

University of Guam – Unibetsedat Guahan

Course Syllabus

College of Liberal Arts & Social Sciences (CLASS)
Division of English and Applied Linguistics (DEAL)

EN 316 Professional Writing (3)
Spring 2025 F2F: MW 9:30-10:50am

Catalog Description: This course focuses on formal written communication in the professional workplace. Topics include planning, writing, revising, purpose, audience, style, organization, format, technology and strategies for persuasion when writing professional memoranda, documents and reports. The course emphasizes skills and content necessary to communicate effectively in the professional world. **Prerequisite(s):** EN111.

Textbook: Course Reader. Fast Copy (across from Calvo's Insurance). 472-2679.

Generative Artificial Intelligence (GAI): Chat GPT

Student Learning Objectives: By the end of this course students will

- Understand the basic genre characteristics and conventions of professional writing
- Effectively proofread, revise, and edit various types of professional writing
- Differentiate between direct and indirect organizational approaches to professional writing and know when to use them
- Demonstrate proficiency in GAI professional writing

Topics Covered and Schedule in Weeks:

Topics	No. of Weeks
Syllabus, Course Introduction, Diagnostic	1
Chapter 1 Effective Professional Communication	1
Chapter 4 Planning	2
Chapter 5 Writing	2
Chapter 6 Editing	2
Chapter 7 Email/ Midterm (in-class)	1
Chapter 8 Routine/Good News Messages	2
Chapter 9 Bad News Messages	2
Chapter 10 Persuasive messages/ Podcast (in-class)	2
Course conclusion/ Final Essay	1

Course Assessment:

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|-------------------------|-----|
| • Homework and quizzes | 25% |
| • Midterm | 25% |
| • Podcast group project | 25% |
| • Final Essay | 25% |

Course Policies:

- Attendance is mandatory. Any student missing more than 4 classes will not receive a passing grade for the course. Punctuality is highly recommended. Do not leave class early without notifying me beforehand.
- Attending class without the course reader may be counted as an absence.
- Any excused absences must be prior approved and documented.
- No children of students may attend class.
- Late homework assignments are discouraged. There will be no makeups of quizzes, midterms, podcast group projects or final interviews. The midterm exam, podcast group project, and final interview must be done on the designated day to receive a passing grade in the course. No “incompletes” will be given.
- Plagiarism and cheating will be dealt with accordingly. Consult the UOG Student Handbook.
- Other policies specific to particular assignments will be communicated both orally and in writing to all students as appropriate.
- Please keep “wandering” to an absolute minimum.

Instructor: Dr. David Gugin

Office: EC 216D

Email: dgugin@triton.uog.edu

Office hours: T/Th 11-12:30pm, F 9:30-12:30pm, or by appointment

Americans with Disabilities Act Amendments Accommodation Services:

For individuals covered under the ADA (Americans with Disabilities Act), if you are a **student** with a disability requiring academic accommodation(s), please contact the Student Counseling and Advising Service Disability Support Services Office to discuss your confidential request. A Faculty Notification letter from the Disability Support Services/Student Counseling and Advising Service Accommodation counselor will be provided to me. To register for academic accommodations, please contact or visit Sallie S. Sablan, DSS counselor in the School of Education, office 110, disabilitysupport@triton.uog.edu or telephone/TDD 671-735-2460.

EN316 Alignment Matrix will be posted to Moodle.

UOG Grading Policy:

A+ 4.00 98-100% Outstanding Honors-level performance with superior quality and extraordinary distinction.

A 4.00 93-97%

A- 3.67 90-92%

B+ 3.33 87-89% Good: Solid accomplishment, indicating a substantial mastery of course materials and a good command of skills required by the course.

B 3.00 83-86%

B- 2.67 80-82%

C+ 2.33 77-79% Adequate: Students have achieved the level of competency needed for advancing to a subsequent course that has this course as prerequisite.

C 2.00 70-76%

D 1.00 60-69% Deficient: Minimal passing, but not adequate to take a subsequent course that has this course as prerequisite.

F 0.00