ENC 3250  
(Professional Communication)  
University of North Florida  
Fall 2008

INSTRUCTOR INFORMATION  
Brenda Maxey-Billings (Writing Program Faculty, English Dept.)  
EMAIL: brenda.maxey-billings@unf.edu  
WEBPAGE: http://www.unf.edu/~brenda.maxey-billings

OFFICE HOURS AND LOCATION  
MWF 11:00-11:50 a.m. (drop-in); Fri 1-2:00 p.m. and other times (by appointment)  
Building 8, Room 2606 (Yes, I know it’s hard to find—look in the English Department Offices on the second floor.)

I check my email often during the term, and you may email me with any questions that require brief responses. For more in-depth conferences, I’m happy to arrange to meet with you in my office.

COURSE DESCRIPTION  
The UNF catalog describes the course this way: The primary emphasis of technical writing is on the basics of professional communication-research, organization, grammar/mechanics/style. We will also pay attention to the forms of professional communication-letters, memos, and formal and informal reports.

Course Objectives: This course aims to help students formulate strong documents, develop good writing skills, and gain practice in the conventions of professional writing. Such skills should prove valuable for professional undertakings.  
Course Focus: ENC 3250 emphasizes topic development, conventional writing formats, graphic/text forms, and collaborative writing. Each student produces several professionally formatted documents.

TECNOLOGY REQUIREMENT  
You'll need regular access to this course’s Blackboard site, so you must maintain reliable internet service. The first time you enter ENC 3250 on Blackboard, go to “personal information” and update your email address to one that you check regularly. Your instructor will occasionally send important announcements and updates via email. (To link directly to Blackboard, use  
Please note also the requirement for Word Processing software, as described under “Texts and Materials.”

ASSIGNMENTS  
Each week check the Schedule on the course Blackboard site to find the assigned reading and writing tasks, details of which you'll find in the Assignments section. You'll earn your overall course grade through the quality of your work on these assignment categories:

1. Miscellaneous – In-class activities, quizzes, exercises, peer review, etc. 200 points
2. Business Documents (Email, Memo, Letter, Employment Docs & Interview) 200 points
3. Graphic/Text Writing (Technical Definition/Technical Instructions Wiki) 100 points
4. Class Writing Project (Proposal, Progress Report, Project, Reflection) 500 points
GRADING SCALE and GRADING REQUIREMENTS

Keep in mind that effort alone cannot determine your grade in this class. Making consistent effort should help you do well on assignments, but only the strength of your work determines your grade. Work earning the highest grades will demonstrate superior quality of analytical thought as well as superior writing craft.

You earn your course grade through the percentage score of all graded work, weighted as described in the section above. Final grades adhere to the following scale. I don't add “extra” points or fractions of points to “bump up” your numerical score at the end of the term, so make sure you take advantage of opportunities to raise your grade throughout the term.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Score</th>
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<tbody>
<tr>
<td>A</td>
<td>91.5% or better</td>
</tr>
<tr>
<td>A-</td>
<td>89.5%-91.4%</td>
</tr>
<tr>
<td>B+</td>
<td>86.5–89.4%</td>
</tr>
<tr>
<td>B</td>
<td>81.5–86.4%</td>
</tr>
<tr>
<td>B-</td>
<td>79.5–81.4%</td>
</tr>
<tr>
<td>C+</td>
<td>76.5–79.4</td>
</tr>
<tr>
<td>C</td>
<td>69.5–76.4%</td>
</tr>
<tr>
<td>D</td>
<td>59.5–69.4%</td>
</tr>
<tr>
<td>F</td>
<td>59.4% or lower</td>
</tr>
</tbody>
</table>

To earn a C or better in this course, you must turn in all major writing assignments, in the minimum length or greater, and you must earn a "C" average on all your work. An individual assignment earns a C only if it meets the acceptable standards for the assignment.

TEXTS AND MATERIALS

Required Materials
+ Writing for the Technical Professions (Kristen R. Woolever) 4th Edition
  [Optional: Package with MyTechComm Lab]
+ Full-function word-processing software, such as that available in
  Microsoft Office or WordPerfect Office—NOT Microsoft Works,
  Wordpad, or Notepad! If you need word-processing software, you may download a free
  office suite at OpenOffice.org.

Instructor’s Online Reading Selections
+ Since you’ll need to analyze source texts extensively, we will rely upon varied, typically short, readings. You’ll find these in the Readings section of the Blackboard course.

Recommended Materials
+ A binder to organize class readings, assignments, and notes

SCHEDULE

The schedule for the course may change throughout the term to accommodate class needs. Thus, for homework, reading, and assignments, you should always check the most current version of the course Schedule, maintained on our course site on Blackboard.

Remember, you’re responsible for all assignments on the class schedule even if I fail to remind you of them in class!

ATTENDANCE POLICY

Attendance is mandatory, so plan to attend all classes. Class time provides opportunities to participate in on-going discussions about assigned readings and writing projects; to consult with the instructor on writing; to work with peers in writing/revision workshops; and to practice key grammatical, mechanical, and stylistic skills. If you miss these opportunities as they arise, you won’t be able to retrieve them.

I realize that even the best student must miss a class occasionally—Thus, I allow each student two absences with no penalty other than lack of credit for class work missed due to the absence. However, keep in mind that the following penalties apply to absences (whether for “excusable” reasons or not):

Absence Penalties:
- 0-2 classes = No penalty other than failure to receive credit for missed work
- 3-5 classes = EACH absence over 2 results in a loss of 50 points of “Misc” Grade
  (i.e., each absence over 2 reduces final grade approx ½ grade)
- 6+ classes = Fail the course, regardless of grade earned on completed work

In other words—your first two absences (for whatever reason) count as your two “excused” absences. Any absence after the first two (for whatever reason) counts as an “unexcused” absence.
ASSIGNED WORK DEADLINES

Late work earns you an F on the assignment. Thus, make sure you submit assigned work on the specified due date even if you feel your work is substandard or incomplete, or even if you are taking one of your “allowed” absences.

If you completely fail to submit an assignment, you earn a zero averaged into your overall grade. If you miss the deadline, at the instructor’s discretion, you may receive up to half credit for late work submitted within one week of the original due date. Note that FAILING to submit an assignment earns a more serious grade deduction than does submitting a poor or incomplete assignment. **Make sure you get credit for your work (even if incomplete)—Turn in each assignment by its due date!**

CLASSROOM AND ONLINE COURTESY

Members of the class at times may express differing opinions, and sometimes students will disagree with the opinions expressed in a text. After all, we are working toward using language in persuasive ways, and to do so, we must learn to counter opposing viewpoints. We are aiming always, however, toward CIVIL discourse. That is, both the classroom and the Blackboard site should provide a venue in which students (and instructors) may discuss volatile issues openly, while demonstrating respect for ideas that differ from their own.

In general, my expectations for courtesy follow expected social and professional standards. Thus, as you would in any professional environment, please address others respectfully and avoid offensive language, tone, or content. I reserve the right to penalize (by a grade reduction of ½ of a letter grade) instances of “significant disruption,” or other substantive discourtesy. (Note that my judgment determines these offenses.)

SPECIAL DISPENSATIONS

Students with disabilities who seek reasonable accommodations in the classroom or other aspects of performing their coursework must first register with the UNF Disability Resource Center (DRC) located in Building 10, Room 1201. DRC staff members work with students to obtain required documentation of disability and to identify appropriate accommodations as required by applicable disability laws including the Americans with Disabilities Act (ADA). After receiving all necessary documentation, the DRC staff determines whether a student qualifies for services with the DRC and if so, the accommodations the student will be provided. DRC staff then prepares a letter for the student to provide faculty advising them of approved accommodations. For further information, contact the DRC by phone (904) 620-2769, email (kwebb@unf.edu), or visit the DRC website at [http://www.unf.edu/dept/disabled-services](http://www.unf.edu/dept/disabled-services).

UNIVERSITY POLICIES ON PLAGIARISM AND ACADEMIC MISCONDUCT

As a University of North Florida student, you commit to UNF’s standards of student conduct, detailed in the Academic Integrity Code. Briefly, the Code requires UNF students to neither give nor receive unauthorized aid in completing all assignments. Violations include cheating, fabrication and falsification, multiple submissions, plagiarism, abuse of academic materials, and complicity in academic dishonesty. The Academic Integrity Code is available in its full form at [http://www.unf.edu/registrar/forms/misconduct_policy.pdf](http://www.unf.edu/registrar/forms/misconduct_policy.pdf).

The University of North Florida considers any form of “academic dishonesty” a serious violation of University standards. You should know that violations might result in your expulsion from the University. FOR YOUR PROTECTION, review the UNF Academic Integrity Code and make sure you understand University standards.

Remember, you are responsible for understanding the University's definitions of plagiarism and academic dishonesty.

Examples of violations of the Academic Code include the following:

- Submitting all or part of someone else’s work as if it is your own.
- “Borrowing,” without crediting the source, any of the following:
  - Any part of song lyrics, poetry, or movie script
  - Any part of another person’s essay, speech, or ideas
* Any part of an article in a magazine, journal, newspaper
* Any part of a book, encyclopedia, CD-ROM, online WWW page, etc.
* Any IDEA from another person or writer, even if you express that idea in your own words.

- “Borrowing” verbatim text without enclosing in quotation marks and citing the source.
- Making “duplicate submissions” of assignments - that is, submitting work in one class that you also submit (or have previously submitted) in another class.
- “Collaborating” or receiving substantive help in writing your assignment unless such collaboration is part of the given assignment. (You may receive general advice from tutors or writing lab instructors.)
- Failing to cite sources, citing them improperly, or making up false sources.

Important Tip: You should never copy and paste something from the Internet without providing the exact location from which it came.

Plagiarism substantially violates the student academic integrity code. You commit plagiarism when you present INFORMATION, IDEAS, or WORDS “borrowed” from someone else as if they are your own. If a student "plagiarizes" all or any part of any assignment, he/she will earn a failing grade on the assignment. University policy also requires that instructors report imposed penalties to the Registrar’s Office, which will maintain a permanent record of the incident in the student’s file. Other forms of academic dishonesty (examples include cheating on a quiz or citing phony sources or quotations) will also result in a failing grade on the assignment as a minimum penalty.

Protect yourself! Make sure the assignments you submit for grading reflect your own work and properly cite any sources from which you obtained ideas, quotations, or information.

**USEFUL STUDENT RESOURCES**

Many students experience stress while adjusting to college. Although I certainly sympathize if you are experiencing non-course-related problems, you will find better and more helpful resources elsewhere on campus. The services below are available free to students, so if you feel you need help, please don’t wait. Contact the appropriate office below—each of their staffs include trained, caring professionals who have experience helping students deal with specific academic, security, psychological, and emotional issues.

ACE (Academic Center for Excellence) – Academic Advising and Tutoring  
Founder’s Hall, 2/2120, (904) 620-1012, http://www.unf.edu/es/ace

The UNF Counseling Center  
Founder’s Hall, 2/2068, (904) 620-2602, http://www.unf.edu/dept/counseling_center

UNF Campus Police, http://www.unf.edu/dept/upd/index.htm  
Building 41, on UNF Drive across the street from the on Information Booth  
Emergency Number: (904) 620-2801

Note: Police officers are available 24 hours a day to provide safety escorts to any member of the University Community. To request an escort you may contact the UPD at 620-2800.

The Women’s Center (and Victim Advocacy Program)  
Student Life Center Building, 14/2623, (904) 620-2528, Email: womenctr@unf.edu  
24-hour Crisis Helpline: (904) 620-1010