

SIGNATURE ROUTING LOG

General Information:

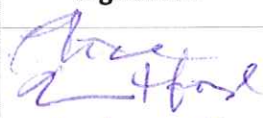




Proposal Type: Course Program Other

Proposal Name¹ (course prefix & number, pgm major & degree, etc.): English 203: Business Writing
 (chg. prefix, ownership, add DL)
 Proposal Contact Person Name: Deborah Kirkman Phone: 257-1115 Email: dkirk00@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Division of Writing, Rhetoric, and Digital Media	11/15/10	Roxanne Mountford / 257-6985 / mountford@uky.edu.mail	
Department of English, DUS		Matthew Giancarlo/257-1587 / matthew.giancarlo@uky.edu	
English Department, Chair	11/15/10	Ellen Rosenman / 257-2901 / rosenma@email.uky.edu	
		/ /	
		/ /	
A&S Ed. Policy Cmte.	12/7/10	Randall Roorda, Humanities / 7-1033 / roorda@uky.edu	
A&S Dean		Anna Bosch, Associate Dean / 7-6689 / bosch@uky.edu	

External-to-College Approvals:

*U6C
12/10/10*

Council	Date Approved	Signature	Approval of Revision ²
Undergraduate Council	2/1/2011		
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

¹ Proposal name used here must match name entered on corresponding course or program form.

² Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. General Information.

- a. Submitted by the College of: Arts and Sciences Today's Date: 15 November 2010
- b. Department/Division: English
- c. Is there a change in "ownership" of the course? YES NO
 If YES, what college/department will offer the course instead? A&S/ Writing, Rhetoric, and Digital Media
- d. What type of change is being proposed? Major Minor¹ (place cursor here for minor change [OSC1] definition)
- e. Contact Person Name: Roxanne Mountford Email: mountford@uky.edu Phone: 257-6985
- f. Requested Effective Date: Semester Following Approval OR Specific Term²: Summer 2011

2. Designation and Description of Proposed Course.

- a. Current Prefix and Number: ENG 203 Proposed Prefix & Number: WRD 203
- b. Full Title: Business Writing Proposed Title: Business Writing
- c. Current Transcript Title (if full title is more than 40 characters): _____
 Proposed Transcript Title (if full title is more than 40 characters): _____
- d. Current Cross-listing: N/A OR Currently³ Cross-listed with (Prefix & Number): _____
 Proposed – ADD³ Cross-listing (Prefix & Number): _____
 Proposed – REMOVE^{3,4} Cross-listing (Prefix & Number): _____

e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours⁵ for each meeting pattern type.

- Current: 3 Lecture _____ Laboratory⁵ _____ Recitation _____ Discussion _____ Indep. Study _____
 _____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency _____
 _____ Seminar _____ Studio _____ Other – Please explain: _____
- Proposed: _____ Lecture _____ Laboratory _____ Recitation _____ Discussion _____ Indep. Study _____
 _____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency _____
 _____ Seminar _____ Studio _____ Other – Please explain: _____

- f. Current Grading System: Letter (A, B, C, etc.) Pass/Fail
 Proposed Grading System: Letter (A, B, C, etc.) Pass/Fail
- g. Current number of credit hours: 3 Proposed number of credit hours: _____
- h. Currently, is this course repeatable for additional credit? YES NO

¹ See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.
² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
³ Signature of the chair of the cross-listing department is required on the Signature Routing Log.
⁴ Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
⁵ Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

Proposed to be repeatable for additional credit?

YES NO

If YES: Maximum number of credit hours: _____

If YES: Will this course allow multiple registrations during the same semester?

YES NO

- i. **Current Course Description for Bulletin:** Instruction and experience in writing for business, industry, and government. Emphasis on clarity, conciseness, and effectiveness in preparing letters, memos, and reports for specific audiences.

Proposed Course Description for Bulletin:

- j. **Current Prerequisites, if any:** Completion of University Writing requirement.

Proposed Prerequisites, if any: Completion of University Writing requirement or new general education Communications (6hr) sequence

- k. **Current Distance Learning(DL) Status:** N/A Already approved for DL* Please Add⁶ Please Drop

*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed changes do not affect DL delivery.

- l. **Current Supplementary Teaching Component, if any:** Community-Based Experience Service Learning Both

Proposed Supplementary Teaching Component: Community-Based Experience Service Learning Both

3. **Currently, is this course taught off campus?** YES NO

Proposed to be taught off campus?

YES NO

4. **Are significant changes in content/teaching objectives of the course being proposed?** YES NO

If YES, explain and offer brief rationale:

5. **Course Relationship to Program(s).**

- a. **Are there other depts and/or pgms that could be affected by the proposed change?** YES NO

If YES, identify the depts. and/or pgms: _____

- b. **Will modifying this course result in a new requirement⁷ for ANY program?** YES NO

If YES⁷, list the program(s) here: _____

6. **Information to be Placed on Syllabus.**

- a. Check box if changed to 400G or 500. If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

⁶ You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷ In order to change a program, a program change form must also be submitted.

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. **The *department* proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at <http://www.uky.edu/USC/New/forms.htm>).

Course Number and Prefix: WRD 203	Date: 15 November 2010
Instructor Name: TBD	Instructor Email: TBD
Check the method below that best reflects how the majority of course of the course content will be delivered.	
Internet/Web-based <input checked="" type="checkbox"/>	Interactive Video <input checked="" type="checkbox"/> Hybrid <input type="checkbox"/>

Curriculum and Instruction	
1.	<p>How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?</p> <p>Course occurs over eight weeks of regular Blackboard course access, exchanges, and assignments submission. Synchronous meetings among whole class and in collaborative groups assure virtual contact with instructor, as well as access through Blackboard features and e-mail. Yes, course syllabus conforms to all stated Senate guidelines.</p>
2.	<p>How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.</p> <p>Business Writing is the in-house text regularly revised and assigned to traditional ENG 203 courses. The Business Writer's Companion replaces St. Martin's Handbook. Course goals and objectives remain the same as those stated on traditional syllabus, with increased emphasis on digital literacy and communication skills.</p>
3.	<p>How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.</p> <p>Blackboard submissions ensure student privacy via Link Blue account safeguards. In addition, academic standards for originality of student work are protected via SafeAssign copyright infringement and plagiarism detection safeguards.</p>
4.	<p>Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?</p> <p>No</p> <p>If yes, which percentage, and which program(s)?</p> <p><small>*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery will be six months from the date of approval.</small></p>

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

5.	<p>How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?</p> <p>Website URLs and UK staff telephone and email addresses (all hyperlinked) are provided as they are in traditional courses.</p>
<i>Library and Learning Resources</i>	
6.	<p>How do course requirements ensure that students make appropriate use of learning resources?</p> <p>Units require extensive exploration of popular service and corporate websites for the job search package, academic scholarly databases, corporate annual reports, private research foundation databases, and government research and statistical abstracts. Project requirements stipulate number and nature of sources required.</p>
7.	<p>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</p> <p>All University students are automatically enrolled in Blackboard course platform. Students who do not have computer, Internet, and microphone access are advised not to enroll in this course.</p>
<i>Student Services</i>	
8.	<p>How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Teaching and Academic Support Center (http://www.uky.edu/TASC/index.php) and the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?</p> <p>Syllabus page 3 contains this paragraph: "Technical difficulties: Reach the UKIT Customer Service Center at 859-218-HELP (4357), or e-mail helpdesk@uky.edu. Please copy the course instructor on any correspondence regarding technical difficulties. "</p>
9.	<p>Will the course be delivered via services available through the Teaching and Academic Support Center?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.</p>

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

10.	<p>Does the syllabus contain all the required components, below? <input checked="" type="checkbox"/> Yes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Instructor's <i>virtual</i> office hours, if any. <input type="checkbox"/> The technological requirements for the course. <input type="checkbox"/> Contact information for TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300). <input type="checkbox"/> Procedure for resolving technical complaints. <input type="checkbox"/> Preferred method for reaching instructor, e.g. email, phone, text message. <input type="checkbox"/> Maximum timeframe for responding to student communications. <input type="checkbox"/> Language pertaining academic accommodations: <ul style="list-style-type: none"> ○ "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu." <input type="checkbox"/> Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS) <ul style="list-style-type: none"> ○ Carla Cantagallo, DL Librarian ○ Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6) ○ Email: dllservice@email.uky.edu ○ DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16
11.	<p>I, the instructor of record, have read and understood all of the university-level statements regarding DL.</p> <p>Instructor Name: Mary Kathryn Tri</p> <p style="text-align: right;">Instructor Signature: <i>Mary Kathryn Tri</i></p>

University Senate Syllabi Guidelines

ENG 203
chgs
to WRD
add DL

General Course Information

- Full and accurate title of the course.
- Departmental and college prefix.
- Course prefix, number and section number.
- Scheduled meeting day(s), time and place.

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

- Instructor name.
- Contact information for teaching/graduate assistant, etc.
- Preferred method for reaching instructor.
- Office phone number.
- Office address.
- UK email address.
- Times of regularly scheduled office hours and if prior appointment is required.

Course Description

- Reasonably detailed overview of the course.
- Student learning outcomes.
- Course goals/objectives.
- Required materials (textbook, lab materials, etc.).
- Outline of the content, which must conform to the Bulletin description.
- Summary description of the components that contribute to the determination of course grade.
- Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s).
- Final examination information: date, time, duration and location. *N/A*
- For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for *undergraduate* students.
- For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for *graduate* students. (Graduate students cannot receive a "D" grade.) *N/A*
- Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.).
- Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus.
- Policy on academic accommodations due to disability. Standard language is below:
If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Course Policies

- Attendance.
- Excused absences.
- Make-up opportunities.
- Verification of absences.
- Submission of assignments.
- Academic integrity, cheating & plagiarism.
- Classroom behavior, decorum and civility.
- Professional preparations.
- Group work & student collaboration.

**The University of Kentucky, Division of Writing, Rhetoric, and Digital Media
ENG 203 (changing to WRD 203) – Business Writing**

Course Access/Class Time and Location:

This is an online course. To access the course visit <http://elearning.uky.edu> and login to Blackboard with your LINK BLUE username and password.

Instructor: TAs TBD

Office phone: TBD

Office address: TBD

UK e-mail address: My e-mail address is TBD. This is the best way to contact me. Please use the **Send Email** option in Blackboard. This tool automatically puts the course number in the subject line. This will help facilitate a quicker response from me.

Course Developer: Deborah Kirkman, Associate Director, Division of Writing, Rhetoric, and Digital Media
Mary Kathryn Tri, Senior Lecturer, Division of Writing, Rhetoric, and Digital Media

Virtual Office Hours:

Generally, the fastest way to contact me is through e-mail. I will respond within one business day. For face-to-face, telephone, or SKYPE appointments, please e-mail me to set up a meeting time.

Enrollment Criteria: Completion of the University (first-tier) Writing requirement.

This is a writing-intensive (W) course approved to fulfill the second-tier graduation writing requirement (GWR). To receive W credit for this course, you must have successfully completed the first-tier writing requirement (English 104 or its equivalent) and have completed at least 30 hours of coursework. Since students in ENG 203 must have completed the University Writing Requirement, we assume you

- have mastered the basic writing and usage skills of standard American English
- have few or no problems with grammar, spelling, and punctuation
- can compose a paper using library research materials using an appropriate and approved documentation style (e.g., MLA, APA, Chicago) to document and set up a works cited/reference page
- can avoid plagiarism
- know the basic principles of academic writing and argument

Graduation Writing Requirement

Students wishing to use English 203 to satisfy the second-tier Graduation Writing Requirement and receive “W” credit for this course must do the following:

Students wishing to receive 'W' credit for this course (a) must submit all formal writing assignments and (b) must receive a grade of 'C' or higher on each major assignment. Note: Assignments or requirements other than this formal writing become a factor in the final determination of 'W' course grades only if you have achieved a grade of 'C' or higher on all formal writing assignments.

For assessment purposes, you will submit two copies of a paper that is at least four pages in length specified by your instructor. One copy will be graded by the instructor; the second copy will be used for SACS assessment and should be a clean copy, with only your student ID number listed at the top of the page, with all other identifying information (your name, instructor name, and course and section number) removed.

Questions about the 'W' option should be referred to the Director of the U.K. Writing Initiative, Prof. Janet Carey Eldred, eldred@uky.edu.

Learning Outcomes for All Graduation Writing Requirement Courses

- Write a paper that is essentially free of mechanical errors (grammar, punctuation, spelling, and syntax) and awkwardness, using a style that is appropriate to the purpose and audience.
- Demonstrate an ability to discover, evaluate, and clearly present evidence in support of an argument in the subject area.
- Be aware that composing a successful text frequently takes multiple drafts, with varying degrees of focus on generating, revising, editing, and proofreading.
- Write a capable, interesting essay about a complex issue (discipline-specific) for a general university audience.

Course Description:

English 203 is a course devoted to instruction in writing and research for business, industry, and government workplaces. While this course introduces the various common forms and conventions of business writing, it also requires students to analyze rhetorical, contextual, and ethical factors affecting all human communication. Because writing is such a complex activity, not easily reducible to rules and formulas, English 203 uses a process approach to writing. Each unit encourages students to approach their writing in stages, to consider the common steps writers follow and the decisions they must make during the development of any writing project. In addition to offering strategies for planning, researching, drafting, revising, and editing documents, we urge students to examine the broader picture, to consider ways to respond effectively and ethically to professional situations and audiences.

Overview of Course:

ENG 203 Online consists of three major writing projects and shorter, daily incremental assignments designed to present students with business workplace scenarios akin to those encountered in the “real world” where creative problem-solving, invention, innovation, and collaboration are highly prized, marketable skills. These units will lead students through

1. customer service and public relations cases requiring one-on-one correspondence in traditional letters and memos, e-mail adapted to audience and purpose, and cyber interviews and conferences;
2. self-interest exercises that help generate informative, dynamic, and ethical job search packages in traditional and Web formats;
3. individual and collaborative report and proposal research methods—popular and scholarly databases, fieldwork, digital recording and archiving—that yield evidence presented in both short and long formal business reports and proposals;
4. a final workplace problem-solution case investigated, analyzed, and resolved by a collaborative work group resulting in a polished executive proposal and a multimedia presentation.

English 203 Student Learning Outcomes:

Students successfully completing ENG 203 will have the ability to

- Understand and adapt the writing process to diverse situations, audiences, and purposes.
- Employ the standard conventions and forms of professional writing
- Determine the appropriate content, format, and style for creating effective documents
- Organize documents clearly and effectively for the intended audience
- Demonstrate an awareness of the ethical implications of their rhetorical choices
- Understand that document design (both print and digital) is a crucial element in business communication, intricately linked to decisions about audience and purpose
- Produce accessible, well-designed print and electronic documents.

- Develop good research questions and strategies
- Gather, evaluate, interpret, and apply information accurately, logically, and ethically
- Employ professional revision and editing skills
- Exhibit a professional voice and a clear, concise writing style
- Develop teamwork skills and collaborate effectively in teams

Course Goals/Objectives:

The ENG 203 Online curriculum seeks to provide instruction in writing and research for business, industry, and government workplaces; to emphasize clarity, conciseness, and effectiveness in the preparation of letters, memos, reports, and group projects; to meet the needs of specific audiences through rhetorical and contextual analysis; to help students understand principles of professional document design in print and electronic media; to prepare students to make decisions about the practical application of multimedia technology while acquiring competence in multimedia design; to model the collaborative writing required in the modern workplace; to encourage an ethical response to professional situations and audiences.

Required Text and Online Technology

- Alred, Gerald J., Charles T. Brusaw, and Walter E. Oliu. *The Business Writer's Companion*. 6th edition. Boston: Bedford/St. Martin's Publishing, 2011.
Business Writing: A Guide to English 203 at the University of Kentucky 2010-2011
Purchase from Kennedy Bookstore, 405 South Limestone, (859) 252-0331, website <http://www.kennedys.com>; from Wildcat Text Books, 563 South Limestone, (859) 225-7771, website <http://www.wildcattext.com>; or from UK Bookstore, 106 Student Center Annex, (859) 257-6304, website <http://www.uk.bkstr.com> .
If you purchase from an Internet bookstore, arrange for rush shipping because you will begin working from the text on the first day of class!
- Additional readings available on Blackboard, through library databases, or elsewhere on the Internet.
- Minimum hardware, software and browser requirements as specified at <http://wiki.uky.edu/blackboard/Wiki%20Pages/Bb9%20Hardware%20and%20Software%20Requirements.aspx>.
- **Firefox** Internet browser for course Blackboard online classroom. For free Firefox download, go to <https://download.uky.edu/>. Log in with your UK LINK BLUE password and search for **Firefox**.
- **Java** latest version. Go to <http://java.com> and click on **Free Java Download**. Run the installer to get the latest version.
- **Flash, Adobe Acrobat Reader, and QuickTime** movie player. If you do not have these installed, go to <http://wiki.uky.edu/blackboard/Wiki%20Pages/Browser%20Check.aspx> and click **BbGO!**
- **Windows Media Player**. Go to <http://www.microsoft.com/windows/windowsmedia/player/10/default.aspx>
- **Microsoft Office Suite** (includes **Word, Excel, and PowerPoint**). UK faculty and students go to <https://download.uky.edu/> for one free download.
- **Connect Pro**. You will need headphones and a microphone to use this service for online lecture and discussion classroom participation and group collaboration.

Please direct questions to TASC (Teaching and Academic Support Center), at <http://www.uky.edu?TASC/>, 859-257-8272, or UKIT Customer Service Center at <http://www.uky.edu/UKIT>, 859-257-1300.

Technical difficulties: Reach the UKIT Customer Service Center at 859-218-HELP (4357), or e-mail helpdesk@uky.edu. Please copy the course instructor on any correspondence regarding technical difficulties.

Distance Learning Library Services (<http://www.uky.edu/Libraries/DLLS>)

- Carla Cantagallo, DL Librarian, at dlservice@email.uky.edu
- Local phone: 859. 257.0500, ext. 2171
- Long-distance phone: (800) 828-0439 (option #6)
- Interlibrary Loan Service at http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

First-time Online Students

- Go to <http://elearning.uky.edu> and log in with your **Link Blue ID**.
- Click on **Courses** link near the top left of page (to right of **My Bb** and under **Library** tab).
- In **Course Search** line, type **Bb9-101** (exactly as you see it there, including the hyphen).
- Find **Course ID** (first column) **Bb9-101-OnLine-Stu**, and click the down arrow next to the Course ID. Click **Enroll**, then **Submit**.

Summary of Assignments and Grade Distribution

<u>Component A</u>	<u>Percent of Final Grade</u>
Job search project analyzing job ads, creating a resume and cover letter, interviewing, writing a thank you note, writing a job offer and a rejection letter	25
Individual short research report incorporating illustrations, headings, and documentation (5-page single-spaced minimum, excluding illustrations and list of references).	25
Formal executive proposal , a group project (10-page single-spaced minimum, excluding illustrations and list of references). <i>All team members receive a single grade. See group provisions below.</i>	25
<u>Component B</u>	
Presentation of group project	5
Daily work, primary and secondary research, quizzes/tests, peer reviews, team work, and other incremental assignments.	20
TOTAL	100%

For a tentative weekly schedule and due dates, see the table at the end of this document.

Group Provisions

Students failing to participate fully in the group assignment without a documented excuse will receive an automatic E for that unit regardless of the grade for the group. All other students in such a group with a member or members who do not fully participate will be absolutely responsible for making up any students' work not turned in or done poorly. Team leaders will be responsible for notifying the instructor if students miss virtual group meetings, log in late so as to make the group work overtime, or fail to provide their assigned work to other group members. This notification to the instructor must be within one working day of the virtual meeting. If a student has a verified, documented excuse, the team leader will set a schedule for make-up work and share this schedule with the instructor.

At the conclusion of the group project, each student must submit confidential group evaluations to the instructor, who will use this information about individual participation and contribution to help determine the Component B group dynamics grade.

Final Grade Determination

Your final grade will be based on two course components. Component A consists of the major assignments listed above and will comprise 75% of your final grade. Grades for the major assignments are averaged, with some consideration given to significant changes in the quality of your work (i.e., improvement or decline) over the course of the semester.

Important: To pass this course, everyone must submit all formal writing assignments and earn a grade of C or better on **each** assignment. Any major assignment that receives a D or below must be revised to reflect competency and must be resubmitted. You may resubmit such assignments **one** time. If you fail to achieve a C grade on the final version of any major writing assignment, you will receive a failing grade for the course. Note that assignments or requirements other than the formal writing (Component B assignments) become a factor in the final determination of your course grade only if you have achieved a grade of C or higher on all three formal writing assignments.

Since ENG 203 is an advanced professional writing course, the grade for each Component A assignment will be based both on how well the document is written and on the document's professional presentation. Documents graded a C or below may exhibit serious flaws that distract from their quality. Final drafts must be neatly word-processed or desktop published; illustrations must be permanently incorporated into the document, and final drafts must be neat. Errors in grammar, spelling, and/or punctuation may seriously affect the assignment's final grade.

Important: You may not receive full credit for a major assignment if all conditions are not met on schedule.

Final grades will be assigned as follows:

A = 100-90

B = 89-80

C = 79-70

D = 69-60

E/Fail = 59% and below

You can review your scores by going to **MY GRADES** in Blackboard (click on TOOLS first).

All undergraduate students enrolled in English 203 will be provided with a Midterm evaluation of their course performance by (date TBD).

Grade Appeal Procedure

To request a re-evaluation of any **major assignment**, you must write a letter to the Division of Writing, Rhetoric, and Digital Media Grievance Committee. A step-by-step description of the appeals process is available on the Division's website:

(http://www.as.uky.edu/academics/departments_programs/Writing/Writing/PoliciesProcedures/Pages/GradeAppeal.aspx).

Note: You have two weeks from the date when grades are officially posted to file a grade appeal. Appeals filed after two weeks will not be considered.

Incompletes

Incompletes are authorized only by Division Directors and at the request of your instructor. Requests for an I grade will be considered only if (1) a serious emergency prevents completion of the course on time and (2) a passing grade in the course will result from the completion of the work.

Plagiarism and Cheating

Plagiarism is a serious academic offense. ENG 203 provides you with instruction and practice in finding, using, and documenting outside sources for your papers as needed. *It is the student's responsibility to check with the instructor about any questions regarding outside sources/material and documentation before the final unit/assignment is due.* Therefore, plagiarism will never be considered an error, but will be considered a violation of academic policy. In general, cheating is the wrongful submission or taking of any information or material by a student with the intent of aiding himself or herself to improve a final grade. We further define cheating as any attempt to deceive or mislead the instructor. **Cheating specifically includes submitting work (written by the student or by someone other than the student) prepared for other courses at this or other institutions without the prior consent of your instructor.**

The minimum penalty for plagiarism or cheating is a zero on the assignment for a first, "minor offence"; more severe penalties may be recommended and are mandated by the faculty senate for "major" and subsequent offences. Students should also be aware that according to faculty senate rules, those charged with plagiarism may not withdraw from the course in which the offense occurred for any reason. Please consult the current edition of *Student Rights and Responsibilities* for a detailed explanation of university policies governing academic offenses. The following definitions of plagiarism are also drawn from *Student Rights and Responsibilities*:

6.3.1 **PLAGIARISM**

All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work, whether it be published article, chapter of a book, a paper from a friend or some file, or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.

6.3.2 **CHEATING**

Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. Any question of definition shall be referred to the University Appeals Board.

Course Policy for Submission of Assignments:

All assignments must be submitted on schedule, unless delayed by an excused absence. Failure to participate in scheduled peer evaluations or to turn in all drafts and other materials that may be required with the final version of the document may result in significant grade reduction, *even to the extent of a failing grade for the assignment.*

To pass the course, you must complete all major assignments. In addition, you are responsible for the safe and timely delivery of assignments to your instructor.

All assignments, from weekly homework to drafts to final versions, will be submitted online to pre-set **Blackboard Assignment** dropboxes. These dropboxes will open and close at specified times. Assignments submitted after closing dates and times will be labeled **LATE** and penalized accordingly.

Successful participation in a Blackboard-based course requires that your computer prepare Microsoft WORD documents for submission. Remember that each UK student can download one free installation of MicroSoft Office which includes the latest version of Word.

Name all files with *alpha-numeric characters only*—absolutely *no* symbols in Bb file names! An appropriate file name might look like this—SamAdamsShortReportDraft.doc. If you submit an un-openable file to Blackboard, your instructor will penalize the submission until a compatible replacement file has been submitted.

Attendance:

You are expected to become an active participant in an academic community of writers and learners and to contribute to the learning environment by completing all assigned work in a timely manner. Specifically, you must participate in all virtual group meetings unless prevented from doing so by a verifiable excuse.

Because English 203 follows a writer's workshop approach, regular participation and attendance is essential. Absences, excused or unexcused, necessarily diminish any student's effectiveness as a reviewer of others' work and as a writer profiting from guidance in the drafting process. Thus, students are held accountable for every virtual class meeting, whether absent or present, for whatever reason. ***IMPORTANT: Students accumulating 20% or more absences will be required to withdraw or receive an E. (See appropriate sections of Student Rights and Responsibilities for the University's complete policy on absences.)***

If the absence is excused:

Missed deadlines will be extended within reason, as determined by the instructor.

Missed announcements, instructions, assignments, etc. due to absence will not constitute acceptable reasons for failing to meet subsequent deadlines. It is the student's responsibility to learn the content of the missed meetings and to initiate arrangements with the team leader and instructor for making up the work.

If the absence is unexcused:

All assignments not turned in on time will receive E grades, without exception.

Missed announcements, instructions, assignments, etc., due to the absence(s) will not constitute acceptable reasons for failing to meet subsequent deadlines.

No absence can be designated "excused" until documentation has been provided and verified. **Students missing work due to an excused absence must inform the instructor and submit appropriate written documentation within two business days following the period of the excused absence, except where prior notification is required.** If the absence is certified as excused, the student will be given the opportunity to make up the work missed. Except in very unusual circumstances, an extended deadline will not exceed one week beyond the original deadline.

Policy on Academic Accommodations:

If you have a documented disability that requires academic accommodations, please make your request to the University Disability Resource Center <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/index.html>. The center will require current disability documentation. When accommodations are approved, the Center will provide you with a Letter of Accommodation which details the recommended accommodations. In order to receive accommodations in this course, you must provide me with this Letter of Accommodation from the

Disability Resource Center (Room 2, Alumni Gym, 257-2754). Contact the DRC Director Jake Karnes 859.257.2754 or jkarnes@email.uky.edu.

Appropriate Online Behavior:

Students are expected to maintain decorum that includes respect for other students and the instructor, to regularly log into the course, and to display an attitude that seeks to take full advantage of this educational opportunity. All students are expected to be prepared to work and actively participate in class activities.

Virtual communication and discussion "in cyberspace" occur in a social environment where normal rules of social interaction apply. The remoteness of the recipients is no excuse to behave in an anti-social manner and post unacceptable messages.

Unacceptable messages include those that harass, intimidate, threaten, belittle, ridicule, express hatred for, or aggression toward others. Let us be mindful to avoid words that imply that some groups of people are less worthy than others (e.g., avoid racist, sexist, anti-Semitic, age-ist, and homophobic language).

Discussion board and other electronic communication for this course should relate only to the course subject matter, generally respond to the instructor threads, and always seek to further the aims of that particular discussion forum or chat session (e.g., stay on topic).

Contributions to discussion boards and synchronous chat are the intellectual property of the authors. Students who quote another person in class projects, publications, or even in remarks made on the discussion board should always acknowledge the source of that quote (i.e., do not plagiarize your classmates).

Personal comments about other users and their views should not be placed in any of our Blackboard course areas that are viewable by other users.

Do not copy private messages to another person without the author's explicit permission.

Consult the UK Student Rights and Responsibilities regarding the steps for addressing unresolved academic issues at <http://www.uky.edu/StudentAffairs/Code/part2.html>

Week	Dates	Unit Project	Reading	Assignment	Synchronous meetings and Bb due dates
1	RF 6.9-6.10	Course introduction Rhetoric of business communication	<i>BW</i> <i>BWC</i>	analysis, you-attitude, e-mail etiquette, formats, conventions, ethical practices	
2	M-F 6.13-17	Job search unit	<i>BW</i> <i>BWC</i>	<ul style="list-style-type: none"> • Job ad analysis • Cover letter • Resume • Interview thank you • Job offer letter • Rejection letter 	Submit business rhetoric package to Bb by <i>Monday, 6.13, 5:00 p.m.</i>
3	M-F 6.20-24	Job search unit cont'd Short report unit begins Individual short illustrated research report exploring one factor of group company problem-solution case study	<i>BW</i> <i>BWC</i>	<ul style="list-style-type: none"> • Group "company" formation and topic selection (online) • Individual roles and assignments within groups • Research methods and categories, primary and secondary research • Citation and documentation styles 	Submit final search package to Bb by <i>Sunday, 6.25, 5:00 p.m.</i> Synchronous group meetings begin; initial conference with instructor
4	M-F 6.27-7.1	Short illustrated research report cont'd	<i>BW</i> <i>BWC</i>	<ul style="list-style-type: none"> • Elements of short report: design and content • Creating, designing, incorporating visuals • Outlining and drafting the short report 	Submit short report draft for instructor and peer review to Bb by <i>Friday, 7.1, 5:00 p.m.</i>
5	T-F 7.5-8	Short illustrated research report cont'd	<i>BW</i> <i>BWC</i>	<ul style="list-style-type: none"> • Reviewing and revising short report • Group meetings online for individual report editing and proofreading 	Submit final short report to Bb by <i>Sunday, 7.10, 5:00 p.m.</i>
6	M-F 7.11-15	Formal executive group proposal	<i>BW</i> <i>BWC</i>	<ul style="list-style-type: none"> • Formal proposal elements and format • Finalizing visuals • Group meetings online 	***Group Meetings*** M, 7.11, 6:00-9:00 p.m.
7	M-F 7.18-22	Formal executive group proposal	<i>BW</i> <i>BWC</i>	<ul style="list-style-type: none"> • Group proposal fieldwork: interviews and site work • Online group collaboration 	Online group meetings with instructor
8	M-F 7.25-29	Formal executive group proposal	<i>BW</i> <i>BWC</i>	Drafting formal report for print and online publication	Submit group proposal draft for instructor and peer review by F, 7.29, 5:00 p.m.
9	M-R 8.1-4	Formal executive group proposal		<ul style="list-style-type: none"> • Revising, editing, proofreading final report • Developing the multi-media presentation 	***Synchronous*** R, 8.4, 6:00-9:00 p.m. (Final group presentations and proposal submissions)