

**FALL 2009**  
**ENGL302-B21, ADVANCED COMPOSITION—BUSINESS**  
**FRIDAYS, 4:30PM TO 7:10PM, INNOVATION HALL 320**

## **GENERAL INFORMATION**

**Instructor:** David Beach

**Office:** Robinson A415 | **Phone:** 703-993-2762

**E-Mail:** dbeach@gmu.edu | **AIM:** DRBeach61 | **Mailbox:** Robinson A487

**Office Hours:** Fridays, 2pm to 4pm, or by appointment. Virtual office hours through AIM.

**Required Texts:** ENGL302 Style Guide & Handout (available in Blackboard)

**Recommended Text:** Any standard writing handbook which includes Chicago Manual of Style

## **COURSE GOALS**

ENGL302 is designed to meet the rhetorical needs and improve the awareness of students preparing for courses and professional work in their chosen disciplines. Students will learn to recognize the way(s) knowledge is constructed in their disciplines, to adapt to common purposes and audience needs in their disciplines, and to produce writing that employs the organizational techniques and genres typical in their disciplines. They will develop strategies for identifying and using research sources, online searching of databases pertinent to their disciplines, and using documentation styles preferred in their majors. ENGL302 emphasizes writing as a rhetorical process: students will explore beneficial ways to break a writing task into smaller steps such as generating and organizing ideas, investigating a topic, creating early drafts, seeking and providing feedback, and revising. They will improve their ability to revise and edit their own writing to meet the expectations of their major field or professional discipline.

## **COURSE THEME**

Your skills in research and writing will develop more quickly and strongly when focused around a context or theme. For the Fall 2009 semester, our theme will be sustainability, “development that meets the needs of the present without compromising the ability of future generations to meet their own needs” (*The Dictionary of Sustainable Management*). Our blog discussions and research projects will focus on sustainability, a rather broad term which can be applied in many ways.

## **COURSE POLICIES**

### **Blackboard**

We will use Blackboard exclusively. To access Blackboard, follow these directions:

- Open a browser.
- Go to <http://courses.gmu.edu>
- Allow pop-ups to be accepted from this site
- Ensure your Java program is up-to-date
- Enter your Mason userid and password.
- Click on ENGL-302 (will be active on Aug 31st)

### **Enrollment**

- Students are responsible for verifying their enrollment in this class.
- Last Day to Add: Sept 15<sup>th</sup>

- Last Day to Drop with no tuition penalty: Sept 15<sup>th</sup>
- Last Day to Drop: Oct. 2<sup>nd</sup>
  - After the last day to drop a class, withdrawing from this class requires the approval of the Dean and is only allowed for non-academic reasons.
  - Undergraduate students may choose to exercise a selective withdrawal. See the Selective Withdrawal Form (<http://registrar.gmu.edu/forms/SWR.pdf>) for procedures.

### **Class and Attendance**

Students are expected to be active and dedicated participants and colleagues in class. This means participating in classroom and online discussions, meeting with group members via a variety of media, attending online conferences with me at mutually agreeable times, and posting assignments on time. In cases of power or server outages on my end, I will leave a message on my voicemail. In cases such as these, we will adjust the schedule accordingly. In cases of inclement weather causing the cancellation of a face-to-face class, we will meet during the following online week.

This course has five class weeks when we will work online and not meet face-to-face; you will have flexibility with your time during those online weeks, not having to meet synchronously at any certain time unless that time has been negotiated with others. During our face-to-face classes, however, considerable group work will be done, and group work counts towards your participation grade. Since we meet on Friday evenings, double check your schedule for September through mid-December and consider any conflicts you might foresee which would prevent your attending full class sessions on those face-to-face dates—family events, work obligations, travel. If you anticipate several conflicts over the course of the semester, you should consider registering for a section on a day/at a time which aligns more with your schedule.

### **E-Mail**

Students should use their Mason e-mail account for class-related correspondence. I will only send material to Mason e-mail accounts to ensure confidentiality. If you use an e-mail account other than the Mason e-mail account, you can have your Mason e-mail forwarded to that account. Your other account should identify you by name, and if possible, you should change the settings on a class-related e-mail to have responses sent to your Mason e-mail account. Go to <http://mail.gmu.edu/>, enter your account information, and click on Options.

I will have my AIM account open almost all the time. Feel free to IM me with course-related questions and/or concerns. If I do not respond immediately, I will respond whenever I see your message. NOTE: If you have an AIM screen name which is something other than your name, be sure to identify yourself.

### **File Naming**

Since all assignments will be submitted online, a critical piece of time management and efficiency lies in file naming. When I download assignments to review, each file needs to have a unique file name, or else files are overwritten. For example, if Alia sends me an analysis assignment, and the file is named analysis.doc, and Binh sends me an analysis assignment with the same file name, the latter will overwrite the former unless I change the file name. This, obviously, takes up more time and effort, and raises the possibility of missing and misdirected files.

File names must be labeled with your Mason userid and the name of the work (in shortened form). Here is an example of Jane Doe's Ways of Knowing and Authority assignment: *jdoe2\_wok*.

I will return unread any attachment that does not follow this file naming protocol. Also, make sure your name is on the document itself.

When I return your work with feedback, you will see “fb\_” appended to the front of the file name (e.g. *fb\_jdoe2\_analysis*). When you submit a revision, you should remove the *fb\_* prefix and append “\_v2” (e.g. *jdoe2\_analysis\_v2*) to differentiate the revision from the original.

Note: Microsoft Office 2007 files are saved with a new, higher-security format—a document saved in Word 2007 will be named “*document.docx*” while the same document saved in Word 2003 would be named “*document.doc*”. I can handle either file type; however, if you use Word 2007 and classmates who are reviewing your work do not, they will be unable to open the file. Word 2007 has an option to save as Word 2003/97 format.

The “compatibility pack” will allow computers running Office 2000, Office XP, or Office 2003 to open, edit, and save files using the new file formats of Office 2007. The office 2007 Compatibility Pack can be downloaded at <http://itusupport.gmu.edu/FileFormatConverters.exe>. (*Microsoft recommends installing all Critical Updates from Microsoft Updates before installing the compatibility pack.*)

### **Document Format**

Presentation is an evaluation factor; it is important to remember that one way to “invite” reading of your work is to make it attractive. See The Style Guide in Blackboard for more information.

### **Submission of Papers**

All major assignments will be submitted electronically in the Assignment Dropbox in Blackboard. The assignments should be posted before 11:59pm on the due date. Please review the file naming protocol above. Students should retain all their assignments as they are returned to them.

### **Resources**

A wealth of resources for writing, both in general and in the disciplines, is located at <http://classweb.gmu.edu/dbeach/composition/>.

First and foremost, ***Wikipedia is not an acceptable source in any submitted college paper.*** Wikipedia is, however, a good place to start your research since it does list original sources and links from contributors. (Note: You may, of course, discuss Wikipedia in a paper in which you are discussing Wikipedia itself.)

A key goal of this course is mastery of proper documentation and citation styles. In business, many different documentation styles are used. The School of Management prefers Chicago Manual of Style, so that will be the documentation style used in this class.

### **Late Assignment Policy**

***No late assignments will be accepted.*** In cases of *documented* illnesses or emergencies, or bona fide technical issues (such as power and server outages, hard drive crashes, etc.), I will handle those on a case-by-case basis. In any of these cases, contact me as soon as possible via e-mail or voice message to let me know of the issue.

### **Extra Credit**

I am fundamentally opposed to the concept of extra credit since if I offer extra credit to one person, I have to offer it to all. The same goes with extensions to redo papers because the grade is not to one’s satisfaction.

### **ENGL302 Grading Policy**

Students in ENGL302 receive a final grade of A+ (4.0), A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C+

(2.33), C (2.0), C- (1.67), D (1.0), or F (0.0). **Students must earn a grade of C or higher to complete the General Education requirement.**

### **Course Grading Policy**

In grading essays, I use the following general criteria:

A "C" level grade (70-79%) denotes average college-level writing and achievement. The essay is a competent response to the assignment: it meets, to some degree, all the assignment requirements, and demonstrates that the author has put significant time and effort into communicating his/her ideas to his/her targeted audience. It has a thesis, presents some support, and moves from point to point in an orderly fashion; sentence-level errors do not significantly prevent comprehension. Essays that do not meet these criteria will not earn a "C."

A "B" level grade (80-90%) highlights a strong example of college writing and thinking. In addition to meeting the "C" level requirements, such an essay goes further in some way(s): it demonstrates some insight into the "gray areas" of the topic, provides original or very thorough support that is tightly woven into the overall argument, reads smoothly at both the sentence and paragraph levels, and/or exhibits a personal "voice" or style. It has few sentence-level errors.

An "A" level grade (90-100%) marks an essay that is a delight for the reader. Even more than in a "B" essay, its author anticipates and responds to possible reader questions, uses a wide range of supporting evidence, engages the reader in a provocative conversation, provides unexpected insights, and/or uses language with care and facility.

"D" and "F" level essays do not meet the basic expectations of the assignment.

### **Statement on Plagiarism**

GMU's Department of English Policy states:

"Plagiarism means using the exact words, opinions, or factual information from another person without giving the person credit. Writers give credit through accepted documentation styles such as parenthetical citations, footnotes, or end notes; a simple listing of books and articles is not sufficient. Plagiarism is the equivalent of intellectual robbery and cannot be tolerated in the academic setting."

It is your responsibility to be fully familiar with The Honor Code (<http://academicintegrity.gmu.edu/honorcode/> . Any instance of plagiarism in a paper submitted for a grade will result a report to the Honor Committee and a final grade of HC until the matter is resolved by the Committee. If you are at all confused about what is or is not plagiarism, ask!

### **Incompletes**

An incomplete will be given only if you have completed two-thirds of the work for the semester and have a truly valid reason (a documented lingering illness, family emergency, or work obligation that involves extended travel such as deployment) for being unable to complete the remainder of the work on time. Poor time management will not be accepted as a reason for an incomplete. Also, an incomplete must be requested prior to Dec 11<sup>th</sup>, the last day of class. The university now requires a contractual agreement between faculty and student for incompletes. You can find the form at <http://www.gmu.edu/student/academicaffairs/Forms/incomplete.pdf>.

## Revision Policy

I encourage you to revise your papers based on the feedback given you by either myself or your peers. Revisions are more than edits; a revision must be a *re-vision* of the paper, incorporating the suggestions to improve the content as well as the format of the paper. A revision that has only been edited for spelling, grammar, and mechanics will not receive credit. You may revise the paper once for re-evaluation, and the first page of the revision should include a one- to two-paragraph explanation of your revisions and how they improve the original paper.

Revisions are due two weeks from the day I have given you feedback. The revised paper's grade will stand as the grade for the paper. **NOTE: Any submissions due the final two weeks of the semester cannot be revised.**

## Administrivia

**[For online classes, the first paragraph obviously does not apply.]**

When we meet, beepers, cellular phones, and other personal electronic devices must be silenced, and there should be no electronic chatting at your desktop. It is disruptive to everyone for beepers and cellular phones to ring during class, distracting and disengaging to chat online, and rude to take and make calls during class. If someone is giving a presentation, give that person due respect, and do not use the computer. When we meet in a computer lab, food and drink are not allowed.

All of us are different. This is good because we then learn about our differences, what makes each of us unique, and how to be tolerant of our differences. I want to promote an open classroom where all topics are open for discussion in a rational and unthreatening manner. With that said, what is not acceptable in the classroom is any kind of bashing. This includes, but is not limited to, insensitive and/or inappropriate remarks, statements, or actions regarding race, ethnicity, religion, gender, sexual orientation, political preference, *ad infinitum*.

**Note:** If you have a disability or situation of which I need to be aware, please meet with me privately to discuss it. I will gladly accommodate any disabilities as long as they are documented with the Office of Disability Service (<http://ods.gmu.edu/>) .

## GRADING

Your course grade will be based on the following:

- Report on Recent Issue in Business: 5%
- Knowing Your Discipline: 15%
- Research Project: 30%
- Collaborative Project: 20%
- Blogging: 15%
- Course Analysis: 5%
- Participation (includes Introduction, Plagiarism Quiz & Peer Reviews): 10%

Paper grades are given the following points (based on 10 points):

- **A+** = 10.0; **A** = 9.5; **A-** = 9.2
- **B+** = 8.8; **B** = 8.5; **B-** = 8.2
- **C+** = 7.8; **C** = 7.5; **C-** = 7.2
- **D** = 6.5; **NG** = 5.0; **F** = 0.0

Final percentages will earn the following letter grades:

- 98.0 and above: **A+** | 94.0 – 97.9: **A** | 90.0 – 93.9: **A-**
- 88.0 – 89.9: **B+** | 84.0 – 87.9: **B** | 80.0 – 83.9: **B-**
- 78.0 – 79.9: **C+** | 74.0 – 77.9: **C** | 70.0 – 73.9: **C-**
- 65.0 – 69.9: **D** | 64.9 and below: **F**

## COURSE SCHEDULE

Assignments must be posted in Blackboard's Assignment Dropbox by 11:59pm on the due date.

<b>Date</b>	<b>Assignment Due/ Class Activity</b>
4 Sept	<ul style="list-style-type: none"> <li>▪ Course introduction and expectations.</li> <li>▪ Writing in business; analyzing other works</li> <li>▪ Copyright and intellectual property.</li> </ul>
11 Sept	<ul style="list-style-type: none"> <li>▪ <b>Due: Introduction</b></li> <li>▪ <b>Due: Plagiarism Quiz</b></li> <li>▪ Discussion: Research in your field, using sources, documentation</li> </ul>
15 Sept	<b>LAST DAY TO ADD / LAST DAY TO DROP WITH NO TUITION LIABILITY</b>
18 Sept	<ul style="list-style-type: none"> <li>▪ <b>Due: Recent Issue in Business</b></li> <li>▪ Discussion: Using sources, Crafting an argument, Authority in your discipline, Blogging &amp; Protocols</li> </ul>
25 Sept	<b>NO CLASS – ONLINE WEEK</b> <ul style="list-style-type: none"> <li>▪ <b>Due: Blogging</b></li> <li>▪ <b>Research Proposal</b></li> <li>▪ Discussion: Writing about data</li> </ul>
2 Oct	<b>LAST DAY TO DROP</b> <ul style="list-style-type: none"> <li>▪ <b>Due: Knowing Your Discipline draft for review</b></li> <li>▪ Discussion: Collaborative project</li> </ul>
9 Oct	<b>NO CLASS – ONLINE WEEK</b> <ul style="list-style-type: none"> <li>▪ <b>Due: Blogging</b></li> <li>▪ <b>Due: Peer Review for Knowing Your Discipline</b></li> <li>▪ Schedule collaborative project meeting</li> <li>▪ Discussion: Quantitative vs qualitative research</li> </ul>
16 Oct	<ul style="list-style-type: none"> <li>▪ <b>Due: Knowing Your Discipline Revision</b></li> <li>▪ Discussion: Research</li> </ul>
23 Oct	<b>NO CLASS – ONLINE WEEK</b> <ul style="list-style-type: none"> <li>▪ <b>Due: Blogging</b></li> </ul>
30 Oct	<ul style="list-style-type: none"> <li>▪ <b>Due: Research Project Draft for review</b></li> </ul>
6 Nov	<ul style="list-style-type: none"> <li>▪ <b>Collaborative Project Conferences</b></li> </ul>
13 Nov	<b>NO CLASS – ONLINE WEEK</b> <ul style="list-style-type: none"> <li>▪ <b>Due: Peer Review for Research Project</b></li> </ul>
20 Nov	<ul style="list-style-type: none"> <li>▪ <b>Due: Research Project Revision</b></li> </ul>
27 Nov	<b>THANKSGIVING BREAK</b>
4 Dec	<ul style="list-style-type: none"> <li>▪ <b>Due: Collaborative Project Presentations</b></li> </ul>
11 Dec	<ul style="list-style-type: none"> <li>▪ <b>Due: Course Analysis</b></li> <li>▪ Discussion: Professional writing, course evaluation</li> </ul>
18 Dec	<ul style="list-style-type: none"> <li>▪ <b>Final Exam Date</b></li> </ul>