

Syllabus
Clarendon College-Pampa Center
Division of Business and Technology-Office Technology Program
Business English POFT 1301
Class: TTh 9:30-10:25
Lab: TTh 10:30-11:55

Credit Hours: 3

Semester: Fall 2010

Classroom Location: Rm 103

Instructor: Mrs. Hannah Thompson

Office: 206c

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Phone: 806-665-8801 ext. 2020

Office Hours: MWF: 8-9; TTh 12-3; by appointment

Course Description: A complete review of fundamentals of grammar, punctuation, and sentence structure as employed in written business communications. Workbook study with emphasis on sentence analysis, and paragraphing, related primarily to business writing will be applied.

Statement of Purpose: To partially satisfy the requirements for the Office Technology Certificate.

Required Instructional Materials:

Guffey, Mary Ellen. *Business English*. 9th edition.

Same Kind of Different as Me (any version)

A dictionary will also be helpful. You will need access to a computer and printer throughout the semester.

Student Requirements: Office Technology students are not required to take any pre-entry test. Students are responsible for completing any assigned reading or other activities/homework by the due date given. Students should be in class and ready with materials required for that class. Students should not have more than eight absences in the 16 week period. More than 8 absences will result in automatic course failure. Three tardies or early dismissals count as one absence. Your attendance impacts your daily grade, as you receive a 0 for every day you are absent. You will also receive a 0 for any in class activities you miss or assignments that are due on the day you miss. I DO NOT ACCEPT LATE DAILY WORK. If you miss class for a school activity, you must contact me ahead of time or you will not be excused. If you miss class for an emergency, you must notify me ASAP.

As young adults, you are expected to behave in a professional manner in the classroom. This means that you are to be respectful of both your classmates and me. You should not bring cell phones, arrive late, leave early, use inappropriate language, sleep during class, or engage in other disruptive behaviors. If you create problems in the classroom, I will ask you to leave and you will receive a 0 for that day's daily grade. You will not be allowed to make up any daily work that you miss during that class period. If I ask you to leave class, you will be required to meet with the dean before you may re-enter my class. Repetitive classroom disruption may result in course dismissal or failure. Please do not bring children to class.

Electronic Communication/Entertainment Devices: The use of cell phones, iPods, lap top computers, or other electronic communication or entertainment devices is prohibited. A first offense will result in confiscation of the device for one day. A second offense will result in loss of the device for one week. A third offense will result in loss of the device for the remainder of the semester. I should not see or hear these devices.

Methods of Instruction: A combination of lectures, PowerPoint presentations, outside readings, group work, and discussions may be used in this course.

Course Objectives

The student will be able to:

1. Identify and write complete sentences.
2. The student will be able to punctuate sentences properly.
3. The student will identify parts of speech.
4. The student will be able to recognize misspelled words and correct them by using online dictionary.
5. The student will be able to properly compose, format, and edit business documents, including memos, e-mails, reports, proposals, and letters.

Grading Policies:

All assignments are due at the beginning of class. If your assignment is not turned in at the beginning of class but is submitted at the end of the class period, you will lose 30 points. **DAILY ASSIGNMENTS MAY NOT BE MADE UP.** If you are not in class on the day a writing assignment or lab is due, you must get your assignment to me that day, or you will receive a grade deduction. You will lose one letter grade per day that your assignment is late. Technology failure is not an excuse for a late assignment. Tests must be taken on the day they are given. You may not make up or re-take tests. If you have an emergency, you must contact me as soon as possible. Assignments will be graded according to the rubric provided with each assignment sheet. Tests and quizzes will be graded according to the points assigned for each question on the actual test. You will automatically fail any paper, test, or quiz that is plagiarized/cheated, does not follow the given instructions, or has excessive grammar errors (15+). For all handwritten assignments, if I your handwriting is not legible, I will not be able to grade your assignments. If you need help with an assignment, you must contact me 24 hours before the due date. **All assignments for this class should be original material.**

Daily assignments/attendance	10%
Writing Assignments	15%
Test Average	50%
Lab Assignments	25%

You will have a test approximately every other week. All tests must be taken for a student to pass the class, regardless of mathematical score. Failure to take a test will result in automatic course failure. You must also complete at least 80% of the writing assignments to pass the course. You must complete 11 of the 13 lab assignments to pass the course as well. If you have taken this class before, all papers must be different.

Lab:

This course has a three hour lab that is required. We will meet from 10:30-11:55 on Tuesdays and Thursdays. A significant portion of your grade comes from the lab, so you must be there. Attendance will be taken. You must complete 11 of the 13 lab assignments to pass the course, regardless of your

mathematical score. All lab assignments will be due at the beginning of class. Each day the assignment is late will result in a letter grade deduction.

A student's final grade will be made available through Campus Connect at Clarendon College's website. The final semester grades will be figured as set in the current catalog:

90 to 100 = A 80 to 89 = B 70 to 79 = C 60 to 69 = D Below 59 = F

Classroom Policies:

Classroom Conduct: Cell phone use: Students are not to have a cell phone out during class, and the ringer is to be placed on off. You should not use computers without permission and should only use them for class activities. If students fail to comply, computer usage will be prohibited.

Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Dean of Students when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved. Students who are reported as cheating to the Dean of Students more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken.

Plagiarism policies in my class: Cheating is a serious offense. You must do your own work. If you cheat in any way, you will earn a 0 on the assignment/test with no opportunity to rewrite/retake it. If you plagiarize multiple times, you will automatically fail the course and may receive more serious punishment from the university. You will be held responsible for all forms of plagiarism including the following:

1. **Word-for-word plagiarism:** The student quotes his or her source without using quotation marks. Even if the student cites the source, he or she is still plagiarizing because proper quotation procedures were not used.
2. **Paraphrased plagiarism:** The student uses a source and with the exception of changing a few words or phrases essentially quotes the original. Even if the source is properly cited, the writing is still plagiarized because the student has used the author's style, vocabulary, and content and claimed it as his or her own.
3. **Improper citations:** If a student uses someone's information other than his or her own, the source of the material must be properly cited. Failure to do so is plagiarism.
4. **Improper use of ideas:** Ideas are as equally protected as words. If the student uses someone's ideas, but expresses them in his or her words, the student plagiarizes if he or she does not cite the source of the idea.

5. Internet use: Copying and pasting from the Internet is plagiarism. Purchasing papers from a paper mill is plagiarism.
6. Student sharing: While students are certainly free to work together and study together, an assignment that calls for individual work must reflect the student's personal effort. If a student borrows or copies another student's work, that is plagiarism. If a student has another student write a paper, that is plagiarism. If two students collaborate on an individual assignment and turn in the same work, that is plagiarism. Student sharing also includes using someone else's electronic files or letting someone else use your electronic files.

Plagiarism is a serious academic offense. It involves legal issues about improper use of materials that do not belong to the student. Plagiarism is unethical. A student must do his or her own work; otherwise, the learning process is compromised. Plagiarism is unfair to fellow students who take the time and make the effort to do their own work. Essentially, plagiarism is cheating and will not be tolerated. The consequences for intentional and unintentional plagiarism are the same. Note: I typically do not check rough drafts for plagiarism, so you are responsible for plagiarism even if I see the draft before the due date.

American with Disabilities Act Statement:

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services (806-874-3571 or 800-687-9737). We will work with you to make whatever accommodations we need to make. You must notify the instructor within the first week of the semester.

Dropping a Course:

A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college. A student may drop any other course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop form from the Office of Student Services. (Refer to other policies concerning this issue in the current college catalog online.)

According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6th dropped class, he/she will no longer be able to withdraw from any classes.

Withdrawal from College:

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W." If you do not go through the formal withdrawal procedure, you will receive a grade of "F" on your transcript.

This syllabus is subject to change due to the instructor's discretion, but you will be notified of all changes with sufficient time to make adjustments.

Final Exams: Students must take a final exam for each of their academic courses. The schedule of final exams times is published at the beginning of the semester. Do not make plans to leave school before your scheduled final exam. I will not give any early finals except in extreme emergencies after students have provided documentation of said emergency. **Final Exam Date: 10:00 a.m. on Tuesday, December 7th**

Course Content: College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content.

This syllabus is subject to change due to the instructor's discretion, but you will be notified of all changes with sufficient time to make adjustments.

Tentative Course Schedule/Outline:

Week 1:	Course introduction, Chapter 1
Week 2:	Chapters 2-3
Week 3:	Test 1, chapter 4
Week 4:	Chapters 5-6
Week 5:	Test 2, chapter 7
Week 6:	Chapters 8-9
Week 7:	Test 3, chapter 10
Week 8:	Chapters 11-12
Week 9:	Chapter 13, test 4
Week 10:	Chapters 14-15
Week 11:	Test 5, chapter 16
Week 12:	Chapters 17-18
Week 13:	Test 6
Week 14:	Lab Test
Week 15:	Final Project
Week 16:	Final Exam

Class Contract-If you do not turn this in, you will not receive a grade.

I have received the course syllabus for POFT 1301 taught in the fall of 2010 by Mrs. Hannah Thompson. I agree to adhere to all policies and procedures. I understand the guidelines for student conduct, academic dishonesty, and grading procedure. Failure to comply with these policies will result in the consequences mentioned or others according to school policy.

Signature

Date

Printed Name