

Parts of the syllabus	Explanation
The name of the course	EFFECTIVE BUSINESS WRITING
The name of the instructor and office hours	Dr. Ivanoff's Office
MATERIALS and where to get them	library, bookstore, website
OVERVIEW of the course	What the course explores
OBJECTIVES of the course	<p>These objectives are very specific. For example:</p> <ul style="list-style-type: none"> <li>• Identify key differences and similarities between academic and business writing.</li> <li>• Develop strategies for analyzing rhetorical situations and organizational problems.</li> <li>• Create persuasive arguments using business reasoning and evidence.</li> <li>• Employ a specialized vocabulary to analyze and improve your writing.</li> <li>• Revise, edit, and proofread your writing and the writing of others.</li> <li>• Collaborate with others to complete two, significant projects.</li> <li>• Share your projects with the class through effective presentations.</li> </ul>
GRADING AND ASSIGNMENTS	<p>Generally speaking, grades are awarded on a percentage scale combined with the teacher's evaluation of your overall contributions to the course.</p> <p>90-100% = A range;                      80-89% = B range;  70-79% = C range;                      60-69% = D range;  Below 60% = F</p> <p>Overall grades will be based upon three equally weighted measures:  Midterm Portfolio 100 pts.  Final Portfolio 100 pts.  Participation 100 pts.</p>

	Total: 300 pts.
PARTICIPATION	includes attendance, class preparation, contributions to class discussions, performance on in-class quizzes and assignments, quality of first drafts, attention to revision and editing processes, quality of presentations, contributions to team projects, and evidence of critical thought and creativity
POLICIES	<ol style="list-style-type: none"> <li>1) Attend class regularly</li> <li>2) Deliver all assignments on time</li> <li>3) Save all assignments, including drafts and revisions, to include in a portfolio</li> <li>4) Contribute responsibly on all team projects</li> <li>5) Avoid plagiarism</li> </ol> <p><i>You might include something like the H1N1 Policy: Students with flu-like illness (or flu-like symptoms) must avoid attending class or showing up for office hours until they are without fever for at least 24 hours without the aid of fever-reducing medication. They will be given the opportunity to make up assignments and class work without penalty.</i></p>
WEEKLY SCHEDULE	
ASSIGNMENTS	
DEADLINES	