# Advanced Exposition (English 202 11,12)

**Instructor:** Joseph Conlin  
**Classroom:** Mandeville 223  
**202-11:** Monday and Wednesday 1:30-2:45  
**202-12:** Monday and Wednesday 3:00-4:15  
**Office Hours:** Library 3:00-5:00 Thursday  
**E-Mail:** ConlinJoseph@gmail.com  
**Class Web Page:** [http://www1bpt.bridgeport.edu/~jconlin](http://www1bpt.bridgeport.edu/~jconlin)  
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## Course Description
Students will learn how to think and communicate critically. In addition to concentrating on the primary forms of business writing, students will apply the foundations of writing—rhetoric, semantics, and critical thinking—to various forms of communications.

## Course Objectives
- Understand the need of critical thinking when communicating with others.
- Understand the needs and expectations of the people to whom a student writes.
- Understand the importance of grammar, vocabulary, rhetoric, and semantics to communicating ideas.
- Understand how to prepare different forms—letters, resumes, faxes, e-mail, short reports, long reports, oral presentations, and Net presentations.
- Understand the influence of graphics on communication.
- Understand how format facilitates communication.

## Course Materials
1. Class Web Site at [http://www1bpt.bridgeport.edu/~jconlin/](http://www1bpt.bridgeport.edu/~jconlin/), which contains the syllabus and the readings for the course.

2. Access to a computer and e-mail, such as in the school's computer labs.

3. Access to an Office productivity suite, such as MS Office. On the class Web page, there are links to four suites offered for free: OpenOffice, Libre Office, IBM's Symphony, Google Docs, and Thinkfree. (I personally use Libre Office and Microsoft Office.) MSWorks will not help.

You should also store your material on a cloud drive, such as Google Drive, Dropbox, Skydrive, or Amazon. See the class homepage for links.

4. Access to an APA stylebook. You can use APA site created by Purdue University.

5. A good dictionary. Should you not have a good dictionary or other reference material, here's a link to an excellent site: [www.bartleby.com](http://www.bartleby.com). You can also use [www.askoxford.com](http://www.askoxford.com), [www.dictionary.com](http://www.dictionary.com), [www.freedictionary.com](http://www.freedictionary.com), or [www.m-w.com](http://www.m-w.com). You can also download an excellent dictionary called Artha.


## Course Workload
Students will write and read. There will be in-class assignments. There will be at least one writing assignment a week. There will be one eight-page report with documentation from at least 10 sources. Students will e-mail writing assignments. Failure to email an assignment will result in an F.
Quizzes: 10%
Homework assignments and in-class assignments 30%
Short report 15%
Resume and cover letter 15%
Long report/oral presentation 30%

Grades will always be given based on the letter system. There are no tests in this class. Therefore your grade will depend entirely on your performance throughout the semester. I do not give minuses when grading assignments. (The minus grades will be used for the final [not midterms] if appropriate.)

**Extra Credit:** Students can receive extra credit for posting their resumes (do not include cover letter) and long reports on an FTP (File Transfer Protocol) site such as Wix.com or Google Sites.

**Course Grading and Requirements:** I grade using a letter grade system. I do not convert grades into percentages, such as an A is 93-100. An A is an A or excellent work for this course level. In order to factor the final grade, I use the numerical system used to determine your class midterm and final grades: A-4, B-3, C-2, D-1, F-0.

**Plagiarism:** Plagiarism is the theft of someone else's words or ideas without giving the author credit. That means always citing the quotation or the idea in APA style that references the author's work in a Works Cited (Bibliography) page, also formatted in APA style. (For a thorough analysis of plagiarism, you can refer to a Wikipedia page on the subject.) During class, I will explain how citing authors' works forms the foundation of all intellectual endeavors in a free society—whether the subject is in the humanities or the sciences.

You don't have to cite an author's idea if it is common knowledge—either to all humankind or within a specific group. How do you know if it is common knowledge: simple. If you knew about the idea before reading the author, then it is common knowledge. If you did not, assume that it is not common knowledge. Rarely, if ever, has an undergraduate student been penalized for citing common knowledge. I will put it another way: If you never knew the idea before reading the material, CITE it.

Here's a tricky point: What if it is not common knowledge but you thought of it prior to reading the author? Again simple: Write the statement in your words. To avoid being accused of plagiarism, you then add something of this ilk: “Dr. Jonah Halibut wrote similarly in his analysis of fish metaphors in the Old Testament ('Fishy Business' 27).” That way you establish that you generated the idea and that you also found support from an expert.

A student caught plagiarizing the first time—**even if by accident or ignorance**—will receive an F for the assignment. A student caught a second time will receive an F for the course.

For more assistance about plagiarism, go to the following site: <http://college.hmco.com/english/plagiarism_prevention.html>.
Attendance is mandatory for the last four classes. Should you miss one of these classes, a letter grade will be deducted from your final grade.

I will take attendance every class. This has become a requirement of the U.S. Department of Education (DOE). The department wants to ensure that students who are receiving federal tuition assistance are attending class regularly.

**Assignments:** Turn your work in on time. Late work will be accepted, but a letter grade will be deducted for each day missed. Extensions are possible, but not probable. You must submit a written request more than 24 hours before the due date. Send the request by e-mail to ConlinJoseph@gmail.com. Your request should explain why you need the extension and the date you will turn in the assignment. **Computer crashes or other computer problems are not valid excuses.** (You should back-up your work on a pen drive or to a cloud, such as Google Drive.) Assignments include all the material requested. Such items may include research material, an outline, a first draft, and final assignment.

**Revisions of assignments are not just possible; they are expected.** I will grade the revisions tougher. Why? You are expected to learn from the comments that I will make on your original submissions. The grade for the assignment will be the grade for the revision. If you do not submit the original assignment or the revision, you will receive an F for the assignment, and that F will be averaged into the other grade. For example, if you receive an A for the first assignment but you do not submit a revision, your grade for the assignment will be the average of an F and an A. The reverse would also hold true.

**Here’s one important warning:** DO NOT revise based merely on the comments made by the teacher. That will earn you nothing. You must rethink your approach to the assignment. Should you have any questions, please ask. There is ONE EXCEPTION to this policy. You cannot revise the final version of the long report. For the long report, you will write a draft that you can revise.