## **ENGL 3900: WRITING FOR CAREERS**

**Table of Contents**

* [Basic course information](#basic-course-information)
* [Instructor information](#instructor-information)
	+ [Contacting Me](#contacting-me)
	+ [Office Hours](#office-hours)
* [Required and optional materials needed for course](#required-and-optional-materials-needed-)
* [Course Objectives](#course-objectives)
* [Course Summary](#course-summary)
* [Course Requirements](#course-requirements)
* [How to be successful in this course](#how-to-be-successful-in-this-course)
* [Evaluation and grading policies](#evaluation-and-grading-policies)
	+ [Extra Credit](#extra-credit)
* [Attendance expectations and consequences (UNT Policy 06.039)](#attendance-expectations-and-consequence)
* [Academic integrity expectations and consequences (UNT Policy 06.003)](#academic-integrity-expectations-and-con)
* [Other university policies](#other-university-policies)
* [Student Support](#student-support)

**Basic course information**

**Course Title:** ENGL 3900: Writing for Careers
**Course Number:** ENGL 3900
**Section Number:** Section 401

**Final Exam:** The collection of assignments that make up the final exam will be due on December 7, 2025.

**Instructor information**

**Name:** Abigayle Farrier
**Email:** abigayle.farrier@unt.edu

**Contacting Me**

The most reliable way to contact me is by email at abigayle.farrier@unt.edu **from your UNT email address**. I will not respond to any other email address about questions regarding this course. For legal reasons, UNT email is the official email communication for your courses and with your professors.

You can login to your UNT email here: <https://outlook.com/my.unt.edu>

I try to respond to all emails within 24 hours, Monday through Friday. Please allow 48 hours on weekends and holidays.

**Office Hours**

Please send me an email requesting an appointment, letting me know the following information:

* What you’d like to meet about
* If you are available between 10:00 a.m. and 12:00 p.m. on Mondays and Wednesdays

**Required and optional materials needed for course**

The following materials are required for this course:

* **Hardware**
	+ A laptop or desktop computer with on of the following operating systems:
		- Windows
		- MacOS
		- Linux\*
* **Software**
	+ Web browser
	+ Microsoft Word (Google Docs is not an acceptable replacement for this course. Every UNT student has access to Microsoft Word for free.)
	+ A PDF reader
		- [Acrobat Reader](https://get.adobe.com/reader/)
		- [Sumatra](https://www.sumatrapdfreader.org/free-pdf-reader)
		- Preview
* **Textbook**
	+ *Write & Communicate Like a Professional* by Kathryn Raign and Jake VanderVaate

The required text for this course is *Write & Communicate Like a Professional* by Kathryn Raign and Jake VanderVaate. **This textbook is free** and produced under license "[Creative Commons Attribution-NonCommercial 4.0.](https://creativecommons.org/licenses/by-nc/4.0/)" The book is available as a digital copy through this course as well as a physical copy through the university bookstore.

Supplemental readings will be available on Canvas.

**Course Objectives**

By the end of this course, you should be able to

* Use standard genres of professional communication: Email, IM, presentations, networking websites.
* Communicate a central idea by using appropriate structure, organization, and design.
* Develop content using supporting materials.
* Work effectively as a member of a team.
* Exercise the principles of effective face-to-face communication.
* Use the principles of effective written communication.
* Design and give presentations.
* Practice presenting a professional demeanor.
* Practice diverse and inclusive methods of professionalism.
* Become digitally literate.

**Course Summary**

This course aims to teach students how to communicate effectively in a professional environment. The main focus of the course will be written communication, but there will be opportunities to practice other methods as well.

Common professional channels that require written communication include the following:

* Email
* Instant messaging/text messaging
* Presentations
* Professional networking websites

Students will finish the course with several examples of professional communication to show to prospective employers.

**Semester Team Project: 30% of final grade**

To learn professionalism, you must have the opportunity to work with other professionals. The goal of our semester project is to let you do that. Over the course of the semester, you will engage in many forms of professional communication—each one will build on the next. You will be placed in teams of four. Each team will do the following:

* Choose a specific professional industry to research
* Identify a company within the industry
* Conduct research (interviews, observation, published sources)
* Write a report explaining:
	+ the job outlook for your chosen field,
	+ requirements for working in that field
	+ existing diversity and inclusion practices
	+ your recommendations for people who want to work in that field
* Present your findings

**Project Deliverables**

Each team will submit the following for a grade:

* Team Charter
* Progress Report Email
* Formal Report Rough Draft
* Formal Report Peer Review
* Formal Report
* Presentation

**Activities: 25% of final grade**

You will also be evaluated on your performance of the following:

* Interviewing
* Making an impression
	+ Professional mixer
	+ Listening to and engaging with a presenter
* Resume
* LinkedIn Profile
* Miscellaneous Course Assignments

**Quizzes: 10% of final grade**

We will complete five quizzes on grammar and mechanics, style and structure; details will be provided in Canvas.

**Mock Interview: 10% of final grade**

We will partner with the UNT Career Center for scheduled, synchronous virtual mock interviews. More information about scheduling and signups will be communicated through Canvas. Attendance is not optional; failure to attend your interview will result in a 0 for this assignment.

**LinkedIn Learning: 10% of final grade**

LinkedIn is not only a networking community but also a communication and learning platform. During the course, you will set up a LinkedIn profile and complete two LinkedIn Learning activities. (These should be free; not cost to you.) The LinkedIn Learnings must be completed by the end of the semester.

**Final Project: 15% of final grade**

Each student will choose a professional goal to pursue after graduation, and then do the following:

* Meet with their career counselor
* Identify an internship, job, graduate educational opportunity, or business grant or loan
* Determine what criteria they must meet to be eligible
* Write a proposal identifying how their choice will help them achieve their career goals, and outlining the steps they would need to complete an application
* Self-reflection (see additional considerations below)

**Additional considerations for this class**

Part of your goal is to think about transitioning from your primary role as a student to that of a professional. Professionalism includes aspects of behavior and actions that include:

* Attendance
* Preparedness
* Commitment
* Effort
* Practice of inclusion
* Appearance

At the end of the semester, you will provide a short self-reflection of your own assessment of your professionalism. This will be included in the Final Project section of the assignments.

**Course Requirements**

There are no university prerequisites for this course. However, in order to be successful in this course you will need to:

* Be able to write and speak English at a conversational level
* Cite sources, giving credit to where you obtain information.
* Work in a team and be able to set and follow deadlines
* Check the course regularly (at least twice a week) for announcements and grades
* Seek and accept constructive criticism of your work

Please familiarize yourself with the technical requirements to complete this online course:

* [Hardware and Software requirements for Canvas](https://community.canvaslms.com/docs/DOC-10721-67952720328)
* [Canvas Browser information and Help](https://community.canvaslms.com/docs/DOC-10721-67952720328)

**How to be successful in this course**

This course is writing-centric, with all assignments working towards the goal of making each student a more effective professional communicator. Students will be expected to write to the best of their abilities and incorporate assignment feedback into future assignments.

Part of being an effective professional writer is the ability to read directions. The assignments in this class are usually written in a manner that outlines how students are supposed to perform the assignment. This class will be a slight departure from many creative writing or composition classes that students may be used to. Professional writing requires writers to consider their audience and write to address their needs, rather than for the writer to be expressive or argumentative.

**Evaluation and grading guidelines**

All assignments with instructions and due dates will be posted to the Assignments module in Canvas. **Assignments will not be accepted after the 24-hour late period. All assignments must be turned in through Canvas; I will not accept submissions by email, Canvas message, or any other form.**

The major assignments (team and individual projects) will have rubrics designed specifically for those projects. All other written work will be evaluated according to the following general academic guidelines.

**General Rubric and Scoring System**

* **“A” WORK** will constitute a final score of 90-100% of total points, and will represent an overall response that is sophisticated and illuminating: inventive, balanced, justified, effective, mature, and expertly situated in time and context
* **“B” WORK** will constitute a final score of 80-89.99% of total points, and will represent an overall response that is thorough and systematic: skilled, revealing, developed, perceptive, but not unusually or surprisingly original
* **“C” WORK** will constitute a final score of 70-79.99% of total points, and will represent an overall response that is acceptable but limited: coherent, significant, and perhaps even insightful in places, but ultimately challenged in organization, articulation, perception, and/or effectiveness
* **“D” WORK** will constitute a final score of 60-69.99% of total points, and will represent an overall response that is incomplete and may be severely lacking: incoherent, limited, uncritical, immature, undeveloped, and overall not reflective of the performance expected of UNT undergraduates
* **“F” WORK** will constitute a final score of 0-59.99% of total points and will represent an overall response that is unacceptable.

**Instructor feedback on assignments**

You can expect meaningful feedback on written assignments within 7–14 days of the deadline. Feedback will be available to you in your gradebook notes. I highly recommend you review these notes after each assignment is graded.

**Attendance expectations and consequences (UNT Policy 06.039)**

UNT policy 6.039 on student attendance states that no student will be excused for more than 25% of a course for absences. For an online course, being “present” means that you have completed at least one assignment that is due each week.

Absences for the following reasons are authorized as excusable by the university (policy 06.039): (1) religious holy day, including travel for that purpose; (2) active military service, including travel for that purpose; (3) participation in an official university function; (4) illness or other extenuating circumstances\*; (5) pregnancy and parenting under Title IX; and (6) when the University is officially closed by the President. Please notify me of any planned absences ahead of time in order to avoid penalization.

**Note that “illness or other extenuating circumstances” requires documentation and discussion with your instructor. Sending an email that you are sick or sending a scan or photo of a doctor’s note may not satisfy the requirements of an excused absence.**

Actions such as the following may also result in a recording of absent:

* being present in class but inactive (won’t participate in class activities, discussions, teamwork
* engaging in distracting or disruptive behavior

Any attendance policies not listed above are covered in UNT’s [Attendance and Authorized Absences Policies](https://policy.unt.edu/sites/default/files/06.039%20Student%20Attendance%20and%20Authorized%20Absences.pdf).

**Academic integrity expectations and consequences (UNT Policy 06.003)**

All students in this course must follow UNT’s policies for academic integrity.

The full academic integrity policy can be found here: [UNT Academic Integrity Policies](https://policy.unt.edu/sites/default/files/06.003%20Student%20Academic%20Integrity_0.pdf)

Students are required to submit written assignments for this class to Turnitin, a web-based plagiarism detection service.

Assignments turned in under the following circumstances will get a zero:

* Assignments not turned in through Canvas
* Assignments flagged by Turnitin or otherwise noticed for the following:
	+ Plagiarism
	+ Cheating
	+ Use of AI tools

Student Resources

You can find information about various student resources in the Modules in Canvas. These include (links are provided here):

[The Writing Lab](https://writingcenter.unt.edu/)

[Technical Support](https://aits.unt.edu/support/index.html)

[Libraries](https://library.unt.edu/)

**Course Calendar and Schedule**

**Weekly Schedule of Content and Anticipated Assignments**

The academic calendar and the course outline are posted to Canvas in “Course Calendar and Schedule.” Weekly reminders and updates will be posted to “In Class this Week” in Canvas. Remember that due dates for specific assignments will be posted with the assignment instructions in Canvas.

**Syllabus Change Policy**

I have made every attempt to provide this syllabus as an accurate overview of the course; however, unanticipated circumstances may make it necessary for me to modify the syllabus during the semester. These circumstances may occur in response to the progress, needs, and experiences of students, as well as possible errors in content that need to be corrected. Advance notice will be given for any changes made to the syllabus. Additionally, the syllabus cannot address every potential conduct and behavior situation that might occur. That is why you should be knowledgeable about the Student Code of Conduct and other university policies.