>
<td>92 to 90</td>
</tr>
<tr>
<td>B-</td>
<td>82 to 80</td>
</tr>
</tbody>
</table>

Weighting of Assignments:
- Attendance/Homework/Participation: 10%
- Correspondence Project: 10%
- Presentation/Evaluation Project: 35%
- Employment Project: 40%
- Performance Review Project: 5%

Note: You must turn in all of the above major assignments in order to receive a passing grade for this class.

Incomplete Grades:
A course grade of “Incomplete” will be given only in extreme situations because the sad story is that most students who request incompletes never finish the course. Please visit http://www.asu.edu/registrar/forms/regforms.html under the Academic Record Forms section for the Incomplete Grade Request form, which is available in both Word and as a PDF. The form must be completed by the student, signed by the student, the instructor, and the department chair or school director.

Important Dates
Point your browser to http://students.asu.edu/academic-calendar for important dates such as the Drop/Add and Course Withdrawal deadlines.
Keeping Your Work:
Please keep your all of your course work until after any course has ended. You may need it for such things as a course portfolio or final exam.

Late Work:
Late papers will be downgraded 10 points for each day they are late. For example, a paper turned in Monday that was due Friday would be penalized 30 points. Late homework will receive a zero.

Plagiarism:
Plagiarism is stealing. Whenever you borrow a phrase, sentence, paragraph—or even an idea stated in your own words—from any outside source (news writing, magazine, TV show, book) without giving credit to that source, you have plagiarized. Plagiarism is cheating yourself and someone else. The consequences are severe, including failure for the assignment, probable failure for the course, disciplinary referral to the Dean, and possible expulsion from the University. Academic integrity is expected of every individual in the University (See http://www.asu.edu/vpsa/studentlife/). For more information, see the Writing Programs Guide at http://www.asu.edu/english/writingprograms/teacherresources/wpguide/wpguide.htm. If you have any questions about how to acknowledge someone else's words or ideas, see me.

All writing for this class must be written for this class
To pass this class all major writing assignments must be completed, and note that all writing for this class must be written for this class. Reusing a paper you wrote for another class, or back in high school, constitutes academic dishonesty.

The Public Nature of the Class (Writing and Discussion):
Part of becoming an effective writer is learning to appreciate the ideas and criticisms of others, and in this course our purpose is to come together as a community of writers. Remember that you will often be expected to share your writing with others. Avoid writing about topics that you may not be prepared to subject to public scrutiny or that you feel so strongly about that you are unwilling to listen to perspectives other than your own. You are free to express your perspectives in writing and discussion, but you also need to write responsibly, contemplating the possible effects on others and on yourself.

Required Textbooks:
The required textbooks are listed on the course website.

Sensitive Material:
Some course material may be considered sensitive. University education aims to expand student understanding and awareness. Thus it necessarily involves engagement with a wide range of information, ideas, and creative representations. In the course of college studies, students can expect to encounter—and critically appraise—materials that may differ from and perhaps challenge familiar understandings, ideas and beliefs. Students are encouraged to discuss these matters with faculty.

Student Conduct:
Students are required to adhere to the behavior standards listed in Arizona Board of Regents Code of Conduct, including ACD 125: Computer, Internet, and Electronic Communications (see first URL), the ASU Student Academic Integrity Policy (see second URL) and the ASU Student Academic Integrity Policy (see third URL):

1. (http://www.asu.edu/studentaffairs/reslife/outreach/abor_code.htm)
2. (http://www.asu.edu/aad/manuals/acd/acd125.html)

Students are entitled to receive instruction free from interference by other members of the class. If a student is disruptive, an instructor may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in withdrawal from the course. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process (http://www.asu.edu/studentaffairs/vp/safety/disruptive_student Behaviour).

Student Support Services:
A number of Student services at the Polytechnic campus can be accessed via the following site: http://www.poly.asu.edu/students/services/

These services include:
- The Writing Center
- ASU Libraries
- Counseling and Consultation
- Student Success Centers
- Career Services
- Students Financial Aid Office
- Student Health and Wellness Center
- Student Recreational Center
- Student Legal Assistance
- EMPACT Crisis Hotline