

English 314 Syllabus

Instructor: Jason Helms

Office: 302 Daniel

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Office Hours: MTWThF 4:30-5:30 or by appointment

TEXTS

Sin Boldly! by David Williams (2nd Ed.)

Various other readings to be provided throughout the semester.

PURPOSE

English 314 introduces the student to the major forms of professional writing such as letters, memoranda, and reports. Students are taught to write clear, concise prose and to eliminate jargon, wordiness, and trite phrases. The importance of writing to suit a specific audience is emphasized. This section will also emphasize composition across various media.

COURSE POLICIES

Attendance Policy: In general, I have none. However, there will be an in-class assignment or quiz in almost every class. Absences will therefore automatically hurt your grade. These in-class assignments may not be made up for any reason. With such a short semester, I would recommend doing whatever it takes to attend all classes. If I am more than 15 minutes late for class, consider it cancelled for the day. Please submit a memo to me the class period following an absence; include in it the date and reason for your absence, the number of absences you have had, and a statement about how you intend to make up the missed work (getting notes from someone else, etc.). This memo will not count for any points, but not turning in the memo will result in one percentage point off your final grade. Attach any pertinent supporting information. And, yes, this memo must be typed. Should you face any situation that would require extended absence, you will only be excused if you follow the proper procedures. Should you need to be absent for an extended period of time, you should contact the Dean of Student Affairs who will contact your instructors.

Drop/Withdrawal Policy: Please check the university calendar for drop and withdrawal dates. It is your responsibility to see that you are dropped or withdrawn from the course if that is your choice. Be sure to meet the deadlines.

All students on the roll after the withdrawal date will receive final grades.

Incompletes: You will be expected to complete the required work for this course on time within the term assigned. If you must miss part of the course for a significant reason (ordinarily extended illness or family emergency) you may receive the grade of "I" if substantial part of the course work is completed. **NOTE:**

Poor management or judgment on your part does not qualify as a significant reason. You must be performing well in the course prior to the

difficulty that may qualify you for an “I.” If you find the course too difficult or you have neglected your work, consider withdrawal from the course by the appropriate dates.

Email: Feel free to contact me via email regarding upcoming due dates, assignments, course policies, or any other questions you may have. Realize that I often only check my email once or twice in a day, so please allow for a delay of at least 24 hrs and no more than five days in my reply.

Electronics: Cell phones must be turned off before the beginning of class. Laptops/PDAs may be used only for note-taking or in-class activities. I reserve the right to ask you to leave for repeated offenses.

Grade Discussion: Any debate concerning your grade must follow the 24/7 rule: you must wait at least twenty-four hours and not more than seven days after the work is handed back to you to discuss grades with me. Grades must be discussed during my office hours not class periods.

Plagiarism: Correctly citing sources is the most effective way of avoiding plagiarism. Citation will be discussed a bit in class, but if you have any questions about what does or does not constitute plagiarism, please ask me. In cases where I feel you have plagiarized, I will bring it to the attention of the dean and punishment will be determined thereafter. Please refer to the university's Academic Integrity Statement:

As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a 'high seminary of learning.' Fundamental to this vision is a mutual commitment to truthfulness, honor and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.

Requirements and Grading

Web Design	10%
Instructions	10%
Resume	10%
Mystory	10%
Reading Responses	10%
Audience Analysis	10%
Various Unannounced/Announced Quizzes and Exercises	10%
Class participation	10%
Recommendation Report	20%

The grading scale will be 90-100 A, 80-89 B, 70-79 C, 60-69 D, below 60 F.

Missed Quizzes and Exercises: Missed quizzes or in-class exercises count as a zero; there will be no exceptions.

Document Format: All assignments will be graded on form as well as content. This means you must take document design into account from day one. This will include font choice and color (usually black ink), paper, spacing, margins, pagination, staples, and appropriate MLA citations and formatting. Yes, this means I might grade you down for turning in a memo in **Comic Sans**.

Submission of Work: All work must be handed in at the beginning of class in order to be considered on time. Late work may be placed in my box in 801 Strode Tower by 4:30 for a deduction of one letter grade per day excluding Sundays.

TENTATIVE SYLLABUS

Date	Topic	Reading
5/12	Syllabus and Course Overview Grammar and mechanics discussion Writing exercises, Assign Rhetorical Devices	Technical Communication In Today's Workplace (pdf) Diagramming sentences (link)
5/13	Discuss Reading. Assign Instructions, Audience Analysis, Resume – discuss audience. Rhetorical Devices and Response #1 Due	SB Intro, 1, A World of People and Purposes, Five Audiences, and Understanding Readers (pdfs)
5/14	Discuss Reading. Instruction writing. Response #2 (in class). Assign Response #3. Discuss memos. Workshop Audience Analysis	SB 2-4, Editing and Proofreading (pdfs) Resume readings
5/15	Discuss Reading. Resume (digital and print). Assign Response #4. Audience Analysis Due, Workshop Resume, Response #3 due	SB 5-7, Definitions and Descriptions (pdf)
5/16	Discuss Reading. Assign Response #5. Website Intro. Workshop Instructions Response #4 due	Read SB 8, McCloud, and Think Visually (pdfs)
5/17	Discuss Reading Response #6 (in class). Assign Response #7 & #8 Workshop website. Instructions and Response #5 due	Read SB 12-13, Conventions for Writing Memos (pdf) How to Write the Perfect Email (link)
5/19	Discuss Reading. Response #9 (in class). Website due (first draft) Responses #7 & #8 due.	Read SB 14-15 Writing Formal Reports (pdf)

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| 5/20 | Discuss Reading. Response #10 (in class).
Workshop Project Report
Resume & Cover Letter Due | Reading TBA |
| 5/21 | Discuss Reading. Assign Mystory.
Workshop Recommendation Report | Mystory Readings |
| 5/22 | No Class
Recommendation Report Due | |
| 5/23 | Class Online | |
| 5/24 | Class Onlineb | |
| 5/27 | Final Website Due | |

Please sign and return this portion to the instructor on May 12th, 2007

By signing below, I attest that I have read over the course syllabus on my own and fully understand the policies that govern this course. Also, I attest that I am fully aware of the requirements (and work load) of this course as it is currently stated and am willing to accept those responsibilities by being a student in this course (meaning that I am aware that failing to do any course work will have serious negative influences on my overall course grade). Additionally, I attest that I am specifically aware of the course attendance policy and late work policy.

Print name: _____ Student ID: _____

Signature: _____ Date: _____