New Course to IUSB Request

Indiana University
South Bend Campus

Check Appropriate Boxes: Undergraduate credit [X] Graduate credit [ ] Professional credit [ ]

1. School/Division: College of Liberal Arts & Sciences
2. Academic Subject Code: ENG

3. Course Number: W 232 (must be cleared with University Enrollment Services)
4. Instructor: Collins, Cubelic

5. Course Title: Introduction to Business Writing

   Recommended Abbreviation (Optional): Intro to Business Writing

   (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2005

7. Credit Hours: Fixed at 3 or Variable from ______________ to ______________

8. Is this course to be graded S-F (only)? Yes [X] No [ ]

9. Is variable title approval being requested? Yes [ ] No [X]

10. Course description (not to exceed 50 words) for Bulletin publication: P: W131, W135, or W140 with a grade of C or better. Designed for students pursuing business careers. Practice in clarity, correctness, organization, and audience adaptation in business letters, interoffice memos, and informal and formal reports. Some emphasis on business research methods, research design, collaborative writing, and oral communication. (fall, spring) Credit not given for W231 and W232.

11. Lecture Contact Hours: Fixed at 3 or Variable from ______________ to ______________

12. Non-Lecture Contact Hours: Fixed at ______________ or Variable from ______________ to ______________

13. Estimated enrollment: 20 per class of which _________ percent are expected to be graduate students.

14. Frequency of scheduling: every semester

15. Justification for new course: Provide a separate course for business majors that will use a business writing text and assignments developed in consultation with School of Business.

16. Are the necessary reading materials currently available in the appropriate library? Yes [X] No [ ]

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

Margaret License Date: 11/12/05
Department Chairperson/Division Director

Approved by:

[Signature] Date: 3/15/05
Dean

Dean of Graduate School (when required)

Chancellor/Vice-President

University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

University Enrollment Services Final—White, Chancellor/Vice-President—Blue, School/Division—Yellow, Department/Division—Pink; University Enrollment Services Advance—White
ENG W232: Introduction to Business Writing, Cr. 3.

P: W131, W135, or W140 with a grade of C or better. Designed for students pursuing business careers. Practice in clarity, correctness, organization, and audience adaptation in business letters, interoffice memos, and informal and formal reports. Some emphasis on business research methods, research design, collaborative writing, and oral communication. (fall, spring)

http://www.ipfw.edu/academics/courses/e/eng.shtml

This description appears on the English department page of Indiana University Purdue University Fort Wayne’s “Undergraduate Course Offerings.” This campus originated the course, which also appears on IUPUI’s master course list. http://www.registrar.iupui.edu/mci/mci-iu.html
teachers past and present, and for parents and librarians.

**ENG L392 Topics in Children's Literature**
Cr. 3. (V.T.) P: L202 or W233 or equivalent. Studies in periods, such as contemporary American children's literature or Victorian fantasies for children; or genres such as picture books or children's poetry. Topics will vary from semester to semester. May be repeated with different topics for a maximum of 9 credits.

**ENG L399 Junior Honors Seminar**
Cr. 3. (V.T.) P: honors eligibility or instructor's signature.

**ENG L495 Individual Reading in English**
Cr. 1-3. (V.T.) P: consent of instructor. May be repeated with different topics for a maximum of 9 credits. (fall, spring)

**ENG L499 Senior Independent Study for Honors Students**
Cr. 1-5. (V.T.) P: honors eligibility or instructor's signature. May be repeated with a different topic for a maximum of 6 credits. (fall, spring, summer)

**ENG P131 Elementary Composition Practicum**
Cr. 2. P: placement in P131. Students who place between W130 and W131 on the placement test take ENG P131 concurrently with ENG W131. This course provides instruction and opportunity for practice in fundamental composing skills such as organization, development, grammar, mechanics, and style.

**ENG R150 Reading/Learning Techniques I**
Cr. 1-3. (V.T.) Emphasis on mechanics of reading, flexibility in reading, styles of learning, listening comprehension, vocabulary development, word attack, reading comprehension, and other study skills. No credit toward any degree at IPFW.

**ENG R151 Reading/Learning Techniques II**
Cr. 1-3. (V.T.) Designed to develop higher levels of learning skills with instruction and practice in critical reading and listening, understanding, and applying principles and methods of learning. Must normally be taken in conjunction with a course in social science, science, or technology. No credit toward any degree at IPFW.

**ENG R152 Reading/Learning Techniques III**
Cr. 1-3. (V.T.) Reading/rate course with major topics covering reading rate development, comprehension power, skimming, and scanning. No credit toward any degree at IPFW.

**ENG R185 Developmental Reading: Speed Reading**
Cr. 0, Lab. 2. Cr. 1. Increases reading efficiency by improving comprehension and by developing the motor skills involved in reading speed. Motivates reading interest through the use of films and pacers. (fall, spring)

**ENG S101 Honors Western World Masterpieces I: Ancient to Renaissance**
Cr. 3. Equivalent of L101 for honors students.

**ENG S104 Honors Introduction to Fiction**
Cr. 3. Equivalent of L104 for honors students.

**ENG S108 Honors Introduction to Contemporary Literature**
Cr. 3. Equivalent of L108 for honors students.

**ENG S203 Honors Creative Writing**
Cr. 3. Equivalent of W203 for honors students.

**ENG S233 Honors Intermediate Expository Writing**
Cr. 3. Equivalent of W233 for honors students.

**ENG S234 Honors Technical Writing**
Cr. 3. Equivalent of W234 for honors students.

**ENG S331 Honors Business and Administrative Writing**
Cr. 3. Equivalent of W331 for honors students.

**ENG S390 Honors Children's Literature**
Cr. 3. Equivalent of L390 for honors students.

**ENG S462 Honors Studies in Rhetoric and Composition**
Cr. 3. Equivalent of W462 for honors students.

**ENG W103 Introductory Creative Writing**
Cr. 3. P: placement at or above W131 or equivalent. Introduction to the art of creative writing. Short assignments, independent work, and classroom discussion of the fundamentals of writing in several genres, including poetry and fiction.

**ENG W115 Basic English Composition I**
Cr. 3. P: permission of the Center for Academic Support and Advancement. For beginning-level, non-native students of English. Classroom work on vocabulary, word order, sentence structure, and idiom; practice in writing short papers for a variety of purposes and audiences. No credit toward any IPFW degree. (fall, spring)

**ENG W116 Basic English Composition II**
Cr. 3. P: permission of instructor. For intermediate-level, non-native speakers of English. Classroom work on vocabulary, grammar, and idiom; practice in writing for a variety of purposes and audiences. No credit toward any IPFW degree.

**ENG W130 Principles of Composition**
Cr. 3. P: placement in W130. For students who need a semester of writing instruction before taking W131. Practice in writing papers for a variety of purposes and audiences. Attention to sentence and paragraph structure. No credit toward any degree at IPFW. Grade of C or better required to take W131. (fall, spring, summer)

**ENG W131 Elementary Composition I**
Cr. 3. P: placement in W131, or completion of W130 with a grade of C or better, or completion of the ESL composition sequence and recommendation of the ESL instructor. Practice in writing organized, well-developed, researched papers for a variety of purposes and audiences. Some analysis of prose style and structure. (fall, spring, summer)

**ENG W140 Elementary Composition, Honors**
Cr. 3. P: placement in W131 and honors eligibility. Instruction in analysis of selected prose models and techniques of producing researched papers for a variety of rhetorical situations. Satisfies the two-semester composition sequence for most disciplines.

**ENG W203 Creative Writing**
Cr. 3. P: W131 or equivalent. Focus is on either poetry or fiction writing. Explores the imaginative writing with focus on a specific genre. May be repeated once for credit with a different topic.

**ENG W232 Introduction to Business Writing**
Cr. 3. P: W131, W135, or W140 with a grade of C or better. Designed for students pursuing business careers. Practice in clarity, correctness, organization, and audience adaptation in business letters, interoffice memos, and informal and formal reports. Some emphasis on business research methods, research design, collaborative writing, and oral communication. (fall, spring)

**ENG W233 Intermediate Expository Writing**
Cr. 3. P: W131, W135, or W140 with a grade of C or better. Instruction and practice in producing researched and documented texts appropriate for public audiences. Emphasis on appropriate primary and secondary research methods.