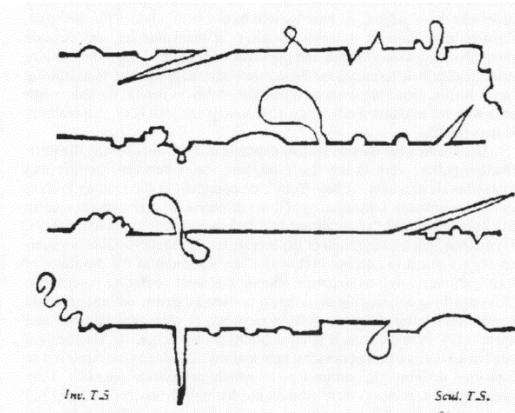


## English 4313.01 Professional Reports



Meandering lines showing the digressive narrative structure of Lawrence Sterne's novel *Tristram Shandy*. Professional writing should NOT look this way.

**Location:** MAB 206

**Time:** 12:30 – 1:45 pm Tues Thurs

**Instructor:** Theron Francis, Ph.D.

**Email:** [tfrancis@sulross.edu](mailto:tfrancis@sulross.edu)

**Office:** Morelock 112C

**Office Phone:** 8283

**Office Hours:** MWF: 11-12

TT: 2-4 or by appointment

### COURSE DESCRIPTION

English 4313 teaches the rhetorical principles and writing practices necessary for producing a variety of forms of reports in professional contexts (SLOs 1, 2, 3). Students will gain applied experience in research, workplace writing, and oral presentations (SLOs 1,2,3, 5). The curriculum is informed by current research in rhetoric and professional writing and is guided by the needs and practices of business, industry, and society in general, as well as by the expectations of SRSU students and programs (SLOs 1, 2). English 4303 takes place in a networked computer classroom or utilizes a wide-range of online resources for online students to ensure that students taking the course are prepared for the writing environment of the 21st-century workplace (SLO 3, 4, 5). The course teaches the rhetorical principles that help students collaboratively shape their professional writing ethically, for multiple audiences, in a variety of professional situations (SLOs 1, 2, 3).

### TEXT

**No Text Required:**

### Course Student Learning Outcomes

1. Interpret and analyze texts for various audiences
2. Develop persuasive strategies for writing well-organized reports
3. Prepare and give oral presentations
4. Strengthen collaborative writing skills and
5. Experiment with writing and multimedia in the genres of technical and business writing.

The course promotes skills in the following areas:

**1. The Writing Process**

Developing and understand various strategies for planning, researching, drafting, revising, and editing documents that respond effectively and ethically to professional situations and audiences.

**2. Writing in Context**

Analyzing professional cultures, social contexts, and audiences to determine how they shape the various purposes and forms of writing, such as persuasion, organizational communication and public discourse.

**3. Research**

Understanding and using various research methods to produce professional documents, including analyzing professional contexts, assessing and using information resources, and determining how various media and technologies affect and are affected by users and readers.

**4. Technology**

Developing strategies for using and adapting various communication technologies to manage projects and produce informative and usable professional documents.

**5. Document Design**

Learning to argue with visual data, understanding and implementing various principles of format, layout, and design of professional documents that meet multiple user and reader needs.

**Marketable Skills**

1. Students will communicate effectively in writing and speaking.
2. Students will use different research strategies to address problems and develop ideas that engage a variety of perspectives.
3. Students will recognize how social and cultural contexts shape meaning and language.

**English (Undergraduate) Student Learning Outcomes**

Graduating students will demonstrate that they can

**SLO 1** – Students will be able to construct documents that demonstrate unity, organization, coherence, and development, and are grammatically correct.

**SLO 2** – Students will be able to analyze and interpret literary works by applying principles of critical thinking, literary criticism, or theoretical engagement.

**SLO 3** – Students will be able to produce researched documents that demonstrate the ability to locate a variety of credible sources, employ them effectively through quotations and paraphrases, integrate them smoothly into the writer's own prose, and document them correctly using the style appropriate to the document.

**Attendance Policy**

**More than six (6) unexcused absences will result in the student being dropped from the course with a failing grade.** Absences resulting from required school activities, direct personal emergencies, or health issues will be excused--but you must notify the instructor within one week of the absence and make up any class work in a timely manner.

### **Deadlines**

Unless otherwise specified, all assignments will be turned in at the beginning of class on their due dates. All alternative arrangements must be approved before the relevant deadline. Late work without previous arrangement with me will only be accepted upon demonstration of extenuating circumstances.

### **Blackboard**

If you confront technical issues which interfere with your ability to use Blackboard, contact the LTAC (Lobo Technology Assistance Center) at 432-837-8888 or <https://techassist.sulross.edu>

### **Accommodating Students with Disabilities and Counseling Services**

Any student who because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make necessary arrangements. If an accommodation is needed, students must present their accommodation letter, obtained from Accessibility Services, as soon as possible. Please note that instructors are not permitted to provide classroom accommodations to a student until the appropriate verification has been received. Accessibility Services is in Ferguson Hall room 112. You can make an appointment by calling Mary Schwartze Grisham at 432 837-8203.

### **SRSU Library Services**

The Sul Ross Library offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library's website, [library.sulross.edu](http://library.sulross.edu). Off-campus access requires your LoboID and password. Check out materials using your photo ID. Librarians are a tremendous resource for your coursework and can be reached in person, by email ([srsulibrary@sulross.edu](mailto:srsulibrary@sulross.edu)), or phone (432-837-8123).

### **Tutoring at the English Department's Online Writing Center**

The English Department provides tutoring through Blackboard Collaborate. I will assign extra credit for major assignments receiving feedback from the tutors in the English Department's Online Writing Center.

### **Plagiarism and Academic Integrity**

Dishonest acts, such as plagiarism (using words or a specific author's ideas from another source without acknowledging the source) or collusion (having other people write parts of your paper for you), may result in an "F" on the assignment and may lead to a disciplinary hearing conducted through the office of the Dean of Students, which could result in suspension or expulsion from SRSU. If you have questions about whether your use of other sources (such as books, websites, friends, or Writing Center tutors) is fair or not, please ask before turning in the work that you have a question about.

### **Classroom Climate of Respect**

Importantly, this class will foster free expression, critical investigation, and the open discussion of ideas. This means that all of us must help create and sustain an atmosphere of tolerance, civility, and respect for the viewpoints of others. Similarly, we must all learn how to probe, oppose and disagree without resorting to tactics of intimidation, harassment, or personal attack. No one is entitled to harass, belittle, or discriminate against another on the basis of race, religion, ethnicity, age, gender, national origin, or sexual preference.

### Diversity Statement

I aim to create a learning environment for my students that supports a diversity of thoughts, perspectives and experiences, and honors your identities (including race, gender, class, sexuality, religion, ability, socioeconomic class, age, nationality, etc.). I also understand that the crisis of COVID, economic disparity, and health concerns, or even unexpected life events could impact the conditions necessary for you to succeed. My commitment is to be there for you and help you meet the learning objectives of this course. I do this to demonstrate my commitment to you and to the mission of Sul Ross State University to create an inclusive environment and care for the whole student as part of the Sul Ross Familia. If you feel like your performance in the class is being impacted by your experiences outside of class, please don't hesitate to come and talk with me. I want to be a resource for you.

### Incompletes

Incompletes will only be granted if there is a valid reason why the student is unable to complete the course work and at least 50% of the course assignments are completed.

## PROJECTS

1. Science News Report (250 points total)
2. Science (400)
3. Grant Proposal (300)

### GRADING


You can earn up to 1000 total possible points. The number of points needed to earn the following grades are: 900-1000=A, 800-899=B, 700-799=C, 600-699=D, 0-599=F.

Projects	Due Date	%	SLOs	Points
<b>News Report</b>		<b>20</b>		<b>250</b>
Response on an In-depth news report	9.7	2		20
Story Idea	9.12	2		20
Response on a related story	9.14	2		20
Photo or Graphic	9.21	2		20
Edited Draft of partners story	9.26	2		20
1 page news story	9.28	10		150
<b>Science Report</b>		<b>40</b>		<b>400</b>
Collaborative Statement of Purpose	10.5	5		50
Summary Foundational Source	10.12	5		50
Precis of a Current Source	10.19	5		50
Collaborative Progress Report	10.26	5		50
Collaborative Team Report	11.2	15		150
Graphic	10.26	5		50
Team Oral Report	11.2	5		50
<b>Grant Application</b>		<b>30</b>		<b>300</b>
Statement of Purpose				
Grant Development Memo	11.14	5		50
ISIS memo on a Grant Proposal	11.21	2.5		25
Peer Review 1	11.30	2.5		25
Grant Presentation	12.5	5		50
Grant Proposal	12.5	15		150
<b>Total Points Available</b>		<b>100</b>		<b>1000</b>

**COURSE CALENDAR**

Dates	Activities	Readings	Objectives, Resources and Due Dates
<b>Week One</b> <b>Unit 1 White Paper Project</b>			
8.29-31	Introduce syllabus		<i>Week Objectives:</i> Introduce syllabus and first project
<b>Week Two</b>			
9.5-7	Tone, science, style, techniques in science journalism  Discuss recent science news article  Begin investigating possible science news stories	Recent science news article	Due September 7 Response paper on current science news story  September 4: Labor Day
<b>Week Three</b>			
9.12-14	Pitch a science news story  Discuss variations in style across subjects, publications, and audiences.	Article on theme related to the subject of your report.	Due September 12 Proposal for news story  Due September 14 Response paper on a news story related to your own news report subject
<b>Week Four</b>			
9.19-21	Creating visuals	Graphics in sciences	Due Graphic to accompany your news story, September 21
<b>Week Five</b>			
9.26-28	Proofreading and editing  Revision		Due September 26: Edited draft of partner's paper  Due September 28: One full page, single-spaced science news story
<b>Week Six</b> <b>Unit 2: Science Research Report</b>			
10.3-5	Theory of science		Due October 5:

	And Approaches to science writing using IMRaD		Collaborative statement of purpose for research project
Week Seven			
10.10-12	Research  Library Research	Examples of theory	Due October 12: Summary of Theoretical or Foundational Source
Week Eight			
10.17-19	Field research  Empirical data Longitudinal/diachronic Larger synchronic samples Null and control groups objectivity		Due October 19: Outline of a current source on your subject
Week Nine			
10.24-26	Writing and revision  Creating graphics using statisticx		Due October 26: Collaborative Progress Report  <b>Graphic</b>
Week Ten			
10.31 11.2	PowerPoint design workshop  PowerPoint Presentations: November 2		Due November 2 PowerPoint presentations and Science Reports
Week 11 <b>Unit 3: Grant Proposals in Science or Education</b>			
11.7-9	Introduce Proposals and Grants		
Week 12			
11.14-16	Organizing and Drafting  Coordinating with foundations		Due November 14: Statement of Purpose for Grant Proposal
Week 13			
11.21-23	Teamwork and planning		Due November 21: ISIS Memo on a Grant Proposal

	Grant proposal format and design		 <p>Thanksgiving 11.22-24</p>
Week 14			
11.28-30	Drafting Grant Proposal  Revising and Editing		Due November 30 30: Grant proposal peer review of other team's proposal draft.
Week 15			
12.5 Last Day of Class	Revising and Editing the Grant Proposal  Last Day of Class: Wednesday, 12.5  Team Presentations on December 5 or on the final if necessary.		Due December 5: Grant proposal And PowerPoint Presentation
Week 16			
12.13	Final Exam is scheduled for Wednesday, December 13 from 10:15 am to 12:15 pm. We will use this time for PowerPoint presentations if necessary.		No Final but possibly PowerPoints

Educator Standards: For students seeking certification, this course will cover aspects of the following TEA educator competencies:

English Language Arts and Reading EC-6 Subject I:

*Competency 004 (Literacy Development): The teacher understands that literacy develops over time, progressing from emergent to proficient stages and uses a variety of approaches to support the development of students' literacy.*

*Competency 006 (Fluency Reading): The teacher understands the importance of fluency for reading comprehension and provides many opportunities for students to improve their reading fluency.*

*Competency 007 (Reading Comprehension and Applications): The teacher understands the importance of reading for understanding, knows the components and processes of reading comprehension and teaches students strategies for improving their comprehension, including using a variety of texts and contexts.*

*Competency 009 (Reading, Inquiry, and Research): The teacher understands the importance of research and inquiry skills to students' academic success and provides students with instruction that promotes their acquisition and effective use of those study skills in the content areas.*

*Competency 010 (Writing Conventions): The teacher understands the conventions of writing in English and provides instruction that helps students develop proficiency in applying writing conventions.*

*Competency 011 (Written Communication): The teacher understands that writing to communicate is a developmental process and provides instruction that promotes students' competence in written communication.*

*Competency 012 (Viewing and Representing): The teacher understands skills for interpreting, analyzing, evaluating, and producing visual images and messages in various types of media, and provides students with opportunities to develop in this area.*

*Competency 013 (Assessment of Developing Literacy): The teacher understands the basic principles of literacy assessment and uses a variety of assessments to guide literacy instruction.*

#### English Language Arts and Reading 4-8 Domain II:

*Competency 004 (Reading Comprehension and Assessment): The teacher understands the importance of reading for understanding, knows components and processes of reading comprehension and teaches students strategies for improving their comprehension.*

*Competency 005 (Reading Applications): The teacher understands reading skills and strategies appropriate for various types of texts and contexts and teaches students to apply those skills and strategies to enhance their reading proficiency.*

*Competency 006 (Written Language—Writing Conventions): The teacher understands the conventions of written English and provides instruction that helps students develop proficiency in applying written conventions.*

*Competency 007 (Written Language—Composition): The teacher understands that writing to communicate is a developmental process and provides instruction that promotes students' competence in written communication.*

*Competency 008 (Study and Inquiry Skills): The teacher understands the importance of study and inquiry skills as tools for learning in the content areas and promotes students' development in applying study and inquiry skills.*

#### English Language Arts and Reading 7-12

##### Domain I:



*Competency 001: The teacher understands and applies knowledge of relationships among the language arts and between the language arts and other aspects of students' lives and learning.*

Domain II:

*Competency 004: The teacher understands reading processes and teaches students to apply these processes.*

*Competency 005: The teacher understands reading skills and strategies for various types of nonliterary texts and teaches students to apply these skills and strategies to enhance their lifelong learning.*

*Competency 006: The teacher understands literary elements, genres, and movements and demonstrates knowledge of a substantial body of literature.*

*Competency 007: The teacher understands strategies for reading literary texts and provides students with opportunities to formulate, express, and support responses to literature.*

*Competency 008: The teacher understands and promotes writing as a recursive, developmental, integrative and ongoing process and provides students with opportunities to develop competence as writers.*

*Competency 9: The teacher understands effective writing and teaches students to write effectively in a variety of forms and for various audiences, purposes, and contexts.*