

Professional Writing (16FQ)  
Ruppert

## Course syllabus

**Clear, accurate English is important in professional communication. If you want to write clearly and accurately, you have to be familiar with the rules of business English—and the English you use at work may be different from the English you use at home or at university. Whether you’ve been speaking English all your life or you’re at an advanced stage of learning it, this class is where you’ll sharpen your skills so that you can impress your employers, your colleagues, and your clients.**

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### General information

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Professional Writing  
Fall Quarter 2016  
Self-paced study (see calendar for meetings)

Contacting the instructor:  
Bryan Ruppert, Ph.D.  
Pigott 400  
Tel. (206) 296-2827  
E-mail [ruppertb@seattleu.edu](mailto:ruppertb@seattleu.edu)

Drop-in hours (no appointment needed):  
Mondays and Wednesdays from 12:30 to 1 p.m. and from 3:45 to 4 p.m.

I will check my email regularly. You can email me at any time, but you may not receive a response outside business hours. Generally, emails received before 3 p.m. will receive a response before the close of business, and emails received after 3 p.m. will receive a response on the following business day. Please be sure to correspond with me by using your SU email account for a more reliable response rate. Email from private accounts often lands in the junk folder (and isn't found for months), and messages within Canvas are rarely seen since my preparation of the site is complete by the first day of class.

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### Textbook and materials

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Required:  
Karen Schneiter Williams (2010), *Basic English Review*, 9th ed., Mason, OH: Cengage Learning

Important notes: If you rent your textbook or use an online/electronic version, please do the work on loose-leaf paper if you want to earn the privilege of using your book during the exam. If you earn the privilege of using your book during the exam, please note that only physical copies are allowed during the exam. No online/electronic versions are allowed in the exam. Please see the Assessment section for information on earning the use of your book during the exam.

Recommended:

You would really benefit from an American dictionary of English designed for university level or higher. Dictionaries from the American Heritage family or from the Merriam-Webster family are appropriate.

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Description and learning outcomes

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This course is designed for you to revise basic English grammar and mechanics and to identify advanced business English stylistics in preparation for your graduate courses at Albers.

On successful completion of this course, you will have tailored your use of grammar and language mechanics to the standard of business leaders.

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Additional resources

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This class is supervised self-study. You will do your work in your workbook and then check your work against answers provided on Angel.

As you'd expect, a self-study course places a lot of responsibility on you, but it also provides you with more flexibility to manage your time as you see fit. You're encouraged, but not expected, to come to office hours or book appointments outside office hours to discuss any questions related to the material.

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Assessment

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You have the opportunity to assess your grasp of the material informally by doing worksheets in your textbook. In a self-study course, these exercises will help you identify those areas where you're doing well and those where improvement can be made. **Your entire grade rests on your performance in the final exam, and the pass mark is a C.**

The default condition for the final exam is closed-book. However, you can earn the privilege of using your book during the final exam by convincing me that you've completed and corrected at least 80 percent of the required exercises. For this, you must show me your book no later than during the scheduled mock final (this enables you to show me your book during regular office hours any day before the mock final). If you rent your textbook or use an online/electronic version, please do the work on loose-leaf paper if you want to earn the privilege of using your book during the exam. If you earn the privilege of using your book during the exam, please note that only physical copies are allowed during the exam. No online/electronic versions are allowed in the exam. If you're repeating the course, please be sure to show me your book by this quarter's deadline, since there may be no records from previous quarters.

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## Special notes

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If you have or think you may have a disability (including an “invisible disability” such as a learning disability, a chronic health problem, or a mental health condition) that interferes with your performance as a student in this class, you are encouraged to arrange special support services and/or accommodations through Disabilities Staff in the Seattle University Learning Center (Loyola 100, tel. 206-296-5740).

Acts of academic dishonesty will be addressed in accordance with the Seattle University Academic Honesty Policy. This policy can be downloaded as a PDF at:

<https://www.seattleu.edu/WorkArea/DownloadAsset.aspx?id=31518>.

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## Disabilities

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If you qualify for classroom or testing accommodations, please consider following the advice of Disabilities Services by making an appointment with me early in the course so that we can discuss a plan for your success in the course and for your professional formation.

If you qualify for testing accommodation through Disabilities Services and you wish to take a test in the Testing Center, please be aware that the Testing Center requires advance notice for an appointment. In addition, please give me at least three business days’ notice of your appointment with the Testing Center. That helps me with logistics.

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**Course calendar**

Estimated time commitment: 60 hours (an average of just under 7 hours/week)

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Sep. 30 (Fri.)	ASSIGNMENTS:	Read the Orientation on Canvas Buy the book
Oct. 7 (Fri.)	ASSIGNMENTS:	Complete Unit 1
Oct. 14 (Fri.)	ASSIGNMENTS:	Complete Units 2 and 3
Oct. 21 (Fri.)	ASSIGNMENTS:	Complete Units 4 and 5
Oct. 28 (Fri.)	ASSIGNMENTS:	Complete Units 7 and 8
Nov. 4 (Fri.)	ASSIGNMENTS:	Complete Unit 10
Nov. 11 (Fri.)	ASSIGNMENTS:	Complete Unit 11
Nov. 18 (Fri.)	ASSIGNMENTS:	Complete Units 6 and 12
Nov. 25 (Fri.)	ASSIGNMENTS:	Complete all Unit Reviews
Nov. 30 (Wed) 4:30 to 6 p.m. BANN 501	PREPARATION: TOPICS: ASSIGNMENTS:	Be caught up on all milestones Optional mock final None
Dec. 2 (Fri) 5:30 to 6:30 p.m. PIGT 102	PREPARATION: TOPICS: ASSIGNMENTS:	None None <b>Final exam</b>

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