# 3/25/2021

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 27 April 2021

Term and Year of Implementation: Fall 2021

**Course Title:** Professional Writing

**BRCC Course Rubric:** ENGL 2513

**Previous Course Rubric**: ENGL 2013, ENGL 201

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 3-0-3

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 45-0-45

**Louisiana Common Course Number:** CENL 2513

**CIP Code:** 23.1301

**Course Description:** Prepares students for writing in the workplace. This course emphasizes clarity and the needs of specific audiences in the preparation of letters, memos, reports, resumes, presentations, and group projects.

**Prerequisites:**  ENGL 1013 (or ENGL 101) with a "C" or better

**Co-requisites:** None

**Suggested Enrollment Cap:** 24

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Incorporate relevant graphics/visual aids used in business communication.

2. Create texts appropriate to specific audiences through the use of style, tone, diction.

3. Write in standard edited English, free from major lapses in usage, mechanics, and spelling.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Career project assessed using a departmental rubric

2. Instructor-designed tests, quizzes, oral and/or written assignments

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. Correspondence

A. Emails

B. Memos

C. Letters

D. Short reports

E. Formal reports

II. Minutes

III. Career Project

A. Letter of Application

B. Resume

C. Job/Company Research

IV. Research Report

A. Rationale

B. Format

C. Research Strategies and Sources

D. Citation

V. Oral Presentation with appropriate software

VI. Formal Report Project (Instructions or Brochure or Other Appropriate Project)