Professional Communication in the Workplace
Undergraduate Course Information Guide

Course Number: DCM 330, 4 credits, 10 Weeks
Cross listed Course Number: FA 330, 2 or 4 credits, 10 Weeks
Delivery Formats: Online Async

Learning Outcomes | Learning Strategies and Resources | Learning Deliverables
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Assessment/Grading | Course Schedule | Policies

Course Description

This course provides an overview of the fundamentals of professional writing. Through engaging in and reflecting upon a variety of professional writing tasks, you will learn the rhetorical theory and practice necessary for effective written communication in professional contexts.

Learning Outcomes

After completing this course, you will be able to:

- Understanding of and ability to analyze rhetorical roles of purpose, audience, and context in professional communication and writing.

- Ability to make informed decisions about the appropriate rhetorical tools to use in a specific professional communication situation and in specific organization contexts.

- Ability to demonstrate effective professional communication through writing, designing, and speaking in a variety of professional genres.

- Ability to analyze and develop your individual writing process for use in a professional setting.

- Ability to work collaboratively and independently to manage professional communication projects.

If in a SCPS competence program, (BAIFA, BAC, BAGB, BAECE), this course addresses the following requirements:
<table>
<thead>
<tr>
<th>Competence</th>
<th>Competence Statement / Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>H2X</td>
<td>Related to Institutions and Organizations</td>
</tr>
<tr>
<td>H3X</td>
<td>Related to Individual Development.</td>
</tr>
<tr>
<td>FX</td>
<td>Related to student’s focus area.</td>
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**Learning Strategies and Resources**

**Required Readings**

Books and learning materials are available at the DePaul bookstore, at [http://depaul-loop.bncollege.com](http://depaul-loop.bncollege.com), or through alternative sources.


Additional readings may be available on Electronic Reserve, at the [DePaul Library](http://depaul-loop.bncollege.com). Login to Ares Course Reserves and select the course. Log in using your Campus Connect User ID and password. You will then get a page listing the courses in which you’re enrolled that have readings posted in Ares. Click on the title of this course and the list of our electronic reserve readings will be displayed.

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**Learning Deliverables**

You will complete the following six projects in this course:

1. Email Project - Thinking through best practices in email correspondence.
2. Letter Project - Practice writing a difficult message.
3. Cover Letter & Resume Project - An opportunity for you to work on (or develop!) job application materials.
4. Software Learning Project - A three-week technical writing project in which some parts are completed individually and others with a small group (3-4 students).
5. Workplace Document Project - Researching, analyzing, and revising a document particular to your workplace.
6. Self Assessment Letter - An opportunity for you to reflect on your professional communication skills.
7. Online Discussions - Asynchronous discussions in the course to conduct rhetorical analyses, share revision strategies and job search resources, and reflect on prior knowledge and experiences in the course.

Course outcomes are developed in each project. Individualized Focus Area students develop the H2X competence in the analysis and planning stages of each project and the H3X competence in the writing and revision stages of each project. Students working on an FX competence will work with their instructor to identify how to develop it across these projects.

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Assessment of Student Learning

Distribution of Grade Points

<table>
<thead>
<tr>
<th>Project</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Email Project</td>
<td>10%</td>
</tr>
<tr>
<td>Letter Project</td>
<td>15%</td>
</tr>
<tr>
<td>Cover Letter &amp; Resume Project</td>
<td>15%</td>
</tr>
<tr>
<td>Software Learning Project</td>
<td>25%</td>
</tr>
<tr>
<td>Workplace Document Project</td>
<td>20%</td>
</tr>
<tr>
<td>Self-Assessment Letter</td>
<td>5%</td>
</tr>
<tr>
<td>Online Discussions</td>
<td>10%</td>
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</table>

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>95 to 100</td>
</tr>
<tr>
<td>A-</td>
<td>91 to 94</td>
</tr>
<tr>
<td>B+</td>
<td>88 to 90</td>
</tr>
<tr>
<td>B</td>
<td>85 to 87</td>
</tr>
<tr>
<td>B-</td>
<td>81 to 84</td>
</tr>
<tr>
<td>C+</td>
<td>77 to 80</td>
</tr>
<tr>
<td>C</td>
<td>73 to 76</td>
</tr>
<tr>
<td>C-</td>
<td>69 to 72</td>
</tr>
<tr>
<td>D+</td>
<td>65 to 68</td>
</tr>
<tr>
<td>D</td>
<td>61 to 64</td>
</tr>
<tr>
<td>F</td>
<td>60 or below</td>
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<td>INC</td>
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## Course Schedule

<table>
<thead>
<tr>
<th>Week and Module Title</th>
<th>Readings</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| **Week 1, Module 1: Rhetoric, Audience, Process** | Chapter 1 - Understanding the Workplace Writing Context: A Case Study (3-29, 26 pages)  
Chapter 2 - Planning, Drafting, and Revising Workplace Writing: A Case Study (33-45, 12 pages)  
Chapter 7 - Writing E-mails, Memos, and Letters (242-270 – 28 pages) | 1.1 Introductions and Reflection on Professional Communication  
1.2 Rhetorical Analysis of Email vs. Memo  
1.3 Email Project - Draft 1  
1.4 Email Project - Peer Review |
| **Week 2, Module 2: Shaping Texts, Building Arguments** | Chapter 2 - Planning, Drafting, and Revising Workplace Writing: A Case Study (46-61, 15 pages)  
Chapter 8 - Writing Routine and Sensitive Messages (276-304, 28 pages)  
Exercise #3 (Sunny River Resort) on p. 309 (1 page) | 2.1 Rhetorical Analysis of Routine, Positive, and Negative Messages  
2.2 Letter Project - Planning Worksheet  
2.3 Letter Project - Draft 1  
2.4 Letter Project - Role Play |
| **Week 3, Module 3: Revision and Feedback** | Chapter 2 - Planning, Drafting, and Revising Workplace Writing: A Case Study (62-67, 5 pages)  
Chapter 9 - Writing Informal Reports (312-330, 18 pages)  
Part Four, Appendix (557-600) | 3.1 Revision Strategies  
3.2 Sentences, Punctuation, and Mechanics  
3.3 Email Project - Draft 2  
3.4 Letter Project - Draft 2 |
| **Week 4, Module 4: Employment Resources and Opportunities** | Chapter 14 – Finding the Right Job (492-553) | 4.1 Job Search Resources  
4.2 Cover Letter & Resume Project - Search for Job Opening |
| Week 5, Module 5: Drafting Instructional Documents | Chapter 4 - Conducting Research (94-149)  
Chapter 5 - Designing Text and Visuals (153-201, 48 pages)  
Chapter 11 - Writing Instructions (373-397, 24 pages) | 4.3 Cover Letter & Resume Project - Planning Worksheet  
4.4 Cover Letter & Resume Project - Draft 1  
4.5 Cover Letter & Resume Project - Peer Review |
| --- | --- | --- |
| Week 6, Module 6: Collaboration and Usability | Chapter 3 - Collaborating on Content (75-89, 14 pages)  
Revisit Testing for Usability from Chapter 11 (397, 1 page) | 5.1 Software Learning Project - Planning Worksheet - Individual  
5.2 Software Learning Project - Draft 1 - Individual  
5.3 Software Learning Project - Group Assignments and Planning - Group |
| Week 7, Module 7: Finalizing and Presenting | Chapter 10 - Writing Formal Reports (338-368, 30 pages)  
6.2 Software Learning Project - Usability Testing Questions - Group  
6.3 Software Learning Project - Responses to Usability Testing Questions - Individual  
7.1 Software Learning Project - Revision Planning - Group  
7.2 Software Learning Project - Draft 3 - Group  
7.3 Software Learning Project - Report and Presentation - Individual |
<table>
<thead>
<tr>
<th>Week 8, Module 8: Breathe</th>
<th>None</th>
<th>None</th>
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<tbody>
<tr>
<td>Week 9, Module 9: Document Analysis</td>
<td>Review Writing that Works Chapter 4 - Conducting Research (p. 94-149)</td>
<td>9.1 Workplace Document Project - Assessment</td>
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<tr>
<td></td>
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<td>9.2 Workplace Document Project - Research Summary Memo</td>
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<tr>
<td></td>
<td></td>
<td>9.3 Workplace Document Project - Analysis and Revision Report – Draft 1</td>
</tr>
<tr>
<td>Week 10, Module 10: Tying it All Together</td>
<td>None</td>
<td>10.1 Revision: Cover Letter &amp; Resume Project OR Workplace Document Project</td>
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<td></td>
<td></td>
<td>10.2 Reflection and Feedback</td>
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<td></td>
<td></td>
<td>10.3 Self-Assessment Letter</td>
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**Course Policies**

For access to all SCPS and DePaul University academic policies, refer to the following links:

[SCPS Student Resources Website](#)

[DePaul Student Handbook](#)

The [D2L Course Website](#) for this course.

**Course Syllabus**

The official syllabus for this course that includes course dates, instructor information and quarter specific details will be provided by the course instructor by the start of the course and available on the course D2L website.
Course Registration

To find out when this course will be offered next, you can go to the SCPS Registration website for details on how to register for the course.

For information on how this course can apply to your program, contact your academic advisor.

School of Continuing and Professional Studies

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Website: https://scps.depaul.edu/

Office hours: 9:00 am - 5:00 pm, Monday-Friday.
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