

WRC 2214

# BUSINESS WRITING

Fall 2017 • 9:30-10:45 • the pit

contact



Dr. Kerri Hauman



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office hours: m 1-4, w 10:30-1:30, th 3-5

## course description

"Why is business writing so bad?" popular media and business professionals often ask. Yet writing remains an inevitable and crucial aspect of business, particularly in a world of technology and social media. This course seeks to help you understand and avoid what can make business writing "bad." We'll read about topics in business writing, view and analyze sample documents, and produce texts in various genres and media and for common business writing purposes and audiences.

learning outcomes

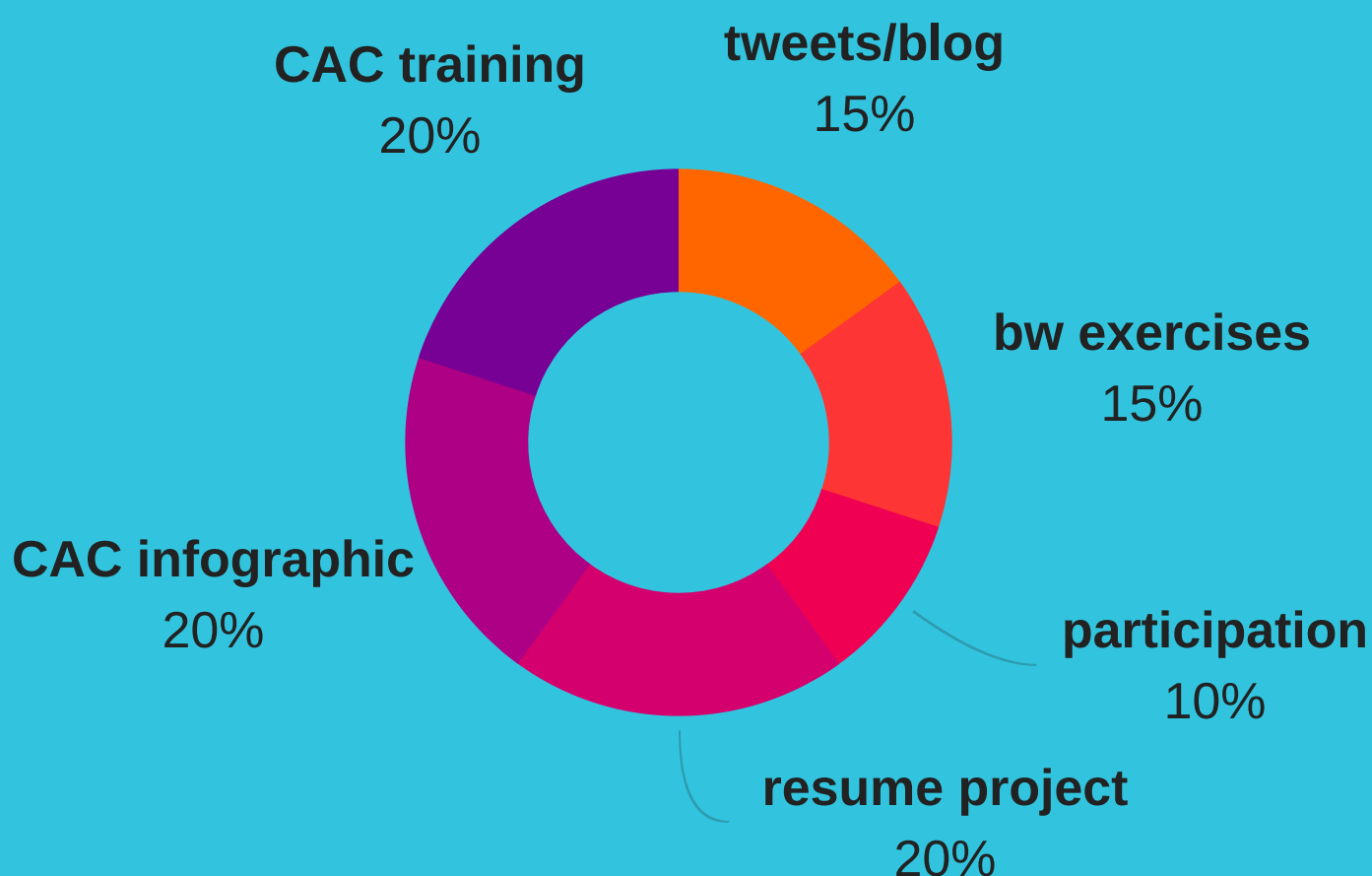
write across common BW media & genres using various tools, & demonstrate ability to make effective rhetorically-based decisions about options

develop & model behaviors & habits that allow you to function effectively as a member of a diverse business community & to support & empower your colleagues as members of that community

produce and/or update common business texts that will be of use to you now & in the future

write individually & collaboratively, for varied purposes & audiences

# ASSIGNMENTS



Complete assigned reading & writing prior to class. Carefully read texts at least once fully, look up unfamiliar terms or references, & compose annotations. Bring annotated texts to class. If you choose to access texts electronically (i.e., on a laptop or tablet), you are responsible for having an app or program with which you can annotate.



Take yourself seriously as a student, scholar, & business writer, but remember this also means allowing yourself time & permission to play, make mistakes, & learn from them.



Academic integrity is central to the mission of this institution. Without honest effort, a learning community has no substance or validity. No excuses will be accepted for plagiarism, cheating, or any other act that suggests you have not fulfilled your academic responsibilities in this course. See Transy's academic integrity policy.



Be respectful: Treat others' experiences as valid, ask questions to understand what a person means before disagreeing with them, & do your best to avoid behaviors that make others feel excluded or devalued (e.g., interrupting, talking over, not paying attention, not reading work carefully, dominating conversation, rolling eyes, not using stated names and pronouns, etc.). I will not tolerate hateful, discriminatory language. No one is expected to be perfect, but if you mess up (& we all will because we're human), own it, & apologize.



## ATTENDANCE



I expect you to be present for all classes. Missing class, arriving unprepared, or engaging in non-class related activities may lower your grade. If you must miss class for a university-related event, are sick, or an emergency arises, contact me in advance/as soon as possible so we can make alternative arrangements for your work. Unless we have discussed it ahead of time, I do not accept late work. If you miss class, you are responsible for learning what you missed (swap contact info with a classmate). Generally, missing more than 2 classes will lower your final grade by a half letter grade per absence, & missing more than 6 classes will mean you cannot pass this course.

For personal, one-on-one assistance with writing assignments, visit the Writing Center located in the ACE. Please schedule an appointment by visiting <https://transy.mywconline.com>, by contacting Becky Mills by email at [bmills@transy.edu](mailto:bmills@transy.edu), or by visiting Becky at the Center to schedule your appointment. You may also arrive without an appointment for a walk-in session, but remember the Center is a busy place, so schedule an appointment to secure time with a writing consultant. If you have any questions, call (859) 281-3594, visit Becky, or see the Writing Center's webpage: <http://transy.edu/academics/writing.htm>



## SAFE, PRODUCTIVE SPACES

we all have different learning styles and abilities. If you are having any trouble, please let me know so we can determine how to best address the situation

any students needing academic adjustments may request accommodations or discuss accessibility at Transy by contacting Amber Morgan, disability services coordinator, at 859.233.8502, or [admorgan@transy.edu](mailto:admorgan@transy.edu)

Title IX makes it clear that violence and harassment based on sex & gender are Civil Rights offenses. Students on a university campus have the right to study & live in a campus environment free of sexual harassment, sexual violence, & gender discrimination. If you or someone you know is harassing or assaulting others, you &/or your friend need to STOP DOING THOSE THINGS. If you or someone you know has been harassed or assaulted, you can talk with our Title IX coordinator, Ashley Hinton-Moncer ([ahinton@transy.edu](mailto:ahinton@transy.edu)), with someone at Counseling Services (859.281.3682), &/or with Public Safety (859.233.8118). Anonymous support can be accessed through RAINN at [www.rainn.org](http://www.rainn.org), as well as through other online resources. If you need help accessing resources or support, please feel free to come see me if you are comfortable doing so. Please also know that I am a mandated reporter & am legally required to report any Title IX violations communicated to me. Exceptions are situations where you are unlikely to expect that a disclosure would trigger reporting options (i.e. required class writing assignment, University-approved research project, class discussions).

