**ENGLISH 214: *Academic & Professional Communication***

**214 Rules & Regulations spring 2013 (T122)**

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| **RESEARCHING** | **15%** | ***The research process***: library research skills; finding, narrowing and focusing a topic; note taking; outlining; quotation; document design; plagiarism; APA references  ***Source evaluations (minimum four)***  ***Progress Report***: report background; thesis statement; working bibliography; preliminary two-level outline; schedule of tasks to be completed. |
| **DRAFTING** | **15%** | ***First draft*** (10%): written in class  ***Revision* *and* *final edited draft*** (5%): professional-looking report; minimum 1500 words; minimum six sources; APA style.  The report will be in the student’s major and linked to a theme. |
| **MIDTERM EXAM** | **15%** | Writing of a source evaluation: APA reference; summary paraphrase; and evaluation of a source. |
| **RECRUITMENT** | **15%** | Business letter format; finding a job; cover letter; résumé; interviewing techniques. |
| **CORRESPONDENCE** | **10%** | 5 types of letter: inquiry, special request, complaint, adjustment (accept) and adjustment (reject). Test: one or 2 business letters (in class) |
| **COURSE QUIZZES (CQ)** | **10%** | Three in-class course quizzes; paragraph-length answers; test of the materials on Blackboard and in the course textbook. |
| **PRESENTATION SKILLS** | **10%** | Skills for giving a formal PowerPoint presentation; linked to the academic report (and/or recruitment component). |
| **FINAL EXAM** | **10%** | Multiple-choice test of the semester’s work (materials on Blackboard & in the course textbook). |

**Grade Standards**

**A+: 93-100% B+: 85-89% C+: 75-79% D+: 65-69%**

**A: 90-92% B: 80-84% C: 70-74% D: 60-64% F: 0-59%**

**NOTE:** Students who have final grades of 59, 69, 79, or 89**, *may*** have their grades raised to the next level if they meet the minimum requirements of 4 or fewer unexcused absences, have completed all major assignments on time, and have achieved an appropriate level of performance.

**Unexcused Absence Policy**

Students are responsible for keeping track of their absences during the semester. This is important as there are penalties for excessive unexcused absences: 5 unexcused absences = 1% deducted from the final grade; 6 = -2%; 7 = -3%; 8 = -4%; 9 = -5%; 10 = DN; 15 absences (excused or unexcused) = DN if 10 or more absences are unexcused).

**Academic Integrity**

Academic dishonesty (plagiarism, cheating or falsification of any work) will not be tolerated and violations will be subject to the penalties described in the *KFUPM Undergraduate Bulletin*, including failure of a given assignment, failure of the course, or academic probation. All English 214 reports will be checked for plagiarism.

**Missed Work**

If you have an **official excuse** from the Department of Student Affairs, you will either be allowed to make up any graded class work that contributes to your final grade or be given an average for the missed work. The teacher will decide. Your official excuse must be the original (blue) document and it must be presented within one week of returning to class. According to ELD policy, if your excuse for missing a class is personal, your teacher is not permitted to excuse you.

It is your responsibility to find out about any exam announcements that were made in the class you missed and any homework assignments that you should have ready for the next class. Visit your teacher’s *Blackboard* page every day and pay particular attention to the calendar and announcements.

**Materials**

For the major report and presentations, *Blackboard* will be the main medium for the transmission of course documents. For recruitment and correspondence, consult the course textbook. Students are expected to come to class on time and properly prepared with a pen or pencil, writing paper, dictionary, stapler and any documents or sheets required by the teacher for a particular class. Mobile phones should be switched off on entering the classroom.