Lincoln University
ENG 99 COURSE SYLLABUS

Course:	ENG 99 – Report Writing
Semester:	Spring 2013
Class meetings:	Thursdays, 12:30-1:45, 2:00-3:15 PM
Course prerequisites/co-requisites:	None
Credit:	3 units, 45 lecture hours
Instructor:	Dr. Sylvia Y. Schoemaker Rippel
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Course-related email:	profsylvia@gmail.com

Course 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)

Learning 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

Instructional Materials and References:

Required Texts:

Kuiper, S. A. (2012) Contemporary business report writing. (5th ed.) Mason, Ohio: South-Western Cengage Learning.
Textbook ISBN-10: 1-111-82085-6
Textbook ISBN-13: 978-1-111-82085-5

Tensen, B. L. (2012) Research strategies for a digital age. (4th. ed.) Boston: Wadsworth Cengage Learning.
Textbook ISBN-10: 0-8400-2882-2
Textbook ISBN-13: 978-0-8400-2882-2

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,

- Reflect on the content by creating a short report on the readings with a personalized review in question and answer form. Questions should relate to what you consider the three or four key points and the answers highlight main ideas and supporting details as required.
- Email your assignments to me at profsylvia@gmail.com, in either the body of your email or as an attachment. Be sure to keep a copy of the assignments for use in 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.

Instructional Methods

The course sessions will include lectures , A/V-augmented presentations (text-based and other topically related slides and relevant audio/video/web resources), written and oral classroom exercises applying course concepts, small group and classroom discussions, student presentations of individual and group assignments based on course units, with emphasis on engaging students in learning by doing.

Student Responsibilities

Students are expected to attend class punctually and fully (arriving on time and leaving the classroom only at the scheduled break and end times). Students are expected to participate in individual and group work in a productive manner, to complete assignments according to schedule and at a level appropriate to university rubrics, and to take personal responsibility for meeting the objectives of the course.

SCHEDULE

Session	Due Date	Unit	Kuiper	Tensen
1	1/24/2013	Introduction		
2	1/31/2013	Research and Reports	Kuiper C1 Report Characteristics Kuiper C2 Planning the Report	PART I: RESEARCH BASICS. 1. Get Off to a Good Start. Step 1: Choose a Topic. Step 2: Narrow Your Focus. Exercises.
3	2/7/2013	Planning & Drafting	Kuiper C3 Producing the Report Kuiper C4 Writing Style and Lapses	2. Find the Perfect Match: Effective Search Terms. Where Do You Find the Perfect Match? How Do You Find the Perfect Match? Exercises.

4	2/14/2013	Proofing Designing	Kuiper C5 Illustrating the Report	3.Become a Research "Supersleuth." Ask Questions. Make Connections. Background Checks. The Thrill of the Hunt. Exercises.
5	2/21/2013	Formatting	Kuiper C6 Formatting the Report	4. Databases: Get Immediate Results. What Is a Database? Get to Know Your Databases. How Do Databases Work? Exercises.
6	2/28/2013	Routine Reports	Kuiper C7 Writing Routine Reports	**PART II: RESEARCH USING THE WORLD WIDE WEB.** 5. How to Surf the Web without Drowning. Academic Research on the WWW Must Be Authenticated. Begin Your Net Search in "Stocked Ponds." Surfing the Big WWWave. Academic Research on the WWW Requires Careful Evaluation. Exercises.
7	3/7/2013	Nonroutine Reports	Kuiper C8 Writing Nonroutine Reports	6. Field Research Online. Conducting an Interview. Developing a Survey. Exercises.

8	3/14/2013	Documentation: General Rules Oral Reports ePortfolios	Kuiper C9	PART III: INCORPORATING YOUR RESEARCH. 7. Academic Integrity. Research Writing in a Cut & Paste WWWorld. The Many Faces of Plagiarism. Exercises.
		Spring Recess		
9	3/28/2013	**Midterm**		
10	4/4/2013	Research Plan	Kuiper C10 Planning the Research Kuiper C11 Selecting Data Sources Kuiper C12 Using Secondary Sources	
11	4/11/2013	Data Sources Secondary Sources Primary Sources Documentation: MLA Format, 2	Kuiper C13 Using Primary Data Sources Kuiper C14 Documenting Data Sources	8. Documentation: General Rules. A Sure Way to Impress: Incorporate and Document with Skill. ID Your Source: The Key to Documenting Correctly. Exercises.

12	4/18/2013	Documentation Documentation: APA Format. Research Reports	Kuiper C15 Analyzing Data for Complex Report Kuiper C16 Writing Business Research Reports	**PART IV: RESEARCH DOCUMENTATION.** 9. Documentation: MLA Format. Directory of Citation and Entry Formats. MLA In-Text Citations. MLA Works Cited Entries. Sample Research Paper Using MLA Style. Sample Literary Analysis Research Paper Using MLA Style.
13	4/25/2013	Analysis	Kuiper C17 Writing Policies, Procedures, and Instructions	10. Documentation: APA Format. Directory of Citation and Entry Formats. APA In-Text Citations. APA Reference List Entries. Sample Research Paper Using APA Style.
14	5/2/2013	Policies, Procedures, Instructions Business Plan ePortfolios	Kuiper C18 Writing the Business Plan	11. Documentation: CSE Format. Directory of Citation and Entry Formats. CSE In-Text Citations. CSE Reference List Entries. Sample Research Paper Using CSE Style. 12.Documentation: CMS Format. Directory of Note and Bibliography Entry Formats. CMS Footnotes, Endnotes, and Bibliographies. CMS Footnote/Endnote and Bibliography Format. Sample Research Paper Using CMS Style.
15	5/9/2013	FINAL EXAM		

PLEASE NOTE:
Revisions to the schedule will be announced in class as needed. Class attendance is required. Class participation is encouraged for enhanced learning through applied content, group interactions, and individual and small group presentations. Plagiarized content is strictly prohibited: 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. Missed exams and assignments require certified excuses (signed documentation by an appropriate medical or other official representative). With documentation, a makeup exam may be scheduled. Electronics are not allowed during exams. Cell phones should not be active during class sessions.

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

Midterm	30
Oral and Written Exercises	10
ePortfolios I, II	10
Presentations	10
Final Exam	40
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

Rev: January 2013