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## ENG 203: Business Writing • Syllabus Part 2 Spring Semester 2009

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Course: ENG 203 (022)  
Instructor: Anthony Ubelhor  
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Office phone: 257-6993 or 257-7002  
Office hours: TR 12:00-1:30 (or by appointment)

### **General Policies**

The department Syllabus (Part 1) gives an excellent description of the general policies of this course, but I would like to be more specific about a couple of these policies.

Class begins when I take roll. If you aren't in class then, you're absent. All written assignments must be on my desk before then or they will be considered late. Late work will be marked down one letter grade for being late, and then another letter grade for each subsequent calendar day it is late. Failure to turn in a draft on the due date or participate in peer reviews when scheduled will result in a one letter grade penalty on your final draft.

Regular attendance is essential in all classes and you are held accountable for every class meeting, whether absent or present, for whatever reason. Three (3) consecutive unexcused absences will reduce your course grade by one letter-grade, whereas missing six (6) times total—excused or otherwise—will deny you credit for the course. This policy is not negotiable under any circumstance. On the other hand, why you're gone is your business, not mine, and you are not obligated to explain your absence in any way. In any event, no absence can be designated "excused" until documentation has been provided and verified. See Syllabus (Part 1) or *Student Rights and Responsibilities* for the University's complete policy on absences.

All out-of-class writing assignments—including homework—must be typed; no hand-written submissions will be accepted. I do not accept homework, drafts, reports, or essays via e-mail.

Plagiarism will be prosecuted to the fullest extent allowed by the University.

Unless you plan on feeding everyone, no food of any kind allowed in class.

Turn off your cell phones. If I catch you using one in class you will be asked to leave.

Feel free to come to my office during the above hours if you have any concerns about the class. If you cannot make it during scheduled office hours, let me know and we'll make other arrangements. You can also send me e-mail whenever you want; I'll try to respond quickly, but keep in mind that I'm usually only in the office two days per week.

Additions and/or changes to these policies will be made in writing and posted to the course Web page.

### **Required Texts and Materials**

*The St. Martin's Handbook.*

*The Prince.* By Niccolò Machiavelli.

### **Grading**

Grades are based on the following formula:

A=3.50-4.00; B=2.50-3.49; C=1.50-2.49; D=0.50-1.49; E=0.49 or below.

Your final course grade will be derived from the following components (all dates tentative):

5%	Attendance, homework, quizzes, in-class work
10%	Resume and cover letter (due Feb. 3)
25%	Researched ethics paper (due Mar. 3)
25%	Individual short report (due Mar. 31)
10%	Group presentation (due April 23)
25%	Group report proposal (due May 5)