

Course Overview

This document explains the focus of ENG 331 and how our Moodle class is managed.

ENG 333 Communication for Business and Management will introduce you to the kinds of communication tasks you can expect to perform after graduation and in the workplace; the course emphasizes the needs of various professional audiences, strategies of adapting organization and style to those needs, and ways of supplementing written communication with oral reports and visual aids.

Th!nk in ENG 332

Critical and creative thinking are both very valuable and desirable skills in the workplace, and they contribute a great deal to the fundamental basis of understanding for applying technical and professional writing skills. When faced with a new communication situation, you will need to rely on your critical and creative skills to address it.

How Does ENG 332 Work?

As far as the structure of the course, the following information is in the syllabus, but I am including it here as well: The course is entirely online; there are no face-to-face or real-time components. The course is broken up into units, and each unit represents a particular topic. We will be working through one unit at a time.

Within each unit, you will have unit materials and assignments to complete. Unit materials may include lectures, H5P lectures, and professional document examples, journal articles, and videos. Assignments include group discussion, peer review, a team project, and individual projects.

Although I do not require you to login into class at a specific time, due dates for class discussions, class activities, peer review, and projects are given within each unit. I will post class announcements often, which are also sent out via email, throughout the semester, so please check your NCSU email account often.

The following discusses important areas in our Moodle Classroom.

ENG 332 Course Map

This course map is a visual representation of the course you will take this semester. It shows the skills you will develop upon successful completion of the course (the course objectives or COs) and completion of each unit (the learning objectives or LOs). It also illustrates how completing each unit (includes instructional materials, activities, and assessments) will help you achieve the course objectives.

Course Calendar

Our Moodle classroom is organized by units. The course calendar divides up each unit by weeks and each week gives required instructional materials to review as well as low-stakes assignments (class discussion, check your knowledge quizzes, and peer review) and/or high-stakes assignments (individual or group projects) to complete. The course schedule is set up by weeks to create a pace for you to complete all required unit elements.

About Units

Our class is organized by units and each unit is labeled with a title and a time period that you should be completing the unit. To enter a unit, click on the unit's dates and title. Please see the course calendar for specific unit dates and assignment due dates.

For each unit, there is a brief explanation of each unit, as well as learning outcomes for each unit. In addition, you will see a "to compete" list given for each unit that outlines what you should be completed during the unit's set time period.

There are also readings from the textbook assigned for every unit, as well as lectures. The textbook is relevant to our course because it covers topics that are related to technical writing and writing in the engineering field. The textbook presents information that is accessible to students who do not have a background writing business documents. The course materials are meant to clarify points that are made in the textbook. However, the course materials will not cover all of the information that is presented in the textbook. I have also included the PowerPoints that go along with the textbook. It is not required to use the PowerPoints, but they are available to students who want to use them.

When we start a new unit, I strongly recommend starting with reviewing the course materials before moving to the assignments for each unit.

Within each unit you will find these main areas:

- Learning Materials- lectures that will cover class concepts. Lectures will help you complete assignments. Lectures can include PowerPoint lectures, H5P lectures, videos, journal articles, and technical document examples.
- Supplemental Materials lectures that are supplemental.
- Peer Review- A few of the units contain a peer review area where you will post a draft of your project and receive comments from your peers.
- Apply Your Knowledge - you will find class assignments, discussion forums, and class activities.

Unit Assignments

The unit assignments include a variety of types of assignments, ranging from forum posts to creating documents. The unit assessments are designed for you to apply your knowledge absorbed from the course materials to low stakes assignments (practice quizzes, discussion forums) and to high stakes assignments (written documents). Low stakes assignments are designed to test that you have comprehended unit concepts and gain practice applying them. High stakes assignments are designed for you to apply unit concepts to larger written documents.

To potentially receive “100” for the unit assignments you will need to follow the directions for each assignment. Directions are given for practice quizzes and discussion forums. Comprehensive directions for projects (written documents) are given thru the project assignment links.

These are the types of assignments that you may find within each unit:

- H5P lectures with Practice Quizzes- these lectures have embedded short practice quizzes within for you to check that you understand specific concepts. The quizzes within these lectures are not graded. These quizzes are automatically graded but they do not apply to a percentage of your overall average. The grade given is provided so that you can judge how well you comprehended unit concepts.
- Forums- each student will be placed into a smaller (8-10 members) group to participate in class discussion. Class discussion activities are low stakes exercise that may consist of answering questions and discussing unit concepts, short writing exercise, and analyzing technical documents. Review the discussion guidelines given in the Getting Started unit. Forums are graded by me, but I most often do not provide written feedback.
- Peer Review Forums- For a few units, you will participate in peer review where you will post a draft of your project and you will receive comments from your peers. Directions for peer review is given within the peer review forums. Forums are graded by me, but I most often do not provide written feedback.
- Projects- Projects are high stake assignments where I ask you to apply unit concepts to a larger written document. Most projects are individual assignment; however, you will participate in one team assignment, where your team will write a cohesive technical document. Projects are graded by me, and you will receive written feedback detailing how well you executed unit concepts.

Grades

You can find the gradebook by clicking the left menu button. Under this menu, you will find a tab labeled grades. Once you click the tab, you will be able to view your grades. For projects (high-stakes assignments), you will receive a grade and comments. I require students to submit a word file for projects so that I can download your file and write comments within your document. Once a project has been graded, I will upload your graded

file to the gradebook area. When I have added a grade for a project, you will receive a notification (Email). You can then view your grade in the gradebook area. Always download the file I returned to you so that you view my comments as well as your grade.

Navigation

Moodle offers several navigational options. To enter a unit, click on the unit's dates and title from the main page.

For many of the activities, you'll simply click on the desired link and content will open in a new window. Just close the window before moving on to another activity so that you don't get lost in multiple windows. In Moodle, you can also use navigational "Breadcrumbs" (a sequential list of page names for pages where you've previously been). To return to the main page of the course site, you'll want to click the "COURSE LINK NAME" link. If you are new to online learning and the Moodle learning management system, I encourage you to participate in the Moodle Users 101 course.

Textbook

The textbook for this class is Locker, Kitty, and Donna S. Kienzler. *Business and Administrative Communication*. 11th Ed. New York: McGraw Hill, 2013. You can purchase the book from the bookstore, Amazon, or Barnes and Noble. Although there are learning materials and supplemental materials in each unit, these materials complement the textbook. They do not replace the textbook.

How Do I Succeed in ENG 332?

There is a detailed schedule given in a separate document from the syllabus in the Getting Started Unit. This document provides detailed information about topics covered within each unit and due dates for all assignments. Students may want to consider printing this out and/or entering these dates into a calendar to help keep track of them during the semester.

I will typically post an announcement on Moodle at the time that we begin the next unit. It is important that students check the "Announcement" section on the Moodle page throughout the week, as this is also where I will post any changes that may occur. I also send announcements out to your NCSU email account. Check your NCSU email account often.

Important: Just because an assignment is due by a certain date does not mean that students should wait until the day of the deadline to complete all the work for that unit. The pace of the course is set so that you have time to review course materials and practice in low stake activities before executing a high-stakes assignment. However, if students wait until the last week or day that a unit is open to complete all of the work, there likely will not be enough time to adequately complete it.

You'll notice the boxes next to certain required readings or assignments. Once you complete that assignment or activity it will be checked off. The purpose is to help you keep track of what you have completed.

Ask for help. I am here to help you understand unit concepts and learn to apply them to create technical documents. If you are having trouble or just need to talk through your ideas, email me. We can meet in person, communicate through email, or approach working together however best fits your needs. I am here to help you be successful in this course.

Tips for Succeeding in ENG 332

If you want to succeed in this course, follow these tips:

- Read the syllabus and course schedule.
 - Check your NCSU email account often. Class announcements will be sent to your NCSU email account, as well as posted in the Announcement area in our Moodle class.
 - Log in to the course every Monday to check what's due that week.
 - Keep up with due dates for group discussion and projects.
 - Submit assignments by the assigned deadline. Remember late assignments will be penalized (refer to the syllabus).
 - Submit discussion responses by the deadline. Discussion responses will not be accepted if posted past the deadline.
 - Be a responsible group member and participate in group tasks and assignments in a timely manner.
 - Be prepared to read. One of the most significant differences between an online class and a face-to-face one is the amount of reading required. The time you would normally spend in a classroom listening to a lecture is now spent reading and/or watching lecture videos. Plan your time accordingly.
 - Read the lectures given in each unit. Your readings will include information on how to complete each assignment. It is usually painfully obvious who has read lectures and who has not read.
 - Don't wait until the last minute to start writing. The time between the big assignments exists for a reason – it's there to allow you plenty of time to plan and to write. Take advantage of it.
 - Ask questions. If you have a question or something isn't clear to you, I have no way of knowing unless you ask about it.
 - Use the Writing Center. If you don't think you're a good writer, that's hands-down the best resource available on campus.
 - Be professional.
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Getting Technical Help

Since you are reading this, you have already successfully logged into the course Website within the Moodle Learning Management System (LMS). If you ever have a problem accessing your Moodle course site, contact the general NC State Help Desk at 919-515-HELP or help@ncsu.edu. Sometimes, initial access challenges may be related to your Unity ID or password. If you do contact the Help Desk, let them know you are in this course, your section number, and that you are using the NC State Moodle server (<http://moodle.wolfware.ncsu.edu/>), just in case the issues are with Moodle. You can e-mail me, as well, so that I can be aware of any commonly occurring issues.