Course: Business and Tech Writing   **School Year:** 2023-2024
Instructor: Mr. Brandon Greenfield   **Email:** bgreenfield@hayfield.k12.mn.us
Period: Varies Year to Year   **Room:** 13
Course Length: Semester   **Phone:** (507) 671-1570 Ext. 1570

Course Description: This course will focus on career-oriented writing. Students will learn how to write business letters, memos, résumés, cover letters, and other business-related writing. The focus will be on professional presentation, content, and etiquette in professional writing.

Course Objectives: (List the key objectives covered in the course)
Examples:

- Students will learn how to read, interpret, and utilize key concepts discussed and relate it to each unit throughout the year.

- Students will develop an understanding of the vocabulary through specific units.

- Students will be creating items that relate to real life situations or business-related components.

- Students will be able to present material to the class meeting the required expectations and standards set forth by the teacher.

- Utilize class time to work on projects and/or collaborating with classmates on assignments or projects.

- Students will be able to use a website tool to properly create their own unique website for various assignments and/or projects.

- Students will be able to draft their own essays/memos/emails meeting the expectations set forth by the teacher and identify and improve upon their mistakes throughout the year.

- Students will develop the ability to understand information from multiple sources and various kinds of evidence to form their own conclusions and critically analyze that evidence and those sources.

- Don't procrastinate. You are already busy; don't make it worse for yourself. Use time wisely.

Notes: Students will be required to keep a notebook, folder, and laptop for their assignments and notes, or the students will be allowed to keep digital notes with the use of their laptops. Notes must be legible and thoroughly organized.

Assignments: (Describe the types of assignments students will encounter) Example: Students will complete various assignments including projects, presentations, notes, daily assignments, journaling, participation in class discussions. Make-up work MUST be made up within TWO (2) days of the absence. IT IS THE STUDENT'S RESPONSIBILITY TO GATHER AND COMPLETE ASSIGNMENTS MISSING. Test dates will be determined by the progression of the class.

Attendance: See Student/Parent Handbook for attendance policies. Attendance for the class is required.

Grading Percentages:

A: 94% and above	C: 74-76%
A-: 90-93%	C-: 70-73%
B+: 87-89%	D+: 67-69%
B: 84-86%	D: 64-66%
B-: 80-83%	D-: 60-63%
C+: 77-79%	F (No Credit): 0-59%

Final Grading: These grades will be based on a combination of tests, homework, and projects.
- 75% - Summative Assessments (ex. chapter/unit tests, projects, presentations, etc.)
- 25% - Formative Assessments (ex. quizzes, drafts, checks on learning, etc.)
- Overall Semester Grading Breakdown
  - Each quarter is worth 45% of your overall grade.
  - Finals are worth 10% of your overall grade.

General Classroom Rules:
- Cell phones will be stored in the cell phone pocket holder during the class period unless specified by the teacher for instructional purposes only.
- Arrive to class prepared.
- Be on time. In your seat BEFORE the bell rings.
- Keep the room clean.
- Always show RESPECT to classmates, staff, substitutes, guests, and all property belonging to the school and your peers.

Academic Honesty:
Cheating will not be tolerated in my classroom. This includes copying from another student, the internet, or a published source without giving proper credit. This also includes the use of AI-generated writing. Any instance of cheating will be dealt with according to the policies outlined in the Student Handbook.

Course Outline: Business and Tech (no particular order)
- **Unit 1- Resume/Cover Letter**
- **Unit 2- Memo--good news, bad news**
- **Unit 3- Email**
- **Unit 4- Instructions/Lab Report**
- **Unit 5- Career Presentation**
- **Unit 6 – Brochure**
- **Unit 7 – Proposal**
- **Unit 8 – Create a website.**
- **Unit 9 – Create a Business Project**
- **Unit 10 – Mock Interviews**
- **Unit 11 – Pitch Presentation**

Syllabus is subject to change without advanced warning. All changes will be noted in class.