

# Oglala Lakota College



## Engl 343 ---Writing in the Professions II Course Syllabus

Center: \_\_\_\_\_ Day and Section Number: \_\_\_\_\_

Welcome

### Instructor Information

Instructor Name	
Home Phone	
Office Phone	
Email Address	
Office Hours	

# Course Information

## Course Description:

This course focuses on developing strength in writing through extensive practice in composing technical reports, manuals, proposals, and other documents. This course will guide students in achieving voice, tone, style, and content in formatting, editing, and graphics. Prerequisite: Engl 103

## Course Objectives:

1. By the end of this course, students will be able to successfully develop longer reports, manuals, proposals or other documents.
2. By the end of this course, students will have gained skills needed to edit documents successfully.

## Required Text and Materials

✓ TBA

## Instructional Methodology

The format involves careful reading, discussion, some lecture, and extensive in-class writing assignments. Because of the large number of in-class assignments, which are the basis for students' grades, it is very important to make the commitment to attend classes. It is anticipated that this class will also require at least two hours of work outside of class time for each class session. Please **plan to make the necessary time commitment**, so you can succeed in this course.

## Work Expectations

Students will complete reading and writing assignments in class. Many of these in class assignments cannot be made up later. Additionally, students will be assigned reading and writing assignments to be completed outside of class time. Failing to complete homework assignments will affect final grades.

Students need to be able to read as much as 40 pages a week for this class. You also need to be able to express yourself, both in writing and verbally. If you're not sure if your writing, analysis, or reading skills are sufficient for this course, please see me immediately, so we can determine whether you need assistance to do well. If you are having problems with the material during the semester, please contact me **right away**.

## Evaluation:

In-Class Participation (25 points each quarter of course)	100 points
In-Class Written Assignments	400 points

Homework Assignments

500 Points

**Total**

**1000 points**

### **Grading Scale:**

The following scale is used in determining averages:

100-90	A
89-80	B
79-70	C
69-60	D
59-0	F

**In-Class Participation:** Class participation is critical to this course. Students will be graded both on how often they participate in class discussion and on the quality of their participation. Merely being present does not equal participation. You will receive three participation grades during the semester, with a written explanation, and then a final participation grade. Each participation grade is a possible 25 points (100 points total).

**NOTE:** It is the student's responsibility to keep copies of all papers and records of grades in case of a grade dispute.

### **Course Evaluation**

I expect students to complete the course evaluation. Ideally, this activity will be completed during weeks thirteen or fourteen of the semester. The College Center Counselor will assist you. I value your viewpoint and your assessment of each course. It is vital to my continued development as an instructor.

### **Lakota Perspective**

- The Lakota perspective is encouraged in this course. In fact, writing exercises and threaded discussion continually supplies a Lakota perspective on many topics considered in class.
- Wolakolkiciyapi. Students are encouraged to display the Lakota values of respect, knowledge, generosity, fortitude, truthfulness, and courage.
- Recommendations will be made to incorporate cultural themes and issues in papers and/or presentations.

## COURSE SCHEDULE

Week 1	Introductions and Overview—Letters, Memo's, & Brochures
Week 2	Report Writing—Feasibility Reports and Formal Reports
Week 3	Report Writing--Presentations
Week 4	Brochures & Newsletters
Week 5	Brochures & Newsletters
Week 6	Writing Manuals
Week 7	Writing Manuals
Week 8	Press Releases
Week 9	Press Releases
Week 10	Proposal Writing
Week 11	Proposal Writing
Week 12	Proposal Writing
Week 13	Proposal Writing
Week 14	Other documents
Week 15	Turn in Final Project

# Course Policies

## Attendance Policy

*This is a skills course--not a lecture course where you can borrow a friend's notes afterward. Typically, one or more skills will be explained briefly in class, and you will then spend most of the class time practicing the skills, making them your own. You will be learning in the best possible way, through doing. Since much of the value and meaning of the course is the work done in class, you must be here on a steady basis. In a real sense, if you miss class, you are missing the course. Therefore, you should determine now to attend class faithfully; otherwise, you will be wasting your time and money.*

Each student, present or absent, is responsible and accountable for his or her assignments, attendance, and participation.

The following attendance policy will be followed:

- Three (3) absences in a row (without face to face, electronic or phone communication) constitute an automatic drop. Leaving a message at the center is NOT adequate communication.
- Five (5) scattered absences constitute an automatic drop (or a total of 15 hours missed).
- There will be no such thing as an excused absence. All absences are documented in the same way, as absent unexcused. Save your allowed absences for emergencies.
- Tardiness and leaving early will be recorded. You must be present for at least ½ of the class to be marked present in jenzabar.

## Withdrawal

Students who are dropped from a class either by me or by the registrar will NOT be reinstated. There are NO reinstatements for students who are dropped for five absences.

Communication is essential. If you are having difficulties and are in danger of being dropped, contact me asap to discuss options BEFORE you are dropped.

You should also be aware that withdrawals (drops) will very likely affect your financial award: Pell, Higher Ed., Scholarships, etc. You must be willing to make a commitment in order to be successful in your journey at OLC.

## Incomplete and Grade Change

There must be a valid reason to request a grade change or an incomplete. An incomplete grade or grade change is given only when the instructor feels special circumstances warrant it.

Not getting work done on time, missing class, being tardy or leaving early are NOT valid reasons for incompletes or grade changes.

### **Late Work**

Each student, present or absent, is responsible and accountable for his or her assignments, attendance, and participation. Missing class does not excuse a student from having work done at the next class.

- Assignments may be submitted by email through Friday of the week due for full credit.
- Assignments submitted late (after Friday) will be reduced by one letter grade.
- Assignments more than one week late will not be accepted.

### **Academic Integrity**

Oglala Lakota College has established an academic dishonesty policy. The current college catalog states

Academic dishonesty is the taking of an examination or the preparation of papers for credit wherein the student knowingly represents the work of another as his/her own; and/or knowingly breaks stated examination rules. A student may be expelled and barred from further classes upon proof in a hearing of academic dishonesty.

(10)

The Humanities and Social Science department fully supports this policy. Part of the learning process includes the review and integration of the work of others with your thoughts and ideas. In this process, there is no room for plagiarism, which robs you of meaningful learning and is unfair to the original author.

Plagiarism is an ethical violation that is not tolerated at OLC. Oglala Lakota College faculty and staff are fully aware of the many online resources that are now available and we encourage you to focus on learning rather than the inappropriate use of another person's work without proper citation.

You are expected to do your own work. If you are unsure about the proper documentation of someone else's words and/or ideas, ask me. Plagiarism will not be tolerated in this class. Plagiarism will result in an F for the course.

### **Academic Freedom in Learning**

Under Board of Regents and University policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should first contact the instructor of the course to initiate a review of the evaluation. If the student remains unsatisfied, the student may contact the department head and/or dean of the college which offers the class to initiate a review of the evaluation.

### **Student Conduct**

OLC students will abide by the standards of conduct stated in the latest student handbook. Every student has the right to a safe learning environment. OLC applies the following as acts of misconduct subject to disciplinary action: Any actual or threatened physical violence; Gross disorderly conduct; Verbal abuse or harassment; Vandalism; Attending classes under the influence of alcohol or drugs; and any other student conduct that causes a disruption in the classroom. Any infringement of these rules could lead to dismissal.

### **ADA Statement(American Disabilities Act)**

This class requires extensive reading and writing. If you have a disability that prevents you from taking part in any activities, please talk to the Instructor.

*If you have a disability that interferes with your ability to learn and in need of assistance please contact the OLC Coordinator of Support Services, at 455-6040. See OLC Policy 85-600 for further details.*

Do this as soon as possible, so we can make arrangements to fit your needs. If you're not sure if your writing or reading skills are sufficient for this course, please see me immediately, so we can determine whether you need assistance to do well. If you are having problems with the material during the semester, please contact me right away.

### **Disclaimer**

Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Oglala Lakota College and any student. The instructor reserves the right to make necessary changes in course content and/or the instructional technique with reasonable notice.