

ORGL 3304

Writing for Organizations

Introduction

This course offers instruction in, practice, and feedback on professional communication. You will begin a business plan that you will continue to develop over the course of your organizational leadership program. Also, you will enhance the clarity of your writing through writing and guided revision of workplace documents. We only have a few weeks to get through quite a bit of material, so we'll go very fast. Also, I've designed the course so that I'm more of a business coach. Please consider me as your personal trainer for writing!

Contact me:

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BEST WAY TO REACH ME:

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Learning goals

Through reviewing online presentations, participating in online discussion and writing and revising essays, you will:

1. Review the latest resources on professional communications.
2. Discuss these topics with your peers through weekly online discussion groups. Practice researching and creating documents for use in the professional arena.

Course Texts

Business Communication: Polishing Your Professional Presence, 3rd Edition. Shwon and Gueldenzoph Snyder. Pearson. Boston. 2014.

- Online PowerPoints and Presentations (will be stored in the PowerPoint section of Blackboard).
- And additional readings as assigned (will be stored in Resources, under folders by date)

Course Requirements:

This course is designed to be self-paced. You must participate in all of the course discussions, and turn in all assignments in order to earn a grade in this class. Further, because the topics are meant to be studied in order, you'll need to turn in certain assignments in order.

You do not have to turn in revisions to your assignments if you are pleased with your grade.

Assignments:

All assignments are due by midnight of their "due date". At 12:01 a.m., I have programmed Blackboard to automatically deduct 10 points.

Assignment	Percentage of Final Grade	Due Date
Email, Memo, Letter	20	January 30, 2017
Lean Canvas, SWOT Analysis	20	February 6, 2017
Business Proposal—DRAFT (You'll continue working on other sections later)	20	February 13, 2017
Prezi	20	February 20, 2017
Resume, cover letter	20	February 27, 2017
REVISIONS of Business Proposal, Prezi, Resume	n/a (will replace your original grade)	March 6

Grading

A: 90 – 100

B: 80 – 89

C: 70 – 79

D: 60 – 69

F: 0 – 59

Course Grade is calculated using a weighted average. The running weighted average is posted on your blackboard, so you'll always have an idea of your grade. Keep in mind that the last three assignments are worth a cumulative of 60% of your final grade.

Your textbook

SKIM the readings. The department has chosen an incredibly thorough textbook for the course. Use this as a resource. Don't read "word for word" and try to memorize it. Instead, get familiar about where information is so that when I am grading your work, I can write, "This sentence needs clarity. Are you making a metaphor? I think you may need to review the chapter on rhetoric for tips." and you'll know where to go.

My PowerPoints

If I've put together a PowerPoint on a particular subject, it's likely because I think it's important. So, review it. They're boring. But, I try to make them as clear and concise as possible.

Other Resources

This area is where the gold is: You'll read some great essay samples here. And in reading other essays, you'll get ideas on how to make your essays really impressive.

Course Schedule

	Reading (SKIM BOOK; read PowerPoints)	Assignments Due (midnight)
Week 1: January 17-20	<ul style="list-style-type: none"> • Part 1, Chapters 1-3 • Powerpoint 	
Week 2: January 23-27	<ul style="list-style-type: none"> • Part 2, Chapters 4-6 • PowerPoint 	
Week 3: January 30- February 3	Part 3, Chapters 7-10	<ul style="list-style-type: none"> • January 30: Email, Memo, Letter
Week 4: February 6-10	Part 4, Chapters 11-12 3DS Online Resources	February 6: Lean Canvas, SWOT Analysis
Week 5:	<ul style="list-style-type: none"> • https://www.sba.gov/tools/business-plan/1 	February 13 Business Proposal DRAFT

February 13-17		
Week 6: February 20-24	<ul style="list-style-type: none"> • Creating a Prezi (PowerPoint) • 	February 20 Prezi
Week 7: February 27- March 3	<ul style="list-style-type: none"> • Creating a Resume • Sample Resumes 	February 27 Resume, cover letter
Week 8: March 6-10	ALL REVISIONS DUE NO LATER THAN MARCH 6. I TURN IN MY FINAL GRADES ON MARCH 10 AT NOON.	

How to turn in your assignments:

All assignments must be submitted to Blackboard via the SafeAssign link. Assignments may not be emailed to me. EVER. If you are having trouble turning in your assignments, it may be that you haven't turned in a previous assignment. I've programmed Blackboard to not accept assignments until I've entered a grade on your previous assignments. This helps you keep track of what grades you've got.

DO NOT turn in one assignment on another assignment's link. Blackboard will replace your existing grade and you'll get a "zero" for that assignment.

If you fail to turn in any assignments, even one, you will earn an F for the course.

Course Policies

This course follows all policies of the Sul Ross University system. In particular, you will need to be familiar with the policies regarding civility and plagiarism.

Scholastic Honesty

All work submitted must be your own and must be written exclusively for this class; the use of sources must be appropriately, correctly, and consistently documented. Quotations, paraphrases, or summaries that are not documented and the use of papers written by others constitute plagiarism.

Three different acts are considered plagiarism:

- (1) failing to cite quotations and borrowed ideas,
- (2) failing to enclose borrowed language in quotation marks, and
- (3) failing to put summaries and paraphrases in your own words.

A grade of "F" for the course is earned if the work exhibits any of these kinds of scholastic dishonesty.

ADA Statement

SRSU Rio Grande College is committed to equal access in compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. The Disability Services Coordinator assists students with disabilities in gaining opportunities for full

participation in programs, services and activities. The Disability Services Coordinator is the Director of Student Services 830-758-5006 in Eagle Pass, Texas.