Fullerton College

Division of Business and Computer Information Systems

Critical Reasoning and Business Writing—Bus 211 F
Online, Spring Semester, 2023

Course Syllabus

CRN:	21368
Textbook:	Essentials of Business Communication, 12th Edition, by Guffey and Loewy -
Units:	3
Instructor:	Professor Troop, M.A.
Office	524-02 – The professor does her office hours in 511
Office Telephone:	714-992-7206 (Since I am seldom in my office and do my office hours in the 511 lab, you should contacting me via e-mail.)
Web Page:	staffwww.fullcoll.edu/jtroop
E-mail:	jtroop@fullcoll.edu
Materials:	Electronic textbook (Essentials of Business Communication, 12th Edition by Guffey and Loewy), a computer that accesses the Internet, and a Cengage Unlimited Access Code (instructions on how to get the access code and the electronic textbook are listed in this syllabus.)
Course Description & Objectives:	See Fullerton College Catalog.
On-campus Office Hours:	Monday and Wednesday, 11:30 a.m. to 12:30 p.m.
Online Office Hours:	The professor monitors her email during the following days and hours: Tuesday and Thursday, from 7 p.m. to 8 p.m.; Friday from 7 p.m. to 8:30 p.m. Emails are answered in the order that they are received.
No Shows:	If the syllabus quiz is not taken with 80 percent by Monday, January 30, the student will most likely be dropped as a no show.
Note:	Do not attempt to take this course on your phone or a tablet. You cannot see everything that is needed.
Pre-requisite:	English 100 with a grade of "C" or better, no concurrent enrollments.

Loaned
Computers: I**f you need a computer**, please contact Student Services regarding a loaner. There is no charge for borrowing one from the college. You can find information on this on the school web site below:

https://coronavirus.fullcoll.edu/2020/04/14/laptops-available-to-students/

Student Learning Outcomes Statement

Upon successful completion of BUS 211F, the student will be able to

Analyze a communication situation, select the best writing communication strategy to use, and write the response.

Evaluate a given report or presentation situation, devise strategies to reach the intended audience, write the report, and/or make a successful presentation.

Analyze an employment offer, create an appropriate cover letter and resume that responds directly to the job characteristics and manage the interview process.

This course is required for all Business Administration majors at CSUF.

Check this syllabus or the weekly modules in Canvas for activities and due dates. Messages from your professor to the class as a whole will be sent to you through Canvas in the form of announcements. Check Canvas everyday so you do not miss any information or assignments.

Course Requirements

This is a hands-on business writing class. It is one of the three most time-consuming classes in the Business/CIS Division. Students should expect to spend 8-10 hours, if not more, per week studying the material for this class. All writing assignments must be reviewed by the Writing Center for review prior to submission to professor. Please plan your time accordingly.

Technical Requirements

- Please see the LMS Student Guides, to learn more about specific Canvas functions: Canvas Student Guide.
- You will be required to submit papers in the Microsoft Word format (DOC or DOCX). You can download a free copy of Office 365 from the college.
- As with any college-level writing class, submission of original work is essential. Any incident of academic dishonesty may result in a zero (0) for the assignment or an F in the course. Please review the Fullerton College Academic Honesty Policy. It is included in this syllabus.

Getting Set with Your Textbook Publisher Materials

Since your textbook will be in electronic form and you will be submitting your work electronically, you will need to get a Cengage Unlimited Access Code in order to take this class. It can be purchased at the bookstore or directly from the textbook publisher online. After getting the code, you must register it.

Before deciding about how you will obtain the textbook, read the following information below:
Your purchasing options are the following:

A. ~~If available you can purchase the Business English loose-leaf bundle in the bookstore that includes a printed copy of the textbook along with a MindTap code to access the class materials.~~

~~B.~~A. You can purchase just the MindTap code or Cengage Unlimited in the bookstore which includes an *electronic* copy of the ~~printed~~ textbook. When you first access a MindTap link in Canvas, you will be asked to enter the code and (perhaps) create an account.

~~C.~~B. You can purchase the MindTap code online when you first access a MindTap link in Canvas.

~~D.~~C. You can use an already-purchased Cengage Unlimited account, if it is still valid, to choose the textbook and the MindTap option. This is done by logging into your Cengage Unlimited account when you first click an assignment link, getting into your Cengage dashboard, and choosing the MindTap option for the Guffey 12th edition.

Steps for Setting Up your Textbook Access
Follow the steps at this link: https://startstrong.cengage.com/mindtap-canvas-ia-no/ The steps at this link outline how to log in to Cengage through Canvas and how to create a new Cengage Account, and (if necessary) purchase an Access Code for Cengage Unlimited.

The following will help you succeed in this course:

Log in to Canvas **everyday** to view announcements, discussion posts and graded assignments. *Instructions for how you are to do your <u>writing</u> assignments and other important messages are posted on Canvas in the announcements section. If you do not check there, you will not know how you are to do them.*

Manage your time well. This is a course where you are expected to internalize a broad variety of concepts in 16 weeks. This requires good planning. Good planning allows you to account for unexpected sickness, travel requirements, Internet outages, etc. Don't wait until the last minute to start your assignments. Give yourself plenty of time in case you encounter emergencies or technical difficulties that may prevent you from completing your work by the due date. *All assignment due dates are given at the beginning of the semester. You may turn assignments in early.* **Late work will be accepted for half credit.**

Review the online tutorials on using MindTap at:
https://www.cengage.com/training/mindtap/?terms=&pageSize=300&pageNumber=1&sortBy=cengage:sequenceNumber&audience=Student&platform=MindTap (also posted on the Canvas page for this class

Look through Mind Tap so that you will know what it contains.

Review how to use Canvas features at: https://community.canvaslms.com/t5/Video-Guide/tkb-p/videos#student-videos (also posted on the Canvas page for this class).

<div align="center">**Writing Center Information**</div>

The ASC (Academic Support Center) is made up of the Writing Center, Skills Center, and Tutoring Center. They are all in the Library/Learning Resource Center on the first floor).

The Writing Center Services, Phone Number, and Location
The Writing Center offers one-on-one tutoring to help with the writing process (prewriting, drafting, revising, and editing). It is located in Room 808 of the Library/Learning Resource Center. This is on the first floor. Enter on the West side of the building. Call first to make an appointment at 714-992-7153. For ASC *online* tutoring, go to asc.fullcoll.edu. The Center is available through Canvas. The email address is **writingcenter@fullcoll.edu**.

 You may get help in person, via live Zoom tutoring, or through submitting a writing assignment for feedback (four-hour turnaround time service). The most effective methods would be meeting in person and using Zoom. The least would be merely emailing your paper to the Center. The tutor will need a copy of your assignment and your paper in order to help you. Online tutoring and ASC live chat are available at http://academicsupport.fullcoll.edu/.   You can use chat Mon. – Thurs., 9 a.m. – 5 p.m. Visit the website (asc.fullcoll.edu) for more information.

Students in science lecture classes are often required to take accompanying lab classes. They usually meet once a week for a total of 16 labs. The labs are usually longer than an hour. This represents a significant expenditure of time. Students in this Business Writing class are **required to have their writing assignments reviewed by a tutor in the Writing Center** prior to submitting them to the professor for grading. This means that you have to have your papers reviewed by a tutor *only four times in the entire semester*. In addition, you can schedule your appointments for times that are convenient. Lastly, you can do it online. For each writing assignment, part of the points are given for having the paper reviewed in the Writing Center. Failure to have your work reviewed there will, of course, result in forfeiture of those points. Professors are notified of the sessions with a tutor. You can think of these visits as a way of accruing free points while meeting with a pleasant, knowledgeable person who will help you earn even more points for your paper when it is graded by the professor through avoiding errors before the assignment is submitted to her.

 Oxford, the first-ranked university in the world, provides individual tutoring to its students. You can receive the same service here free because Fullerton College is radically student centered and has invested heavily in its students. Take advantage of it.

The hours for the Writing Center are:
In-person: Mon. – Thurs., 9 a.m. – 5 p.m. Tutors do occasionally take walk-ins.
Online hours: Mon. – Thurs., 9 a.m. – 5 p.m.; Friday, 9 a.m. - 2 p.m.; and Sat., 10 a.m. – 2 p.m.
Again, Chat is available Mon. – Thurs., 9 a.m. – 5 p.m.

You can schedule an appointment up to ten days in advance. You may schedule a 30-minute or one hour-appointment. *The name of the Admin. for the Writing Center is Sara Camacho.*

<p align="center">**Computer Help Below (including borrowing one)**</p>

Academic Computing Technologies Help Desk Personnel

This is where you can go to borrow a computer or change a password. If you need other computer help, call to see if they offer the service you need or if they can direct you to the correct place. The staff there will do initial trouble shooting to see if they can help.

Hours of operation: Monday – Friday, 7:30 a.m. – 5 p.m.
The phone number for the help desk is 714-992-7111.
You can also reach them at helpdesk@fullcoll.edu.
They are located in Room 517 (first floor of the 500 Building)

<p align="center">The 511 Computer Lab</p>

In case you need to come to campus to use a computer or would like to work where there is an Instructional Assistant to help you with computer programs, the spring hours for the Room 511 computer lab are: Monday to Friday, from 7:30 a.m. to 4:30 p.m., but are subject to change. No tutors for English are available there, but the Instructional Assistant can help you with Word and Excel, among other programs. She can also help you search the Internet. The Instructional Assistants name is Regina and her service dog is a friendly brown lab named Herschel. Her phone number is 714-732-5594. **The professor generally does her office hours in this lab.**

<p align="center">College Policy on Student Responsibility to Drop Classes (from our college Schedule)</p>

"If you decide not to attend classes for which you have registered, it is your responsibility to officially drop within published deadlines. If fees have not been paid, students who drop classes after the refund deadline will incur a financial obligation to the college and an administrative hold will be placed on their student records until fees are paid."

<p align="center">Emergency Response Statement (when on campus) Statement</p>

Take note of the safety information posted near the door in the room. Study the posted evacuation route. The most direct route of egress may not be the safest because of the existence of roofing tiles or other potential hazards. Similarly, running out of the building can also be dangerous during severe earthquakes. During strong quakes the recommended response is to duck, cover, and hold until shaking stops. Follow the guidance of your instructor. You are asked to go to the designated assembly area. Your cooperation during emergencies can minimize the possibility of injury to yourself and to others.

<p align="center">College Policy Student Conduct Statement</p>

Students should become familiar with the colleges policies, rules, and regulations and to conduct themselves in a reasonable, respectful, manner conducive to attaining their educational goals. Students should refer to the college catalog under the heading *Student Conduct* for additional information.

ADA Statement

Fullerton College is committed to providing reasonable accommodations for students with disabilities upon request of the student (in a timely fashion) and upon verification of disability.

Grade Appeal Procedure Statement

Please see the Fullerton College Catalog for final version of this procedure.

How Grades are Calculated

At the end of the semester, each student's points are added up. The highest number of points earned by a student will constitute the top of the A grade range *regardless of how many points are possible*. This gives students an advantage.

Students who have total points equal to 90% and above the highest number of accumulated points will receive A's.

Students who have total points below 90% but at least 80% of the highest number of accumulated points will receive Bs.

Students who have total points below 80% but at least 70% of the highest number of accumulated points will receive Cs.

Students who have total points below 70% but at least 60% of the highest number of accumulated points will receive Ds.

Students who have total points below 60% of the highest number of accumulated points will receive Fs.

Generally speaking, only those who stop doing the assignments, are missing a number of assignments/tests, never go to the Writing Center to have their papers reviewed, or are not studying sufficiently for tests receive failing grades.

Example of how the grading policy works*. This is an example only.*

Suppose that 1,500 points are possible. Suppose also that no one earned all of them. Let's say that the person who earned the most points only received 1,000 points. In that case, regardless of the total number of points possible, the grading scale would be as follows:

900-1000 points	A
800-899	B
700-799	C
600-699	D
Less than 600	F

As you can see, this system is quite liberal. *It is also competitive.* Any effort to help another student on a test may result in the recipient accruing enough points to raise the grading scale. This may, in effect, cause the person offering help to receive a lower grade. Please keep in mind that you are competing with each other. Again, remember, your grade is <u>not</u> based on the total number of points available, only on the highest total number of points earned by a student in the class.

Per our Division policy, if students do not take and pass the final exam, they cannot pass an online class. ***Even though the due dates for assignments may fall on any day of the week, the date for the FINAL EXAM IS ON A SATURDAY (May 20). PLEASE CALENDAR THIS CAREFULLY.***

Policy for Late Homework and Make-Ups

Students are expected to turn in assignments and take tests when scheduled. Again, <u>late</u> assignments are accepted for <u>half credit</u>. Any <u>make-up test</u> is given for <u>half credit</u> (*except for the final for which there is no make-up per division policy*).
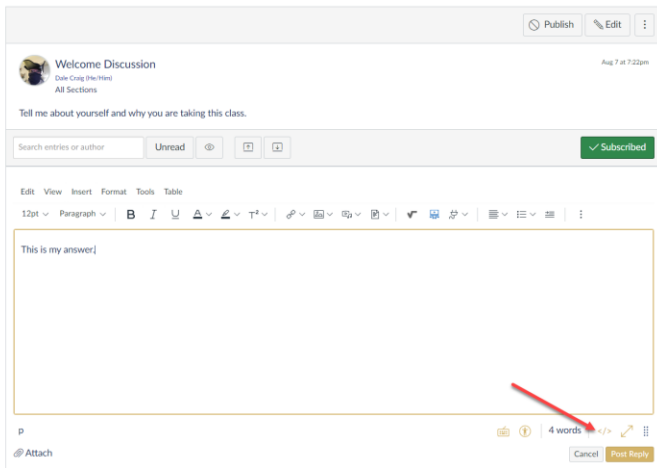
Guidelines for Online Discussions

(Participating in a Canvas Discussion)

1. Click the Discussion link. You see the discussion topic and a reply button.
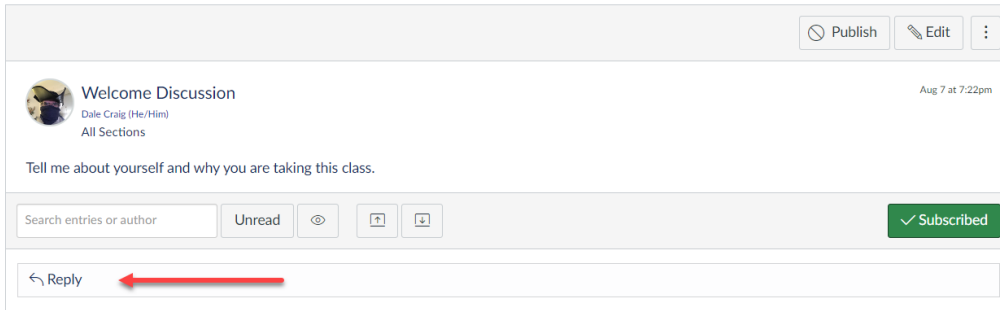
2. Click the Reply button and enter your reply to the discussion. You have a textbox where you can type the reply.

3. After entering your reply, click the Post Reply button.

A discussion is assigned for each chapter. The professor will provide the initial statement or question.

Your discussions should be between 100-150 words. They must be thoughtful and well organized. You may write on the topic or comment on another student's discussion. Students, however, are to be respectful of one another. "Flaming" or other rudeness will earn no credit. You may offer criticism, but it must be positive, polite, and constructive.

Discussion comments are to be written in correct English. Proofread your work before submitting it. Please do not submit comments such as "My turtle wears pink tennis shoes." Your turtle already knows that it is much more fashion-forward than the rest of us. Remarks must be original, not merely a rephrasing of what another student has written.

Instructions for Using LearnIt and ApplyIt

You will complete LearnIt and ApplyIt assignments for each chapter. These are assignments from the MindTap material that is part of the class textbook. There are links to each chapter assignment on the Canvas page.

After clicking the link for a LearnIt assignment, you will see:

Each question in the assignment is listed on the left. The possible score for each assignment is listed under *Score*. The total is listed below *Score*. You will have three attempts at each question. The score you receive for the question will be an average of all attempts. If you get a perfect score the first attempt, you do not have to make another attempt.

To start a question, click the question link. You see the question page.

Click the down arrow to choose the answer for a fill-in question. Click the check boxes to answer a multiple-choice question. When done, **click the Grade It Now button** to see the grade. If you missed a question, there will be feedback explaining why you missed the question.
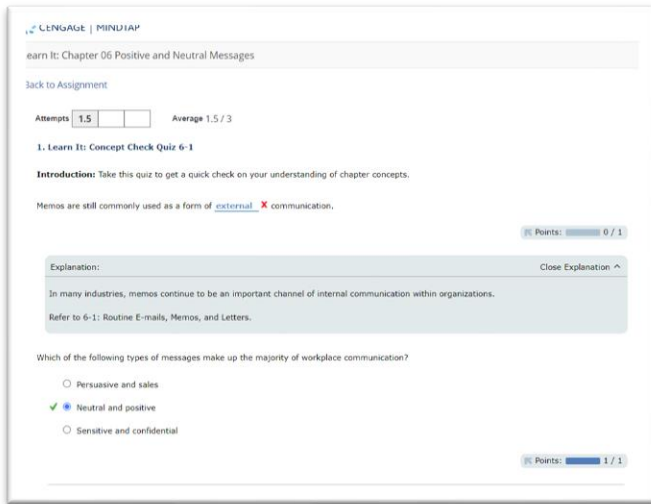
If you wish to make another attempt at this question, click the *Try Another Version* button at the bottom of the page. This will give you another set of questions. If you are happy with your score, you can click the *Continue* button to go to the next question. Remember that your score for this question will be the average of all attempts.

Each version you attempt shows up at the top of the question.

When you have used up your three attempts, the *Try Another Version* option will not work.

When you have answered all of the questions, you can click the *I'm Done* button to finish the assignment.

You will be prompted to complete the grading or go back and take another attempt at a question. If you want to make more attempts at a question, you would click *Cancel*.

After clicking the Yes button, the final grade appears, and the assignment is done. You can close the window with the assignment and return to Canvas.

Assignments and Due Dates
for Spring Semester, 2023

Week 1
January 23 – January 28

- Read the syllabus <u>thoroughly</u>, and calendar the due dates
- Go online to get your electronic textbook and Cengage Unlimited Access Code

- <u>Take the self-assessment quiz on grammar on MindTap</u>. This self-assessment quiz tests grammar skills you are expected to have before taking this class. You will receive 10 points for taking the quiz; *your assessment score itself will not be counted towards your final grade*. **The purpose of this self-assessment quiz will help you evaluate your background in grammar. If your score on this quiz is below 80 percent, you are strongly encouraged to use the resources in the textbook appendices and add the Business English class (online) this semester.** **The professor also teaches that class, and she will add you.**

- Read Chapter 1 (Thriving in a Digital, Social, and Mobile Workplace)
- Do LearnIt for Chapter 1 online
- Do ApplyIt for Chapter 1 online
- Write your Class Discussion for Chapter 1 (check document with list of topics/questions), posted in Canvas

Due Date: Midnight, Saturday, January 28.

<p style="text-align:center; color:red">*****************
Syllabus Quiz
Quiz will be open until midnight, Saturday, January 28
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Syllabus Quiz-After reading the syllabus, take the syllabus quiz. This needs to be passed with 80 percent accuracy. *You can take it more than once. The quiz is open from the beginning of the semester.*

Week 2, January 30 - February 4

- Read Chapter 2 (Planning Business Messages)
- Do LearnIt for Chapter 2 online
- Do ApplyIt for Chapter 2 online
- Write your Class Discussion for Chapter 2

- Read Chapter 3 (Organizing and Drafting Business Messages)
- Do LearnIt for Chapter 3 online
- Do ApplyIt for Chapter 3 online
- Write your Class Discussion for Chapter 3

Due Date: **Midnight, Saturday, February 4**

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Test on Chapters 1-3
Test will be open Saturday, February 4 until midnight

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Week 3, February 6 – February 11

- Read Chapter 4 (Revising Business Messages)
- Do LearnIt for Chapter 4 online
- Do ApplyIt for Chapter 4 online
- Write your Class Discussion for Chapter 4

- Read Chapter 5 (Short Workplace Messages and Digital Media)
- Do LearnIt for Chapter 5 online
- Do ApplyIt for Chapter 5 online
- Write your Class Discussion for Chapter 5

Due Date: Midnight, Saturday, February 11

- Read Chapter 6 (Positive/Neutral Message)
- Do LearnIt for Chapter 6 online
- Do ApplyIt for Chapter 6 online
- Write your Class Discussion for Chapter 6
- Good News/Neutral writing assignment

After you read Chapter 6, do your good news/neutral letter writing assignment (See announcements area on Canvas for detailed instructions on how to write this letter. **Plan your time carefully** as you have two weeks to write the outline and letter and *have the letter reviewed by a tutor in the Writing Center before turning it in*. It is due at **Midnight, Saturday, February 25)**

Due Date: LearnIt, ApplyIt, and Class Discussion are due by Midnight, Saturday, February 18

Good News/Neutral Letter Writing Assignment

Read **thoroughly** the instructions document for the good news/neutral letter writing assignment. *It is **on** Canvas* Then do these steps *in the following order*.

1   Call the Writing Center [714-992-7153] to make an appointment for a review of your finished letter. *You may make appointments up to ten days in advance.* (You will want to have your letter finished by the date you set so that the tutor can go over it with you. It is best to schedule an appointment at least a week ahead of the due date so that you have plenty of time to make the changes the tutor suggests. There are no valid reasons for calling for an appointment so late that the Center cannot accommodate you.
2.   Write the outline.
3.   Following your outline, write your letter.
4.   Take the instructions and the letter to the Writing Center for review by one of their tutors. (If you cannot make it in person during their hours, call the Center to arrange a date and time when you will be emailing your instructions and written assignment for review. Ask for directions on how to submit them. This will probably be via email; however, there may be a preferred alternate method). **Remember that this review is part of each writing assignment, and reviews by the Writing Center are a part of this class.   Therefore, points are deducted for skipping the Writing Center review.**
5.   Make the changes indicated by the tutor's feedback. The tutors are friendly, patient, and knowledgeable. Listen carefully to what they have to say, and take notes.
6.   Copy your outline to a second page of the letter and submit them, **in Word format**, to the professor as one document by the due date.

Use Word to type the assignment. *Do not send your assignment in pdf format.* Be sure that your writing is original as it will most likely be checked on Turnitin**. This assignment is due at midnight, Saturday, February 25.** *This is enough time to write the outline and letter, have the Writing Center review it for you, and make changes indicated by the tutor. See the instructions that follow for how to submit your document to the professor.*

How to Submit a Written Document – Business Writing

1. Click the Writing assignment link in Canvas. You see the assignment page. Note the file types of documents that can be uploaded.
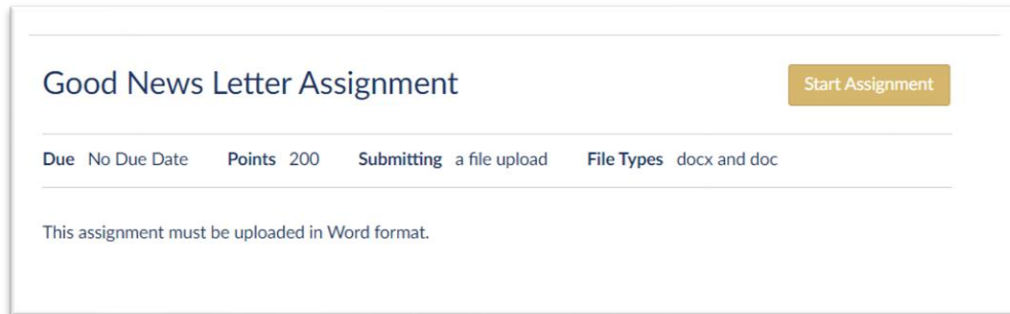
If you attempt to upload a document that is not one of these file types, it will be rejected.

2. Click the Start Assignment button. You see the File Upload page.
3. Click the Choose File button, and choose the file you wish to upload.
4. To add another file, click the Add Another File link. Then use the new Choose File button to select a file.
5. When done, click the Submit Assignment button.
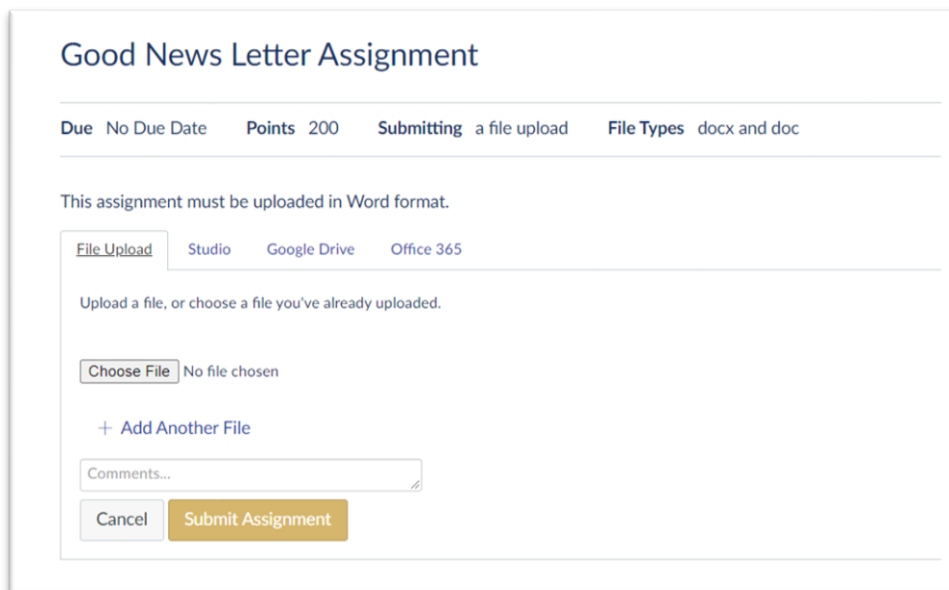
Week 5, February 20 – February 25

- Read Chapter 7 (Bad News Messages)
- Do LearnIt for Chapter 7 online
- Do ApplyIt for Chapter 7 online
- Write your Class Discussion for Chapter 7
- Work on your good news/neutral letter and **having it reviewed by a tutor in the writing Center**.

Due: LearnIt, ApplyIt, and the class discussion for Chapter 7: Midnight, Saturday, February 25

GOOD NEWS/NEUTRAL LETTER DUE MIDNIGHT, SATURDAY, FEBRUARY 25

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Take test on Chapters 4-6
Test will be open Saturday, February 25 until midnight.
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Week 6, February 27 -March 4

- Read Chapter 8 (Persuasive Messages)
- Do LearnIt for Chapter 8
- Do ApplyIt for Chapter 8
- Write your Class Discussion for Chapter 8
- **Bad News Letter Writing Assignment (outline and letter)** – *See Announcement in Canvas for instructions. Call to make an appointment at the Writing Center early.*

Due Date LearnIt, ApplyIt, and class discussion for Chapter 8, **midnight, Saturday, March 4**

Bad news message and outline (reviewed in Writing Center) are due by midnight, Saturday, March 11

Week 7, March 6 – March 11

- Read Chapter 9 (Informal Reports)
- Do LearnIt for Chapter 9
- Do ApplyIt for Chapter 9
- Write your Class Discussion for Chapter 9

Due Date for LearnIt, ApplyIt, and class discussion for Chapter 9: **midnight, Saturday, March 11**

BAD NEWS LETTER DUE MIDNIGHT, SATURDAY, MARCH 11.

Week 8, March 13 – March 18

Read Chapter 10 (Proposals and Formal Reports)
- Do LearnIt for Chapter 10
- Do ApplyIt for Chapter 10
- Write your Class Discussion for Chapter 10

Due Date for LearnIt, ApplyIt, and class discussion for Chapter 10: **midnight, Saturday, March 18**

Write the outline and Persuasive Message assignment – See Announcement on Canvas for instructions. This assignment is due at midnight, <u>Saturday, April 1</u>.

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Test on Chapters 7-10 on
Saturday, March 18 by midnight
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Week 9 March 20 – March 25
Spring Break

Week 10, March 27 to April 1

Read Chapter 11 (Professionalism at Work--Business Etiquette, Teamwork and Meetings)
- Do LearnIt for Chapter 11 online
- Do ApplyIt for Chapter 11 online
- Write your Class Discussion for Chapter 11.

Due : LearnIt, ApplyIt, and the Class Discussion for Chapter 11 are due by midnight, Saturday, April 1.

The persuasive letter writing assignment (reviewed at the Writing Center) is also due at midnight, this Saturday, April 1

Week 11, April 3 – April 8

Formal Report Assignment

You will be evaluating (comparing and contrasting) websites of five (5) companies in the <u>same</u> industry. You will use the same criteria for all five companies. *You are <u>not</u> evaluating the companies themselves, just their websites*. Your findings will be placed in a formal research report. The instructions will tell you what to place in each section. The sample report itself is a template that you can use to build your own report.

- Get and read **thoroughly** the <u>instructions for the formal report</u> assignment. It is on Canvas. If you have questions, email the professor.
- Get the <u>list of industries</u> from which you can choose for your formal report. It will be posted on Canvas. Email the professor at <u>jtroop@fullcoll.edu</u> informing her of which industry you have chosen. *Do not choose coffee shops*. **Do this by midnight, Saturday, April 8**.
- Get and study the <u>sample formal report</u> that is posted on Canvas so that you are familiar with the format and where to place each kind of information. Again, you will not have to cite secondary sources in your reports because you are doing primary research only.
- Prepare the evaluation form you will be using to compare the company websites. A copy of an evaluation form is included with the sample report. It is in the appendix. *You can include your own completed form in the appendix of your paper or not*. Either way. you will need it to compare your findings from each of the websites.
- Start doing the primary research for your formal report this week (visiting web sites in your chosen industry.) *There is no secondary research required for this paper; it is all primary*. You will be visiting websites in your chosen industry. Write the outline for the paper. This should be easy because the sample report provides you with the structure of the paper. The structure is based on an outline. You just need to provide details of what kind of information you found at the second/third levels of the outline.
- Make an appointment with the Writing Center to get your paper reviewed by a tutor next week.
- Get this part of the research finished as quickly as you can. **Plan your time carefully because you will need to finish the report in time to have it (1) reviewed by a tutor in the Writing Center, (2) make the tutor's changes, and (3) submit it to the professor by the due date.**

Due Dates
Email to the professor the *Outline* of your formal report by midnight, Saturday, April 8.
Email to the professor the name of the industry on which you will be writing by April 8.

- Use this week to work on your formal report. You should have all of your online research done by now and your criteria form filled out. Start writing the report. Use your sample report to guide you. That is why it is there.

<u>**Formal reports**</u> **will be due midnight, Saturday, April 22.**

Week 12, April 10 – 15

Use this week to work on your report. Do not delay. You should have a good portion of your report finished by this week   If you need help constructing a chart from Excel, help is available in the Room 511 computer lab. Regina, the Instructional Aide in the lab, is one of the people who can help you.

IMPORTANT--If you finish writing your report this week, have it reviewed now. You should consider sending the Writing Center a copy of your paper <u>before</u> your appointment so that the entire time you are in the Center can be devoted to conversing with the tutor. This is because the front matter of the report is four pages long, and the body will be approximately four-to-five pages. Appointments with tutors are for either thirty minutes or an hour. There may not be enough time for the tutor to read the entire report and *then* help you. Be aware also that occasionally tutors can make more than one appointment with you. This is another reason to schedule tutoring early. If you need another session, you will have time left before the due date to do it. You can schedule up to four tutoring sessions per week.

Week 13,– April 17 – April 22

The formal report is due this week by midnight, Saturday, April 22.

Your review should be done in the Writing Center early this week at the latest. You can use this week to make any changes that your tutor recommended. Do a final check of your report. Look for things like punctuation errors and typos. Especially hunt for repetitiveness and the word "they" instead of "it" when referring to a company. Make sure you haven't used the word "I" unless it is near the end of the letter of transmittal where you write *I would be pleased to discuss the report at your convenience.*

This report is worth 500 points. If the report is late, you can only earn half the points. Go over your formatting. Make sure that you have numbered the pages correctly. If you include an appendix, be sure to prepare a title page for it. Consult the sample report. Remember that the grading in the class is competitive, and every section of Business Writing has at least one or two outstanding writers. You are competing with them. Make your time with your tutor count.

Every effort is made to return your reports as soon as possible; however, because of the time required to grade this amount of written material, know that you may get your report back toward or at the end of the semester.

Week 14, April 24 - April 29

Read Chapter 12 (Business Presentations)
- Do LearnIt for Chapter 12 online
- Do ApplyIt for Chapter 12 online
- Write your Class Discussion for Chapter 12

Due: LearnIt, ApplyIt, and Class Discussion for Chapter 12 are due at midnight, Saturday, April 29.

Week 15, May 1 – May 6

Read Chapter 13 (The Job Search, Resumes, and Cover Messages)
- Do LearnIt for Chapter 13
- Do ApplyIt for Chapter 13
- Write your Class Discussion for this chapter

- **Due Date: LearnIt, ApplyIt, and the Class Discussion for this chapter are due by midnight, Saturday, May 6**

Week 16, May 8 – May 13

Use this week to prepare for the final examination.

Week 17, May 14 – May 20

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FINAL EXAM ON CHAPTERS 11-13
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Take the final exam. It will cover Chapters 11-13.   It is given **SATURDAY, MAY 20** AND IT WILL BE OPEN UNTIL MIDNIGHT. This is the last day of the semester. This semester ends at midnight, Saturday, May 20, so take it early that day in case the school computer system becomes overloaded later.

Please remember that our division policy dictates that the final exam must be taken and passed in order to pass the class. Be sure you take it and finish before midnight, May 20.

FULLERTON COLLEGE
INSTRUCTIONAL COMPUTING
ACCEPTABLE USE POLICY

Fullerton College reserves the right to limit, restrict, or extend computing privileges and access to its information resources. All campus computing facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of Fullerton College. Failure to adhere to the Acceptable Use Policy may result in suspension or revocation of the offender's privilege of access.

The person in whose name the account is issued is responsible for its proper use. Acceptable uses of the computing resources are activities which support learning and teaching at Fullerton College. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law. All data may be viewed by the system administrator in the course of managing the system.

Unacceptable uses of the computer resources include but are not limited to:

Violating individuals' right to privacy.

Using profanity, obscenity, or language offensive to another user.

Reposting personal communications without the author's prior consent.

Copying copyright protected material in violation of copyright law.

Playing games.

Using the network for financial gain, commercial, or illegal activity.

Using the network to access material or make individual contacts or communications which are without educational value in the context of the mission of the college.

The network management accepts no responsibility for harm caused by system use.

Logging in now acknowledges that you have read this screen, are familiar with its contents, and agree to act in accordance with the above.

If you will be using the computer labs in rooms 511 and 2200 to do your quizzes, make sure your login and password work.

FULLERTON COLLEGE
ACADEMIC HONESTY POLICY

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize, which is defined as:
   A.   stealing or passing off as one's own the ideas or words of another,
   B.   using a creative production without crediting the source.

   The following cases constitute plagiarism:

   *   paraphrasing published material without acknowledging the source,
   *   making significant use of an idea or a particular arrangement of ideas, e.g., outlines;
   *   writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment,
   *   submitting under one's own name term papers or other reports which have been prepared by others.

2. Students shall not cheat, which is defined as:

   *   using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor;
   *   misreporting or altering the data in laboratory or research projects involving the collection of data.

3. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

   Instructors may deal with academic dishonesty in one or more of the following ways:

   *   Assign an appropriate academic penalty such as an oral reprimand (as in cases where there is reasonable doubt that the student knew that the action violated the standards of honesty); assign an "F" on all or part of a particular paper, project, or exam (for example, where it was felt that it was a one-time occurrence); or assigning an "F" in the course as in cases where the dishonesty was serious, premeditated, or part of an ongoing scheme).

   *   Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.