

Term Information

Effective Term Autumn 2020
Previous Value Summer 2012

Course Change Information

What change is being proposed? (If more than one, what changes are being proposed?)

We propose to offer an optional online version of this course and add options for length of course.

What is the rationale for the proposed change(s)?

To provide enhanced student access and flexibility for instructors teaching English 3304.

What are the programmatic implications of the proposed change(s)?

(e.g. program requirements to be added or removed, changes to be made in available resources, effect on other programs that use the course)?

N/A

Is approval of the request contingent upon the approval of other course or curricular program request? No

Is this a request to withdraw the course? No

General Information

Course Bulletin Listing/Subject Area	English
Fiscal Unit/Academic Org	English - D0537
College/Academic Group	Arts and Sciences
Level/Career	Undergraduate
Course Number/Catalog	3304
Course Title	Business and Professional Writing
Transcript Abbreviation	Business Writing
Course Description	The study of principles and practices of business and professional writing.
Semester Credit Hours/Units	Fixed: 3

Offering Information

Length Of Course	14 Week, 12 Week, 8 Week, 7 Week, 6 Week, 4 Week
<i>Previous Value</i>	14 Week, 12 Week
Flexibly Scheduled Course	Never
Does any section of this course have a distance education component?	Yes
Is any section of the course offered	100% at a distance
<i>Previous Value</i>	No
Grading Basis	Letter Grade
Repeatable	No
Course Components	Lecture
Grade Roster Component	Lecture
Credit Available by Exam	No
Admission Condition Course	No
Off Campus	Never
Campus of Offering	Columbus, Lima, Mansfield, Marion, Newark

Prerequisites and Exclusions

Prerequisites/Corequisites	Prereq: 1110.01 or equiv.
Previous Value	Prereq: 1110.01 (110.01) or equiv.
Exclusions	
Previous Value	Not open to students with credit for 304.
Electronically Enforced	No

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code	23.1303
Subsidy Level	Baccalaureate Course
Intended Rank	Freshman, Sophomore, Junior

Requirement/Elective Designation

The course is an elective (for this or other units) or is a service course for other units

Course Details

Course goals or learning objectives/outcomes	<ul style="list-style-type: none">• Students acquire strategies for responding ethically to business and professional rhetorical situations; mobilizing communicative genres common to contemporary business and professional situations; and creating inclusive professional environments.
Previous Value	
Content Topic List	<ul style="list-style-type: none">• Writing skills• Workplace genres• Professional behavior
Sought Concurrence	No

Attachments

- English3304_f2fSyllabus.pdf: Syllabus
(Syllabus. Owner: Lowry, Debra Susan)
- English 3304 ASC DL Course Syllabus.docx: Syllabus
(Syllabus. Owner: Lowry, Debra Susan)
- ASCTech_ENG 3304.docx: ASC Tech Review
(Syllabus. Owner: Lowry, Debra Susan)

Comments

- English 3304 received an ALX Grant so that the curriculum could be revised such that students no longer need to purchase textbooks. English 3304 online is only slightly modified and still maintains almost the exact same open source textbook, assignments, and activities as the face-to-face version. *(by Lowry, Debra Susan on 07/15/2020 04:07 PM)*

COURSE CHANGE REQUEST
3304 - Status: PENDING

Last Updated: Vankeerbergen, Bernadette
Chantal
07/20/2020

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Lowry, Debra Susan	07/15/2020 04:09 PM	Submitted for Approval
Approved	Lowry, Debra Susan	07/15/2020 04:09 PM	Unit Approval
Approved	Heysel, Garrett Robert	07/15/2020 08:01 PM	College Approval
Pending Approval	Jenkins, Mary Ellen Bigler Hanlin, Deborah Kay Oldroyd, Shelby Quinn Vankeerbergen, Bernadette Chantal	07/15/2020 08:01 PM	ASCCAO Approval



THE OHIO STATE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES

SYLLABUS: ENGLISH 3304 BUSINESS AND PROFESSIONAL WRITING TERM 2020

Course overview

Instructor

Instructor: Christa Teston

Email address: teston.2@osu.edu

Phone number: 614-943-0901

Virtual office hours: TBD

Office Location: 506 Denney Hall

Course description

This class will teach you how to analyze and compose deliverables typical of a contemporary professional organization or workplace. Importantly, it will do that without sacrificing attention to the ways market-based values affect how we practice inclusion, sustainability, and social justice in our writing. Through individual and collaborative projects, you will develop tactics for crafting ethical messages that respond to the needs of multiple audiences. You'll also gain experience with navigating material, stylistic, and social complexities associated with various media, genres, and situations. Genres you'll learn in this class include: letters, memoranda, presentations, proposals, social media plans, and other forms of displaying information visually. Many 3304 instructors build their classes around the Kitty O. Locker Undergraduate Professional Writing Contest. The contest project invites students to produce materials for a local nonprofit organization.

Course learning outcomes

By the end of this course, students should successfully be able to:

- Attune and respond ethically to business and/or professional rhetorical situations;

- Mobilize communicative genres common to contemporary business and/or professional situations;
- Create inclusive, sustainable, and socially just professional environments.

Course materials

Required

Teston & Hashlamon's digital textbook: *Writing Our Way Toward More Livable Worlds*
<https://ohiostate.pressbooks.pub/businessandprofessionalwriting/>

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills necessary for online courses

- Basic computer and web-browsing skills
- Navigating Carmen

Technology skills necessary for this specific course

- Carmen Zoom text, audio, and video chat
- Collaborating in CarmenWiki
- Recording a slide presentation with audio narration
- Recording, editing, and uploading video

Necessary equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed
- Microphone: built-in laptop or tablet mic or external microphone

Necessary software

- [Microsoft Office 365 ProPlus](#) All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Each student can

install Office on five PCs or Macs, five tablets (Windows, iPad® and Android™) and five phones.

- Students are able to access Word, Excel, PowerPoint, Outlook and other programs, depending on platform. Users will also receive 1 TB of OneDrive for Business storage.
- Office 365 is installed within your BuckeyeMail account. Full instructions for downloading and installation can be found <https://ocio.osu.edu/kb04733>.

Grading and faculty response

Grades

Assignment or category	Points
Collaboration (charter document, strategic plan, peer review participation and preparedness, discussion board posts, final pitch)	10
Professionalization (cover letter and resume)	20
Writing Project #1: Print-based Media and Memo	10
Writing Project #2: Social Media Plan and Mock-ups	10
Writing Project #3: Ambient Media and UX Report	10
Final Formal Marketing Proposal	40
Total	100

See course schedule, below, for due dates

Assignment information

Online Participation (10% of total grade)

The online nature of this course means that you will complete a variety of activities each week: Posting to discussion forums, taking online quizzes, viewing lectures online, and/or reading and responding to our course materials. Critical to successful online participation is engagement with Carmen in particular: Carmen serves as our **course content site**, providing you access to our syllabus, all course assignments, instructional videos, links to readings and weekly checklists.

Cover Letter + Resume (20% of total grade)

Students will polish their resumes and cover letters in anticipation of the job market.

Writing Project #1 (10% of total grade)

In partnership with Friends of the Lower Olentangy Watershed, students will design a flyer, brochure, or some other print-based media that promotes their free tree campaign. They will include an explanatory memo that accompanies the design of their print-based promotional media.

Writing Project #2 (10% of total grade)

In partnership with Friends of the Lower Olentangy Watershed, students will design a social media plan along with representative mock-ups of certain social media posts that FLOW can use to promote their free tree campaign.

Writing Project #3 (10% of total grade)

In partnership with Friends of the Lower Olentangy Watershed, students will design a 30-second promotional video that will enable FLOW to promote their free tree campaign. Students will also collect data using user experience research methodologies in order to revise their videos in a way that meets the needs and expectations of target audiences.

Final Formal Marketing Proposal (40% of total grade)

Students will polish writing projects #1-3 and include them in the appendix of a formal tree marketing campaign proposal presented to Friends of the Lower Olentangy Watershed. Components of this proposal include a cover letter, title page, abstract, table of contents, executive summary, introduction, budget, each of the writing projects, final recommendations, and, when necessary, a bibliography.

Late assignments

Students should contact their instructor immediately if they need an extension on a project. In general, if a student submits a project late, their grade will be penalized by 20 percent for each week they are tardy.

Grading scale

93–100: A
90–92.9: A-
87–89.9: B+
83–86.9: B
80–82.9: B-
77–79.9: C+

73–76.9: C
70 –72.9: C-
67 –69.9: D+
60 –66.9: D
Below 60: E

Faculty feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

Grading and feedback

For large weekly assignments, you can generally expect feedback within **7 days**.

E-mail

I will reply to e-mails within **24 hours on school days**.

Discussion board

I will check and reply to messages in the discussion boards every **24 hours on school days**.

Attendance, participation, and discussions

Student participation requirements

Because this is a distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Logging in: AT LEAST ONCE PER WEEK**
Be sure you are logging in to the course in Carmen each week, including weeks with holidays or weeks with minimal online course activity. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me *as soon as possible*.
- **Office hours and live sessions: OPTIONAL OR FLEXIBLE**
All live, scheduled events for the course, including my office hours, are optional. For live presentations, I will provide a recording that you can watch later. If you are required to discuss an assignment with me, please contact me at the beginning of the week if you need a time outside my scheduled office hours.
- **Participating in discussion forums: 3+ TIMES PER WEEK**
As participation, each week you can expect to post at least four times as part of our substantive class discussion on the week's topics.

Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style:** While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
- **Tone and civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
- **Citing your sources:** When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)
- **Backing up your work:** Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

Other course policies

Student academic services

Student academic services offered on the OSU main campus
<http://advising.osu.edu/welcome.shtml>.

Student support services

Student support services offered on the OSU main campus <http://ssc.osu.edu>.

Academic integrity policy

Policies for this online course

- **Written assignments:** Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should follow **APA** style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.
- **Reusing past work:** In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.

- **Falsifying research or results:** All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.
- **Collaboration and informal peer-review:** The course includes many opportunities for formal collaboration with your classmates. While study groups and peer-review of major written projects is encouraged, remember that comparing answers on a quiz or assignment is not permitted. If you're unsure about a particular situation, please feel free just to ask ahead of time.
- **Group projects:** This course includes group projects, which can be stressful for students when it comes to dividing work, taking credit, and receiving grades and feedback. I have attempted to make the guidelines for group work as clear as possible for each activity and assignment, but please let me know if you have any questions.

Ohio State's academic integrity policy

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.

Copyright disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Statement on title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Accessibility accommodations for students with disabilities

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Accessibility of course technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- [Carmen \(Canvas\) accessibility](#)
- Streaming audio and video
- Synchronous course tools

Your mental health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614- 292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at 614-292-5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273- TALK or at suicidepreventionlifeline.org

Course schedule (tentative)

Week	Dates	Topics, Readings, Assignments, Deadlines
1	TBD	<ul style="list-style-type: none"> • Introductions to the syllabus and to Friends of the Lower Olentangy Watershed • Introduce and workshop resumes and cover letters
2	TBD	<ul style="list-style-type: none"> • Introduce rhetorical theory for professional writers • Discuss Writing Our Way ch. 1
3	TBD	<ul style="list-style-type: none"> • Peer review, revise, and submit resumes and cover letters • Discuss Writing Our Way ch. 2
4	TBD	<ul style="list-style-type: none"> • Workshop and submit charter document and strategic plan • Introduce formal proposal project • Discuss Writing our Way ch. 3
5	TBD	<ul style="list-style-type: none"> • Introduce writing project #1 • Discuss Writing Our Way ch. 4
6	TBD	<ul style="list-style-type: none"> • Audience analyses • Workshop writing project #1
7	TBD	Peer review, revise, and submit writing project #1
8	TBD	<ul style="list-style-type: none"> • Introduce writing project #2 • Discuss Writing Our Way ch. 5
9	TBD	Workshop and peer review writing project #2
10	TBD	<ul style="list-style-type: none"> • Revise and submit writing project #2 • Introduce UX testing, writing project #3
11	TBD	<ul style="list-style-type: none"> • Prepare for UX testing • Workshop writing project #3
12	TBD	<ul style="list-style-type: none"> • Conduct UX test • Revise and submit writing project #3 in response to UX test results

13	TBD	<ul style="list-style-type: none">• Workshop formal proposal and pitches• Discuss Writing Our Way ch. 6
14	TBD	<ul style="list-style-type: none">• Deliver pitches, course conclusion• Final proposal due during finals week

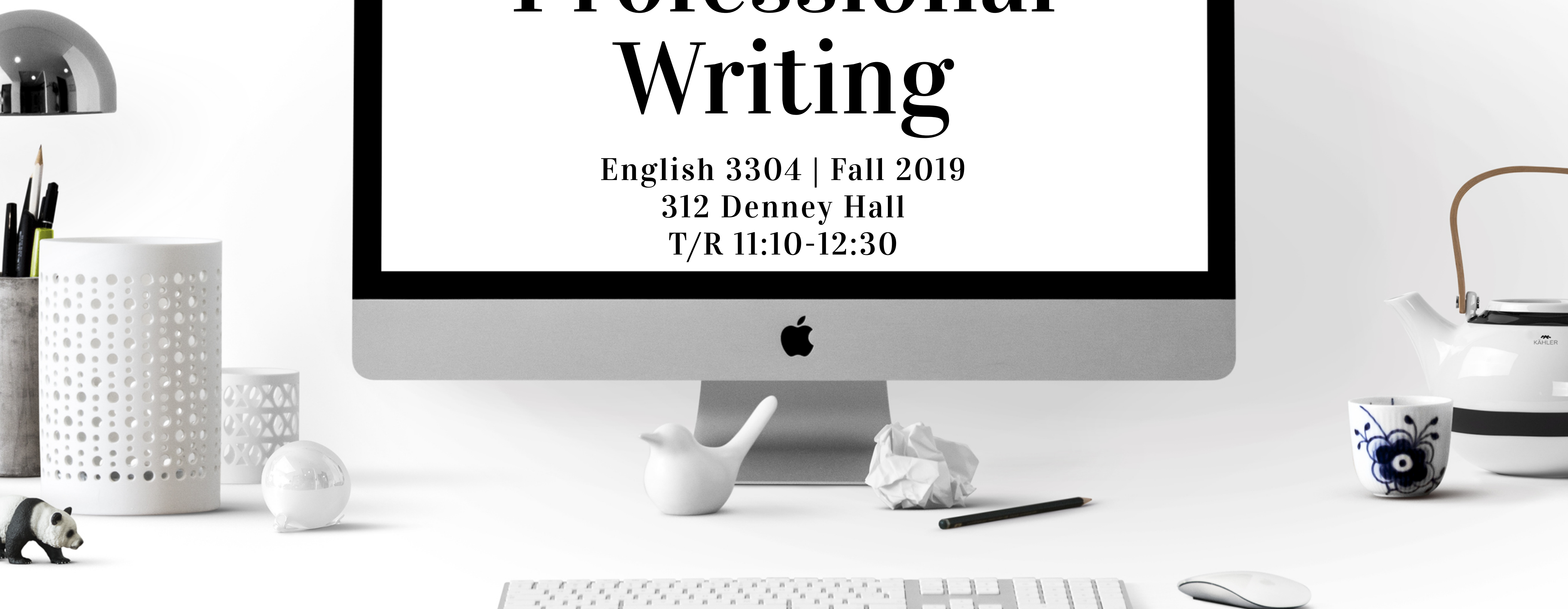


THE OHIO STATE
UNIVERSITY

Department of
English

Business & Professional Writing

English 3304 | Fall 2019
312 Denney Hall
T/R 11:10-12:30



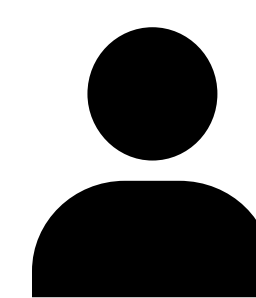
THE COURSE DESCRIPTION

This class will teach you how to analyze and compose deliverables typical of a contemporary professional organization or workplace. Importantly, it will do that without sacrificing attention to the ways market-based values affect how we practice inclusion, sustainability, and social justice in our writing.

Through individual and collaborative projects, you will develop tactics for crafting ethical messages that respond to the needs of multiple audiences. You'll also gain experience with navigating material, stylistic, and social complexities associated with various media, genres, and situations.

Genres you'll learn in this class include: letters, memoranda, presentations, proposals, social media plans, and other forms of displaying information visually. Many 3304 instructors build their classes around the Kitty O. Locker Undergraduate Professional Writing Contest. The contest project invites students to produce materials for a local nonprofit organization.

ABOUT THE PROFESSOR



Christa Teston, Ph.D. (she/her)
506 Denney Hall
teston.2@osu.edu
www.christateston.com



Office Hours
T/R 12:30-1:30

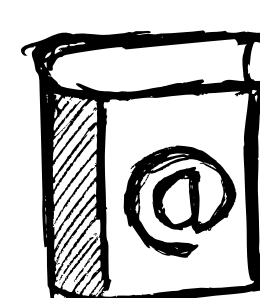
OUR LEARNING OBJECTIVES

Mindful of the ways market logics condition writing practices, cultures, and genres, students will practice strategies and tactics for—

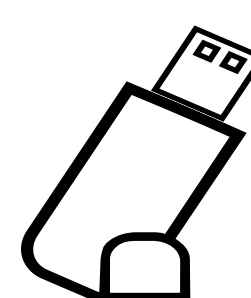
- attuning and responding ethically to business and/or professional rhetorical situations;
- mobilizing communicative genres common to contemporary business and/or professional situations;
- creating inclusive, sustainable, and socially just professional environments.

REQUIRED

R E S O U R C E S



Teston & Hashlamon's
Writing Our Way Toward More Livable Worlds
<https://ohiostate.pressbooks.pub/businessandprofessionalwriting/>



Storage device (e.g. flash drive or external hard drive)

land acknowledgement

I would like to acknowledge that the land we meet on has long served as a site of meeting and exchange amongst Indigenous peoples, specifically the Shawnee, Miami, Wyandot and Delaware Nations. I honor and respect the diverse Indigenous peoples connected to this territory on which we gather. For more information please visit our Multicultural Center website (<http://mcc.osu.edu/resources/american-indian-indigenous/>).

course policies

Come to class prepared. Don't be late. Be kind. Do your best. Ask for help.

Attendance

If you miss more than three class meetings, **you should not expect to pass this course.** Unless you've made arrangements with OSU's Student Advocacy Center, for every class you miss after your third absence, your grade will suffer a 10% reduction.

Class Cancelations

In the unlikely event of class cancelation due to emergency, I will request a note be placed on our classroom's door and I will email you. Following the cancelation, I will contact you via email as soon as possible to let you know what will be expected of you for our next class meeting.

Academic Misconduct

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct (http://studentaffairs.osu.edu/info_for_students/csc.asp).

Accommodations

Any student who feels they may need an accommodation based on the impact of a disability should contact me to discuss your specific needs and what I can do to make the class a more supportive learning environment for you. Alternatively (or in addition), you should contact the Office of Student Life, Disability Services at 614-292-3307 (098 Baker Hall, 113 W. 12th Ave.) to coordinate reasonable accommodations. Their website is <http://www.ods.ohio-state.edu/>.

Student Advocacy Center

We are committed to assisting students navigate campus bureaucracy. The Student Advocacy Center empowers students to overcome obstacles to their growth both inside and outside the classroom and to help them maximize their education experience while pursuing their degrees. The SAC is open M-F, 8:00 am to 5:00 pm. You can visit the SAC in person at 1120 Lincoln Tower, call at 614-292-1111, email advocacy at osu dot edu, or visit its website: studentlife.osu.edu/advocacy/

Writing Center

Face-to-face, 50-minute Writing Center tutorials are available by appointment. You can also schedule an online tutoring session via Carmen. Visit <http://cstw.osu.edu> or call 688-4291 to make an appointment.

Ombudsperson of the Writing Programs

Debra Lowry mediates conflicts between instructors and students in Writing Programs courses. Her office is Denney 441 and she can be reached by email at lowry.40@osu.edu. Conversations are confidential.

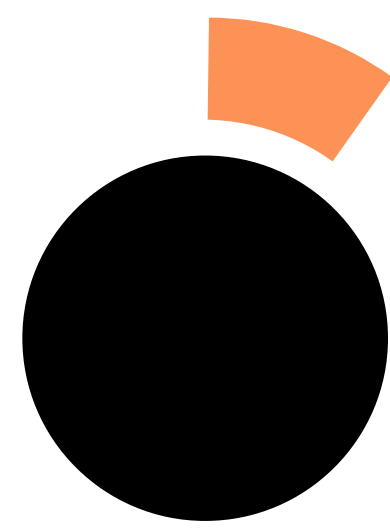
grade scale

930-1000: A
900-929: A-
870-899: B+
830-869: B
800-829: B-

770-799: C+
730-769: C
700-729: C-
670-699: D+
600-669: D

ASSESSMENT

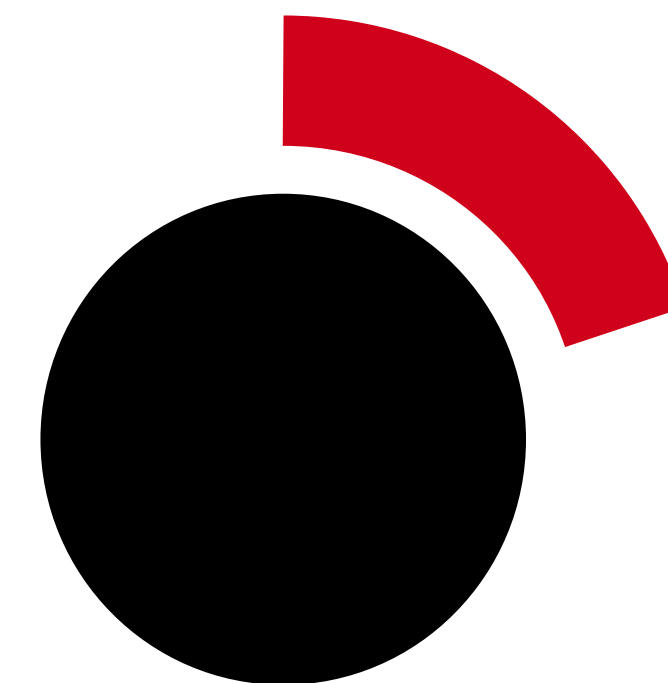
and deliverables



10%

Collaboration

- Charter document, strategic plan
- Peer review participation and preparedness
- Pitch



20%

Professionalization

- Class and workshop participation
- Cover letter and resume
- Course communications
- Teamwork



30%

Writing Projects

Writing Project #1:

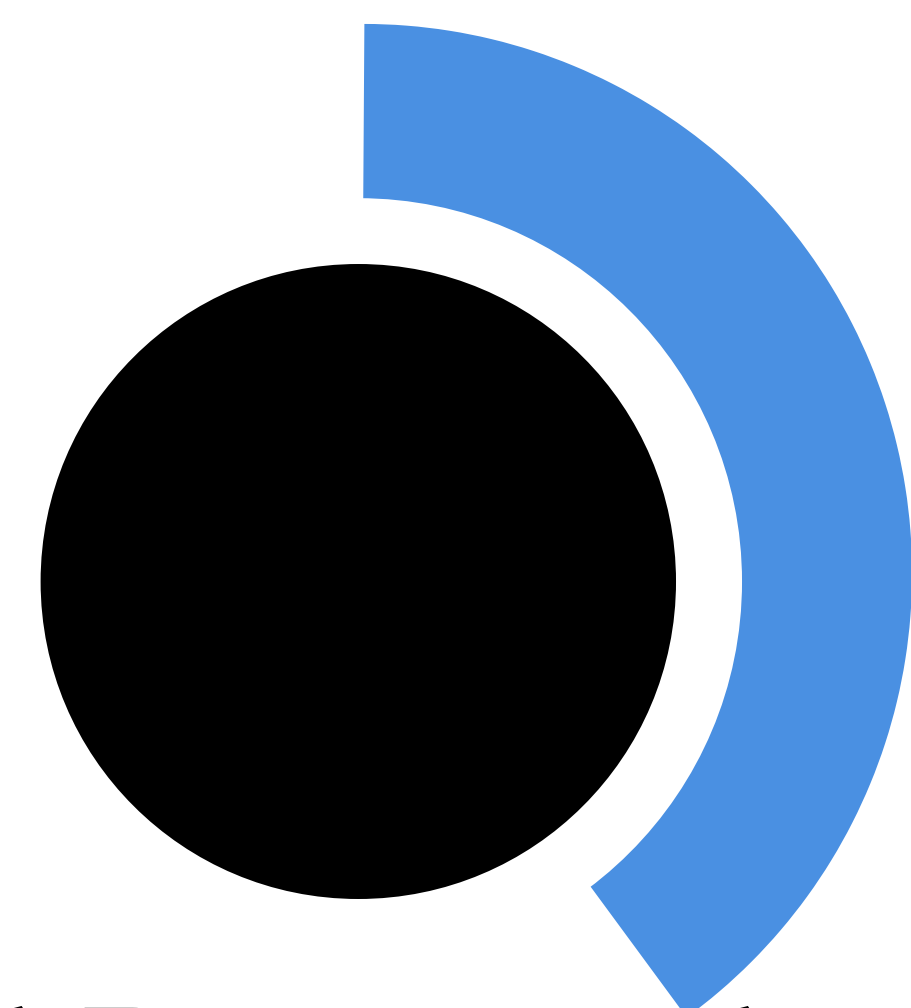
Print-based Media + Memo
(individual)

Writing Project #2:

Social Media Plan + Mock-ups
(collaborative)

Writing Project #3:

Ambient Media + UX Report
(collaborative)



40%

Formal Proposal

- **Front Matter** (cover letter with signatures; title page; abstract; table of contents)
- **Body of Proposal** (executive summary, introduction, budget, writing projects, final recommendations with timeline)
- **Back Matter** (appendices, bibliography)

SCHEDULE

01
WEEK

08/20
Tuesday

- Introductions (syllabus; FLOW)
- Discuss *Writing Our Way* Preface
- Concision exercise

08/22
Thursday

Introduce and workshop resumes, cover letters

02
WEEK

08/27
Tuesday

- Introduction to rhetorical theory for professional writers
- Discuss *Writing Our Way* Ch. 1

08/29
Thursday

Mock interviews

03
WEEK

09/03
Tuesday

Peer review resumes and cover letters

09/05
Thursday

- Introduce and workshop charter document, strategic plan
- Review Google docs, Dropbox, Asana
- Discuss *Writing Our Way* Chapter 2
- **DUE by 11:59 pm: Resumes and Cover Letters**

04
WEEK

09/10
Tuesday

Workshop charter document and strategic plan

09/12
Thursday

- Introduce and workshop formal proposal
- Conduct audience analyses (to aid with proposal introduction)
- Discuss *Writing Our Way* Chapter 3
- **DUE by 11:59 pm: Charter Document and Strategic Plan**

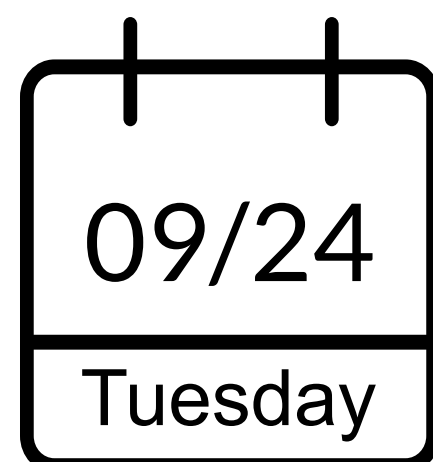
05
WEEK

09/17
Tuesday

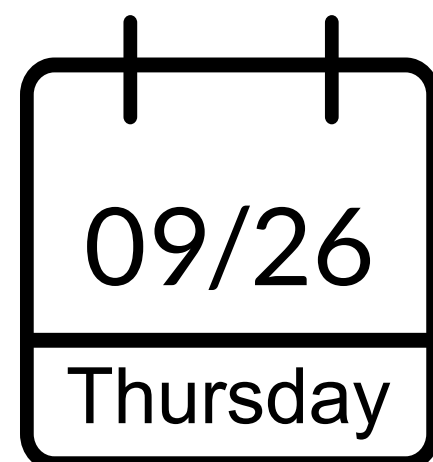
- Introduce Writing Project #1
- Discuss *Writing Our Way* Chapter 4

09/19
Thursday

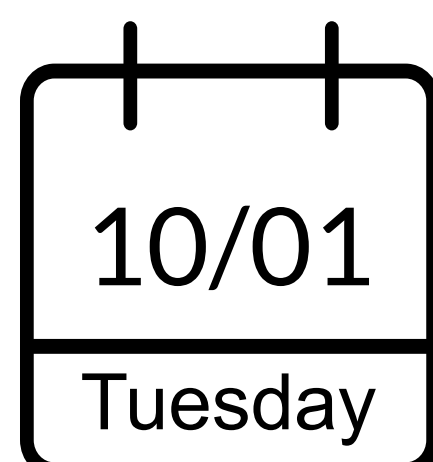
Workshop Writing Project #1



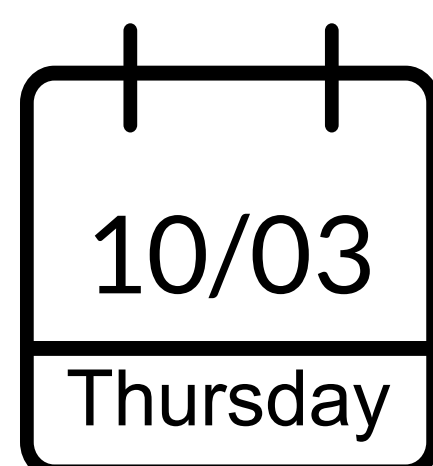
Peer Review Writing Project #1



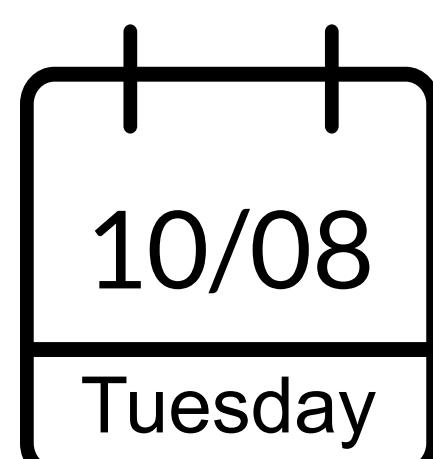
- Revision Day
- **DUE by 11:59 pm: Writing Project #1**



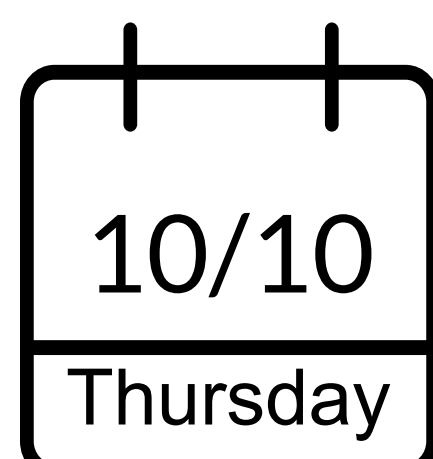
Workshop abstracts, executive summaries, introductions



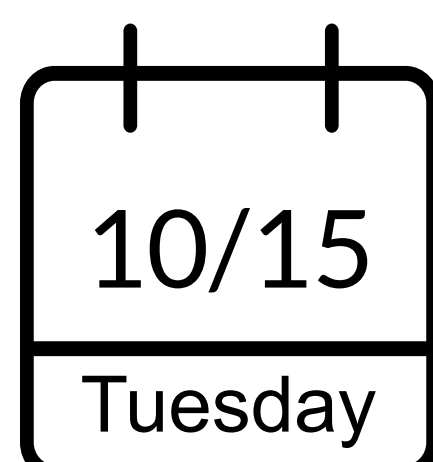
Workshop figures, tables, captions, appendices



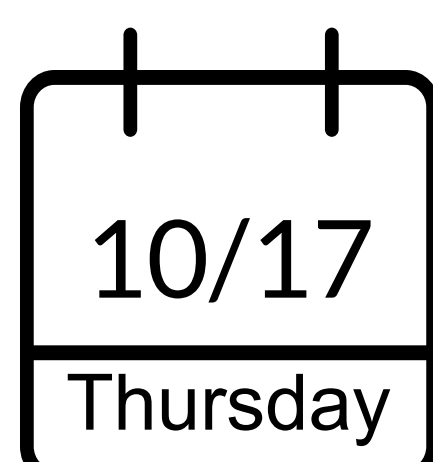
- Introduce Writing Project #2
- Discuss *Writing Our Way* Chapter 5



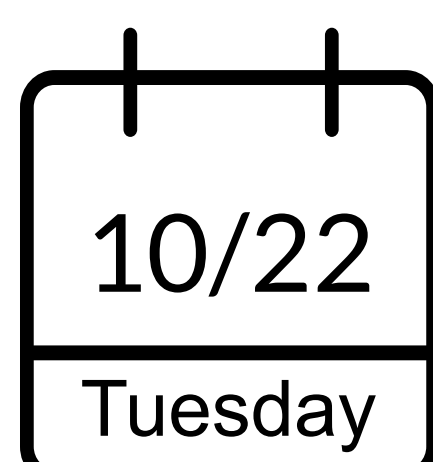
FALL BREAK | NO CLASS



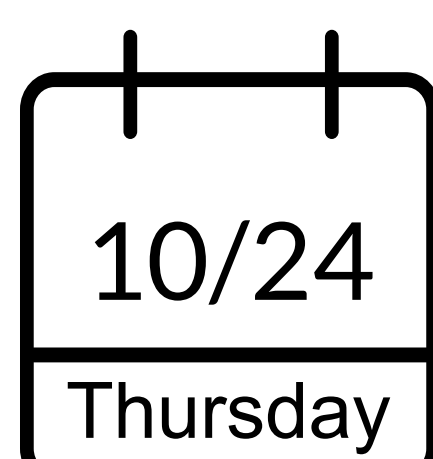
Workshop Writing Project #2



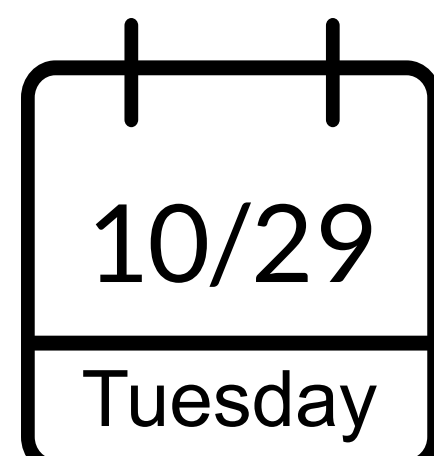
Peer Review Writing Project #2



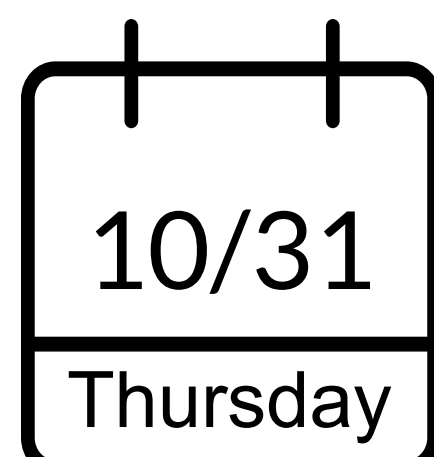
- Introduce and workshop Writing Project #3
- Introduce UX Testing
- Discuss *Writing Our Way* Chapter 6, part 1
- **DUE by 11:59 pm: Writing Project #2**



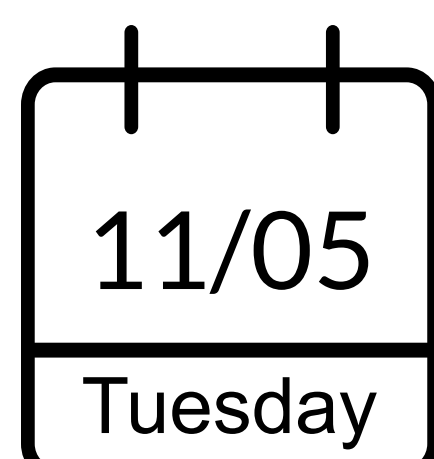
Workshop Writing Project #3



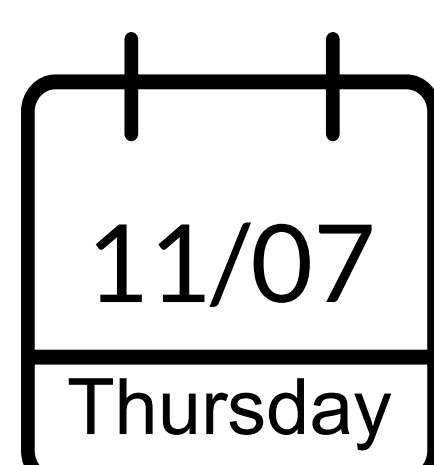
Peer Review and prepare for UX Testing for Writing Project #3



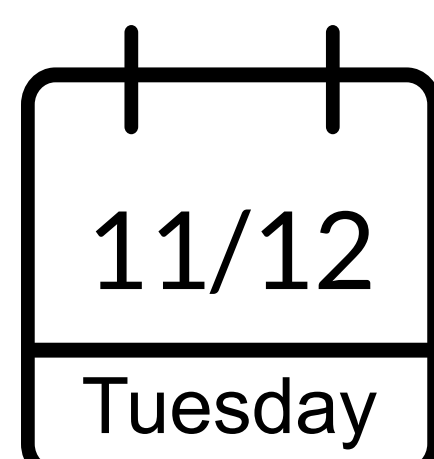
UX Testing Day



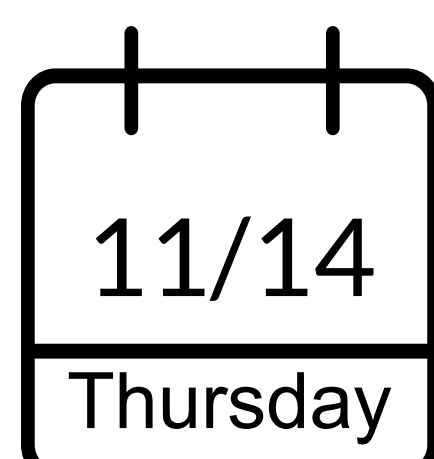
- Revised Writing Project #3 based on UX results
- Workshop budgets



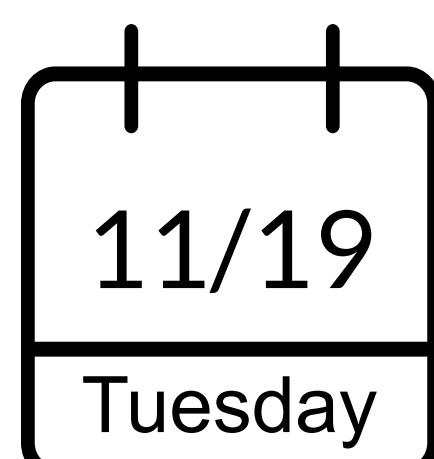
- Introduce and workshop timeline/flowcharts; final recommendations
- Discuss *Writing Our Way* Chapter 6, part 2
- **DUE by 11:59 pm: Writing Project #3**



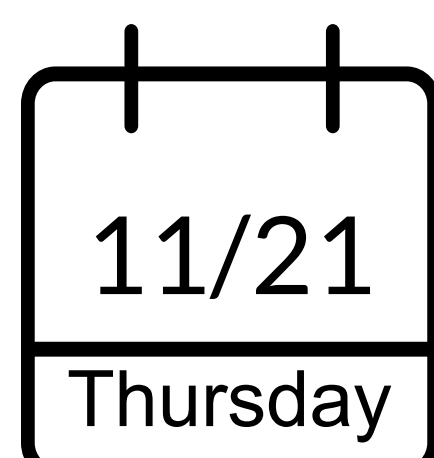
Workshop timeline/flowcharts; final recommendations



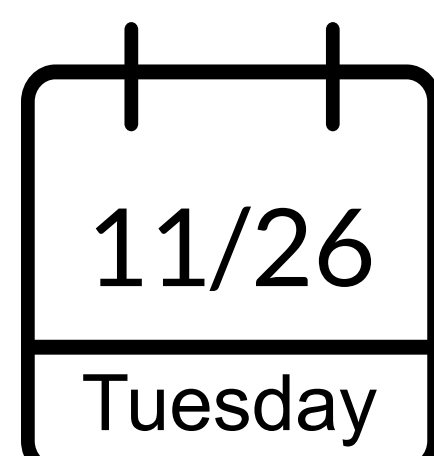
- Assemble formal proposal; revise cover letter heuristics
- Workshop pitches
- Discuss *Writing Our Way* Chapter 6, part 3



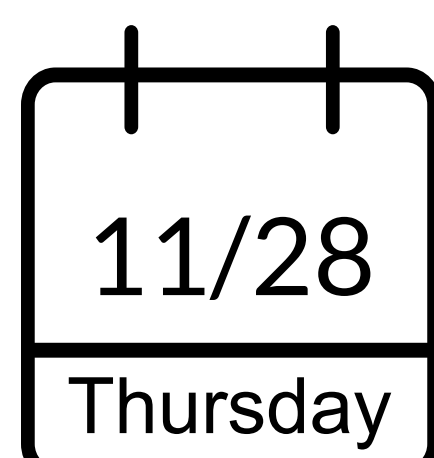
Workshop pitches



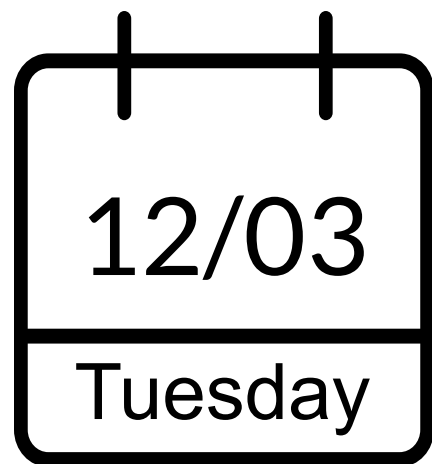
Conferences Day 1



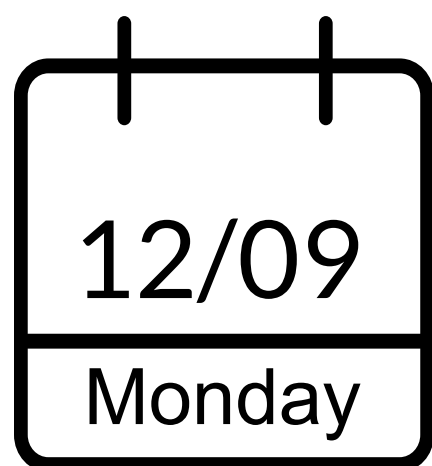
Conferences Day 2



THANKSGIVING BREAK | NO CLASS



Pitches; Course Conclusion



- **DUE by 11:59 pm: Final Proposal**

Arts and Sciences Distance Learning Course Component Technical Review Checklist

Course: English 3304

Instructor: Christa Teston

Summary: Business and Professional Writing

Standard - Course Technology	Yes	Yes with Revisions	No	Feedback/ Recomm.
6.1 The tools used in the course support the learning objectives and competencies.	X			<ul style="list-style-type: none"> Office 365 Carmen
6.2 Course tools promote learner engagement and active learning.	X			<ul style="list-style-type: none"> Carmen Discussion Board Carmen Wiki Zoom
6.3 Technologies required in the course are readily obtainable.	X			All are available for free.
6.4 The course technologies are current.	X			All are updated regularly.
6.5 Links are provided to privacy policies for all external tools required in the course.	X			No external tools are used.
Standard - Learner Support				
7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it.	X			Links to 8HELP are provided.
7.2 Course instructions articulate or link to the institution's accessibility policies and services.	X			a
7.3 Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them.	X			b
7.4 Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.	X			c
Standard – Accessibility and Usability				
8.1 Course navigation facilitates ease of use.	X			Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.2 Information is provided about the accessibility of all technologies required in the course.	X			university accessibility policy is present.
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.	X			Statement is included with contact information on how to make accommodations.
8.4 The course design facilitates readability	X			
8.5 Course multimedia facilitate ease of use.	X			All assignments and activities that use the Carmen LMS with embedded multimedia facilitates ease of use. All other multimedia resources facilitate ease of use by being available through a standard web browser

Reviewer Information

- Date reviewed: 7/15/20

- Reviewed by: Ian Anderson

Notes: Once you know the dates, add them to the weekly breakdown. Other than that, this is good to go!

^aThe following statement about disability services (recommended 16 point font):
Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614- 292-3307, slds@osu.edu; slds.osu.edu.

^bAdd to the syllabus this link with an overview and contact information for the student academic services offered on the OSU main campus.
<http://advising.osu.edu/welcome.shtml>

^cAdd to the syllabus this link with an overview and contact information for student services offered on the OSU main campus. <http://ssc.osu.edu>. Also, consider including this link in the “Other Course Policies” section of the syllabus.