COURSE SYLLABUS

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL Program office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in the courses build on the shared experience of all learners in each class. This is why each student’s preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount your time outside the course to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend nine-twelve hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:

1. Participate in and complete the online orientation prior to your first online course.
2. Obtain the required course materials prior to the course start date.
3. Login and participate in your course a minimum of three times per week.
4. Complete all assignments to the best of your ability.
5. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.
6. If you have any technical difficulties, you must contact the Office of Distance Education immediately at ubonline@bridgeport.edu.

If you cannot perform these six expectations, it is recommended that you drop the course. We look forward to your academic success in each course and the ultimate completion of your degree.
Course No. & Title: ENGL 202 DL2, Advance Exposition
Semester and Term: SUMMER 2015
Time: online
Campus Location: Distant Learning

Course Description:
Essay writing, with a stylistic approach and a concern for accuracy in presenting or explaining ideas in an orderly, logical manner. Emphasis on improved clarity and effectiveness through careful revision in written reports and assigned papers, especially those pertaining to the student’s major field. This course is required for Business majors and emphasizes business forms.
Prerequisite Course: ENGL 101
Course Code: BUS, UC

Instructor & contact information: Jon Zonderman
Email: jzonderm@bridgeport.edu

Required Textbook:
*Essentials of Business Communication*, 10th Edition
- Mary Ellen Guffey Los Angeles Pierce College
- Dana Loewy California State University, Fullerton

To order textbooks, go to the bookstore website at http://bridgeport.textbooktech.com/

Learning Outcomes:
Upon completion of this course the student should be able to:
- Communicate effectively in the business world, both in writing and in oral settings. As an advanced course in writing, it will familiarize you with the discourse practices common in your future institutional communities within mono- as well as in multi-cultural settings and aide you in applying them to your own work.
First Assignment Due by midnight 6/29/2015:
• Please briefly introduce yourself to the class. Tell us how long you have been an IDEAL student, what degree you are studying for, what kind of work you currently do, what other online classes you have taken, and most importantly why you are taking this class and what specifically you hope to achieve in the class.
• Please skim the text book to understand the content. Review closely the Grammar/Mechanics Handbook at the end of the text. The pages are blue bordered; the handbook is 48 pages. Feel free to do any of the quizzes you wish for practice, but please read the review sections so you know what is there and can use them during the semester to check your work during revision.

Assignments:
• We will focus primarily on chapters 2-4, 6-8, 10 and 13, but I may ask you to read short sections of the other chapters (1, 5, 9, 11, 12 and 13) as well. Chapters 2-4 focus on the mechanics of the writing process. Chapters 6-8 describe the three types of communication messages—positive, negative and persuasive. Chapter 10 discusses the process of writing proposals, which are larger, more complex writing projects. And chapter 13 focuses on writing resumes and cover letters.

If you would like to get a jump on the reading, for the first week I will ask you to read for the first time chapters 2, 6 and 10.

Description of Weekly Sessions:
Writing courses all need to cover a lot of ground. In a compressed time period (eight weeks) we need to work on “parallel tracks.” If we dealt with only mechanical issues at the beginning, we would have to do all of our long writing in a very short period of time at the end of the class. Also, all of the teaching literature (pedagogy) on adult learning tells us that once past high school (and even in high school for many people) adults learn best by doing, being coached, revising and redoing, then doing again. As a teacher of mine in the program I attended for a Master’s degree in journalism said when he handed back our first assignment, “you’re all pretty good at this, once you’ve done 500 you’ll be pros.”

Because of this reality, it may seem at times that we are reading things “out of order” (e.g., we are reading about complex proposal and report writing before we have finished the three chapters on mechanics). Please bear with me, the proposal and report process is a multi-step process and I want to get you working on it early, so I want you to have at least read the chapter one time through immediately. Then we’ll break it down and read shorter sections and conduct discussions over the next few weeks. Also, remember, you will be working on more than one writing assignment at the same time (kind of like the real world).

Each week I’ll ask you to do some reading in the textbook. At times, I will also post other items onto the Canvas platform and ask you to read them. I will also write at least one, if not more, short postings, the equivalent of 10-or-15-minute mini-lectures in a classroom. I will end each one of these with an open-ended question or two as a springboard for our discussions.
In addition to keeping up with the writing assignments, of which there are six—five short and one long research report, you will also be asked to continually post your own responses to our discussions. One of my posts for the first week will be about proper discussion etiquette. At times, I will ask you to do one of the editing exercises in the book, and we will discuss solutions on line. Remember, on-the-ground classes meet for three hours, have a one-hour computer component, and you are expected to do approximately two or three hours per week of work reading, writing and/or studying for tests. I assume you will spent 10-15 hours per week on the work.

A famous Supreme Court Justice (you can look up which one, the Internet is a beautiful thing) once said about the First Amendment to the Constitution, and I believe it can be said for all of life, it is “a constant experiment.” Let’s approach our work together in that spirit, of openness and generosity toward one another. I think we can all learn a lot.

Grading Criteria:
The course is based on 1,000 total points:
• Resume/Cover letter: 100
• Request/Claim 100
• Positive response 100
• Negative response 100
• Proposal 100
• Research report 250
• Discussion/edit solutions 250

Letter Grading Scale:

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<th>% of Points Earned</th>
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<th>Letter Grade</th>
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<tr>
<td>100-94</td>
<td>A</td>
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<td>79-77</td>
<td>C+</td>
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ACADEMIC POLICIES

Attendance Policy
Course attendance via online participation is an integral part of the online academic experience; therefore, students are expected to be participative in all course activities and discussions. If an absence is unavoidable, the student should communicate with the instructor. Arrangements should be made at that time for submission of any missed assignments.

IMPORTANT:
An absence (lack of participation) in any week of the course, will drop the final grade by one letter grade (for example if a student earns a grade of “B” in the course, the final grade would be a “C”).

An absence of two or more weeks will be cause for a failing grade.

**Drop Procedures**

To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the IDEAL Course Schedule webpage:


Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the drop fees and tuition refunds at the Academic Calendar; accessed at the IDEAL Course Schedule webpage (same link above).

**Cell Phones**

Cell phones must be turned off (or placed on “vibrate”) while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

**Academic Dishonesty**

The IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

- **Cheating** – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:
  
  **Case #1**: A student is enrolled in an introductory psychology course. He has co-workers who have taken the same course. As the end of the course approaches, he wonders how he will find the time to get the research paper finished, and asks one of his co-workers for help. His co-worker hands him a research paper that he submitted in a similar course. The student makes minor modifications to the paper, and submits it under his own name.

  **Case #2**: A student enrolled in a humanities course is unsure about how to structure an essay. She is doing research on the World Wide Web, and comes across an essay written by a student from another university. Using her computer mouse, she copies and pastes the essay into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

- **Plagiarism** – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

  **Case #3**: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.
Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn't have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own courses; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site: http://www.indiana.edu/~istd/plagiarism_test.html

Ethics Statement of Confidentiality
An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

ACADEMIC RESOURCE CENTER

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: http://www.bridgeport.edu/pages/2209.asp The Center is located on the 5th Floor of the Wahlstrom Library. Make an appointment or walk-in: Telephone: 203-576-4290. Online Tutoring is available at: www.etutoring.org. To use this free service you must have a UBNet account.

Obtaining a UBNet Account
Every registered student should obtain a UBNet Account. The account allows you to access MyUB; the portal for grades, library services, Canvas online learning system. Also, the account allows you access to computers in the Library and computer labs, and provides an email account in which the University sends out information. Go to: http://www.bridgeport.edu/ubnet - Click on “New UBNet Account” and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your bridgeport.edu email forwarded to any other private email account you use. Following the activation of your UBNet account (takes 24 hours), login at: http://www.bridgeport.edu/email and click on “forwards” at the top of the page. Follow the directions to forward email messages to your other account.

Learning Management System (LMS) - Canvas
For all courses that use Canvas, you can access Canvas through the portal by using the myUB link. Faculty post class documents on Canvas e.g. syllabus, power points, discussion questions, case studies, current event articles, papers, reports etc. (save some trees). All students have access, and can download and copy the documents.

**Canvas Tutorial For Students:** [https://bridgeport.instructure.com/courses/985903](https://bridgeport.instructure.com/courses/985903)

**For assistance** contact the UB Help Desk at 203-576-4606 or email helpdesk@bridgeport.edu [https://bridgeport.instructure.com/courses/829447/](https://bridgeport.instructure.com/courses/829447/)

**Accessing Your Grades & Schedule Online**
The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. To access WebAdvisor, login in to MyUB and follow the WebAdvisor menu on the right. If you are carrying a financial balance, access to WebAdvisor will be restricted.

**Using the Library**
Access to the Digital Library is through MyUB. On the MyUB home, in the central column, click on “myEureka Digital Library.” Research tools available:
- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

**Using Computers**
Open access computer labs are available at three locations:
- **Bridgeport** – 1st floor of the Wahlstrom library. Check library hours of operation at: [http://www.bridgeport.edu/library](http://www.bridgeport.edu/library).
- **Stamford** – Room D; Check open hours at: [http://www.bridgeport.edu/stamford](http://www.bridgeport.edu/stamford)
- **Waterbury** – Computer Lab; Check open hours at: [http://www.bridgeport.edu/waterbury](http://www.bridgeport.edu/waterbury)

**Course Cancellations**
Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under “Latest News” on the UB home page, [www.bridgeport.edu](http://www.bridgeport.edu). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to day and time availability. Course cancellations are also announced on television and radio stations.

**IMPORTANT CONTACT INFORMATION**
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<thead>
<tr>
<th>Office</th>
<th>Telephone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Bridgeport Campus Security</td>
<td>(203) 576-4911</td>
<td><a href="mailto:ubsecurity@bridgeport.edu">ubsecurity@bridgeport.edu</a></td>
</tr>
<tr>
<td>Bursar</td>
<td>(203) 576-4692</td>
<td><a href="mailto:bursar@bridgeport.edu">bursar@bridgeport.edu</a></td>
</tr>
<tr>
<td>Cashier</td>
<td>(203) 576-4682</td>
<td><a href="mailto:cashier@bridgeport.edu">cashier@bridgeport.edu</a></td>
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<tr>
<td>Financial Aid</td>
<td>(203) 576-4568</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
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<tr>
<td>Registrar</td>
<td>(203) 576-4635</td>
<td><a href="mailto:registrar@bridgeport.edu">registrar@bridgeport.edu</a></td>
</tr>
<tr>
<td>Emergency Notification Phone</td>
<td>(203) 576-4159</td>
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<tr>
<td>IDEAL Office</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
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**CAMPUS CONTACT INFORMATION**

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<thead>
<tr>
<th>Campus</th>
<th>Address</th>
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<tbody>
<tr>
<td>Bridgeport</td>
<td>126 Park Avenue</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
</tr>
<tr>
<td>Stamford</td>
<td>Bridgeport, CT 06604</td>
<td>(203) 358-0700</td>
<td><a href="mailto:ubstamford@bridgeport.edu">ubstamford@bridgeport.edu</a></td>
</tr>
<tr>
<td>Waterbury</td>
<td>84 Progress Lane</td>
<td>(203) 573-8501</td>
<td><a href="mailto:ubwaterbury@bridgeport.edu">ubwaterbury@bridgeport.edu</a></td>
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<td>Waterbury, CT 06705</td>
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Directions to IDEAL Campus locations: [http://www.bridgeport.edu/pages/2260.asp](http://www.bridgeport.edu/pages/2260.asp)

To fill out your financial aid report to the Federal Government, please go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school code for the University of Bridgeport is 001416. Federal Student Aid Information: 1-800-433-3243