Written Communication: Business Section 03

ENGL 100WB

Spring 2024   3 Unit(s)   01/24/2024 to 05/13/2024   Modified 03/28/2024

👤 Contact Information

ENGL 100 WB 03 (24566)
2024 Spring Semester
Prof. or Mr. Navarro (He/Him/His)
Tuesday and Thursday 3:00-4:15pm
BBC128
Jan 24, 2024-
May 13, 2024
Office Hours via Zoom: Monday and
Wednesday 10:00am-11:00am
Zoom Link: Canvas Home Page

🖥 Course Description and Requisites

Written communications for business majors; includes minimum of 8,000 words of writing spaced throughout the semester.

Writing in the Disciplines: Satisfies the CSU Graduation Writing Assessment Requirement (GWAR) if passed with "C" or better.

Prerequisite(s): A3 or equivalent second semester composition course (with a grade of "C-" or better); completion of core GE; and upper division standing. Or Graduate or Postbaccalaureate level.ï¿½Allowed Declared Majors: All Business Administration majors, Industrial Arts, Industrial Technology, Professional & Technical Writing, Public Relations, Hospitality Management, Organizational Studies.

Letter Graded

☰ Program Information

Writing in the Disciplines (WID) courses develop students' abilities to communicate effectively in their major course of study and in their careers. With an emphasis on critical thinking, these upper-division core courses advance students' understanding of the genres, audiences, and purposes of college writing while preparing them for successful communication in their chosen professions. Completing Writing in the Disciplines with a C or better is an SJSU graduation requirement.

Writing in the Disciplines Learning Outcomes Upon successful completion of a Writing in the Disciplines course, students should be able to:

1. explain, analyze, develop, and critique ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse;
2. organize and develop complete discipline-specific texts and other documents for both professional and general audiences, using appropriate editorial and citation standards; and
3. locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing;
4. produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression.

Writing Practice: Students will write a minimum of 8000 words, at least 4000 of which must be in revised final draft form.

≔ Course Requirements and Assignments

Grading Scale

A letter grade system of A to F will be used, including pluses and minuses. Formal writing assignments will be evaluated by your professor; final grades will be calculated using this scale..

Letter Grade		Points	
A	94-100	C+	77-79
A-	90-93	C	73-76
B+	87-89	C-	70-72
B	84-86	D	60-69
B-	80-83	F	59 and below

Course Structure and Weekly Deadlines

Most assignments will have a soft deadline of the Sunday the week that they are assigned. *Some assignments may have longer or shorter due dates, ensure that you are opening the assignment guidelines and double checking the dates on the submission folders.*

Week 1	2/4	Week 6	*3/10*	Week 11	*3/31*	Week 16	*5/8*
Week 2	2/11	Week 7	*3/17*	Week 12	*4/7*		
Week 3	2/18	Week 8	3/24	Week 13	*4/14*		
Week 4	2/25	Week 9	3/17	Week 14	*4/21*		
Week 5	*3/3*	Week 10	3/24	Week 15	*4/28*		

Spring Recess: April 1st – 5th

Final Deadline for Project 1-3 late work May 12th @ 11:59pm

Final Deadline for Project 4 May 19th @ 11:59PM

Peer Review/Feedback

Each Project will have a Peer Review date. This is a firm date, if you wish to receive feedback from both myself and your peers prior to the submission of the final draft of each project, this is when you will submit your draft. This draft may be in the form of an Outline or Rough Draft. We will speak of both of these stages during Module 1.

- You must have an Outline/Rough Draft the day of the Peer Review. You also must complete 2 x 250 word responses to 2 peers projects
- In addition to feedback from 2 peers, if you submit the rough stage (Outline/Rough Draft) of the project, I will provide direct feedback.

- If you do not have a drafting stage prepared, you will forgo the feedback. You may still submit your work for partial credit. You may still visit the writing center for direct feedback, or visit me during office hours and I will answer a few questions regarding the assignment. But, you will not receive the same depth of feedback as will be provided during the peer review.

Participation and Word Count

All assignments unless otherwise noted will have a **350 word minimum word count** requirement.

The Participation Grade is calculated out of 100. The final score considers:

Your Percentage of Attendance

- Classes missed
- Late arrivals

How much late work you submitted

- The total amount of assignments submitted past the deadline

How much work you are missing

- The total amount of "0" you have for assigned work

Your final grade in terms of the total performance to date with the course work and material.

Absence

If you need to miss class take the follow steps and I will excuse your absence:

1. Email me in advance as to why you are missing class.
2. Explain how you will access the work on Canvas
3. Set a deadline for when you will complete the work

Failure to attend class sessions will impact your grade.

Late Work

All late work past the designated **Soft Deadline (Weekly Sunday Deadline)** is accepted and will receive an automatic (-**5** point) deduction prior to being graded.

- For each assignment that you submit past Soft Deadline in a later Project, your work will receive an additional (-5). For example, late work from Project 1 will receive (-5) if turned in during Project 1, (-10) if submitted in Project 2, (-15) if submitted in Project 3, and (-20) in Project 4.
- The **Hard Deadline (Final Deadline)** for all later work for the term is May 8th @ 11:59PM. You will be unable to submit work past this point in the term.
- I am unable to provide an Incomplete at the end of the term.

Messaging

Please, allow me up to 24 hours to respond to any message during the weekdays. On the weekends I will need up to 48 hours to respond. Feel free to email or DM me on Canvas. All course materials including the syllabus, handouts, assignment, readers, lecture notes are located on Canvas. I will use Canvas > Home Page.

Projects/Modules

The term is staged through four projects. Your assignments will focus on issues discussed in class, or your reflections responding to readings, documentaries, writing from the course, and community research.

- Project 1 – Lateral Research Report- for this project you will choose a chapter from the text *Weapons of Math Destruction*. You will provide a summary of the introduction and your chosen chapter. You will then research and update us on the current state of the issue outlined in the section as it pertains to California. To complete this project you will need to analyze the textbook and its relationship to one (1) or more stakeholders within a Faultline at a City or County level of California.
- Project 2— Ethnographic Analysis- for this project you will carry your Topic, Stakeholder's, and Faultline from Project 1 and Project 2 to use within your Project 3essay. The Ethnographic research methodology that we will undertake stems from cultural anthropology. This methodology explores the origins, distribution, and characteristics of our stakeholders. For your essay, you will write an ethnographic analysis of the competing stakeholder's, which hold various interests in the local issue that you have chosen to explore. You will explore each stakeholder as a stakeholder through an ethnographic research methodology. The ethnographic research methodology will discuss the main components of a subculture: Ideology, Membership, Rituals, Habitat, Language and Artifacts.
- ~~Project 3—Historical Analysis- for this project you will carry your Topic, Stakeholder's, and Faultline from Project 1 to use within your Project 2 essay. For this second essay, you will explore the historical context of your Topics, Stakeholders, and Faultline. You will begin this line of inquiry by asking questions that pertain to the interest of each stakeholder toward the Topic within a City or County of California. This essay will be driven through a historic research methodology where we ask questions~~

and investigate the historical people, events, and epoch which continued to the development of this Issue/Problem. You will want to establish a clear, chronological pattern of organization, or linear timeline of the events that led up to your local issue. You will also want to unpack each side of the issue or problem from the perspective of each stakeholder's interests utilize the historical methodology of cause, context, course, and consequence.

- Project 3—Digital Short- for Project 2 you will pull from your previous essay and assignments to develop a scholarly argument around One (1) or more Stakeholder's view of your Topic within a City or County of California in the form of a Digital short. The Digital short should pull from your Literature Review. You should reflect on the progression of your research, and look forward to where this research might head next?
  - Digital short (Youtube): Academic account, based on student email. You will develop a Digital short that will be posted on YouTube based on the final writing that are posted in your Archive. You are not required to make this public but doing so will earn you 10 extra credit points towards the final assignment. Your Digital short will be developed through the three critical papers. It will be a comprehensive project that communicates your research on this Issue to the

🏛 University Policies

Per [University Policy S16-9 (PDF) (http://www.sjsu.edu/senate/docs/S16-9.pdf)](http://www.sjsu.edu/senate/docs/S16-9.pdf), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on the [Syllabus Information (https://www.sjsu.edu/curriculum/courses/syllabus-info.php)](https://www.sjsu.edu/curriculum/courses/syllabus-info.php) web page. Make sure to visit this page to review and be aware of these university policies and resources.