



Lincoln University
COURSE SYLLABUS

Course: **Report Writing**
Department and number: **English 99**
Credit: 3 units
Course prerequisites: none
Semester: Spring 2011 – Tuesdays, 12:30-1:45, 2:00-3:15
Instructor: Dr. Sylvia Y. Schoemaker Rippel
Office hours and location: T, Th 11:45-12:30 and by arrangement, room 307
Office phone: 510-628-8036
Email: sysr@lincolnuca.edu
Course-related email for the semester: profsylvia@gmail.com

Instructional Materials and References:

Required Texts:

Kuiper, S. A. (2009) Contemporary business report writing. (4th ed.). Mason, Ohio: South-Western Cengage Learning. (ISBN: 978-0-324-58742-5)

Tensen, B. L. (2007) Research strategies for a digital age. (3rd. ed.). Boston: Wadsworth Cengage Learning. (ISBN: 978-1-4282-3129-0)

Online Adjunct: Tensen: [Student Resource Center](#)

Description

ENG 99 - REPORT WRITING

The course instructs the student in the various forms of written reports. Students prepare informational and analytic reports. Computer tools and programs, as well as Internet resources, will be used as relevant. (3 units)

Course Objectives

- Expansion of academic and professional report writing skills
- Development of research and documentation skills
- Ability to write reports for specific purposes
- Ability to employ various rhetorical modes as required for specific subjects and purposes

Format

The course sessions will include presentation, discussion, and application modes as relevant.

Assignments Overview

Students will complete the following: individual and group research assignments in selected business areas, including oral and written presentations of research findings.

For each of the units (as well as additional assignments given in class), students will do the following:

- Read assigned materials with care and understanding,

- Create a personalized, three-level outline for assigned readings, turning text headings into questions for the first level of the outline, and developing the second and third level with your main and more detailed answers to your formulated questions.
- Reflect on the assignments in writing (a brief paragraph or two), discussing your thoughts on the primary content; include points of personal interest.
- Email your assignments to me at profsylvia@gmail.com, with your outline and reflections written (or copied and pasted) in the body of your email. Be sure to keep a copy of the email for yourself and add it to your ePortfolios/PowerPoint presentations for midterm and final submission and sharing.

Assignments are due on the dates indicated on the schedule below. Revisions to the schedule will be announced in class as needed. Class attendance is mandatory for content, interactions, and presentations. Researched materials must be documented using a consistent style for both in-text and end-text citations of sources using the published standards of the most recent subject-appropriate style guide, such as APA (social sciences) or MLA (humanities), for example.

SCHEDULE

Session	Date	Unit	Assignment
1	18-Jan-2011	Introduction Research and Reports	Kuiper C1 Report Characteristics Tensen PART I: RESEARCH BASICS. Tensen C1, 1 -- Step 1: Choose a Topic. Step 2: Narrow Your Focus Exercises
2	25-Jan-2011	Planning & Drafting Find the Perfect Match: Effective Search Terms.	Kuiper C2 Planning the Report Kuiper C3 Producing the Report Tensen C2, 19 Where Do You Find the Perfect Match? How Do You Find the Perfect Match? Exercises.
3	1-Feb-2011	Proofing Designing Become a Research "Supersleuth."	Kuiper C4 Writing Style and Lapses Kuiper C5 Illustrating the Report Tensen C3, 35 Ask Questions. Make Connections. Background Checks. The Thrill of the Hunt. Exercises.
4	8-Feb-2011	Formatting Databases: Get Immediate Results.	Kuiper C6 Formatting the Report Tensen C4, 55 Get to Know Your Databases. What Is a Database? Exercises.

5	15-Feb-2011	Routine Reports PART II: RESEARCH USING THE WORLD WIDE WEB Effective Web Searching: Cast Your Net in Stocked Ponds.	Kuiper C7 Writing Routine Reports Tensen C5, 71 Academic Research on the Internet Must Be Authenticated. Academic Research on the Internet Must Be Done in "Stocked Ponds. Use the Best Commercial Search Engines. Academic Research on the Internet Requires Careful Evaluation. Exercises.
6	22-Feb-2011	Nonroutine Reports Field Research Online.	Kuiper C8 Writing Nonroutine Reports Tensen C6, 87 Conducting an Interview. Developing a Survey. Exercises.
7	1-Mar-2011	PART III: RESEARCH DOCUMENTATION. Documentation: General Rules	Tensen C7, 99 A Few Words About Plagiarism: DON'T DO IT! A Sure Way to Impress: Incorporate and Document with Skill. Exercises.
8	8-Mar-2011	Midterm	
	15-Mar-2011	Spring Recess	
9	22-Mar-2011	Research Plan Documentation: MLA Format, 1	Kuper C9 Planning and Delivering an Oral Report Kuiper C10 Planning the Research Tensen C8, 111 Directory of Citation and Entry Formats. MLA In-Text Citations. MLA Works Cited Entries.
10	29-Mar-2011	Data Sources Secondary Sources Documentation: MLA Format, 2	Kuiper C11 Selecting Data Sources Kuiper C12 Using Secondary Sources Tensen C8, 134 Sample Research Paper Using MLA Style. Sample Literary Analysis Research Paper Using MLA Style
11	5-Apr-2011	Primary Sources Documentation Documentation: APA Format.	C13 Using Primary Data Sources C14 Documenting Data Sources Tensen C9, 151 Directory of Citation and Entry Formats. APA In-Text Citations.

12	12-Apr-2011	Analysis Documentation: APA Format	Kuiper C15 Analyzing Data for Complex Report Kuiper C16 Writing Business Research Reports Tensen C9, 155 APA Reference List Entries. Sample Research Paper Using APA Style.
13	19-Apr-2011	Research Reports Documentation: CSE Format.	Kuiper C17 Writing Policies, Procedures, and Instructions Tensen C10, 179 Directory of Citation and Entry Formats. CSE In-Text Citations.
14	26-Apr-2011	Policies, Procedures, Instructions Business Plan Documentation: CSE Format	Kuiper C18 Writing the Business Plan Tensen C10, 182 CSE Reference List Entries. Sample Research Paper Using CSE Style. Tensen C11, 211 Directory of Note and Bibliography Entry Formats. CMS Footnotes, Endnotes, and Bibliographies. CMS Footnote/Endnote and Bibliography Format. Sample Research Paper Using CMS Style
			All assignments due: emails, outlines, summaries/reflections, exercises, applications (including suggested mini reports), ePortfolio/blog/site for course, personalizations, etc. by last class session -- April 26.
15	3-May-2011	Final	Closed-book essay exam on a Closed-book essay exam on all material since midterm.

ASSESSMENT CRITERIA & METHOD OF EVALUATING STUDENTS

Students will demonstrate their level of proficiency and achievement through appropriate and accurate application of written communication theory and skills. Assessments of improved competence in writing descriptive, narrative, informative, and persuasive essays and personal and peer evaluations and reflections are fundamental to the grades attained.

Grading Guidelines

Class Participation	15%
Quizzes, midterm	10%
Projects	15%
ePortfolios/Blogs	30%
Presentations	10%
Final Exam	<u>20%</u>
Total	100%

100-95	A
94-90	A-
89-87	B+
86-84	B
83-80	B-
79-77	C+
76-74	C
73-70	C-
69-67	D+
66-64	D
63-60	D-
59 or <	F

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