Faculty Senate Course Form

Effective Date: **Fall 2026**   Submission Date:

Department: EML   College of: **Arts & Sciences**   ▾

Contact Person: Casie Hermansson

Create New, Revise, Inactivate, or Reactivate: **Select One**   Course #: **ENGL 301**

Course Form:
- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

Rename the Course: Workplace Writing: to eliminate confusion about the course's current title and make it more transparent for wider campus audiences;

Remove the prerequisite: ENGL 299: to streamline access to the course which does not build on or require proficiency in research writing;

Revise the course description: to better describe the course content and aims.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   ● Yes   ○ No

3. Is this course to be considered for General Education?
If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.
   ○ Yes   ● No

4. Will this course be required of any education majors?
*If "yes," this requirement will need approval of the Council for Teacher Education **before** upload to "Approved College Curriculum Legislation" in SharePoint.*
   ○ Yes   ● No

5. Will additional resources or costs be required?
   ○ Yes   ● No

If so, what will be needed?

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

◯ Yes ◉ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:
Attach with upload.

8. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:
Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:	Technical/Professional Writing	Workplace Writing
Course Number:	**ENGL 301**	**ENGL 301**
Credits:	3	3
Grading System:	**A-F, IN** ▼	**A-F, IN** ▼
Pre/Co-Requisite(s):	ENGL 101 and ENGL 299	ENGL 101
Course Description:	Introduction to writing and designing technical/professional documents.	Introduction to writing and designing a variety of workplace documents and communications. Analysis of audience, purpose, contexts, and tools for writing in professional settings.

Authorization Sign-Off

Checklist: Check once verified.

✔

    Required fields completed.
    Syllabus attached for new courses
    Assignment Strategies Attached

-Approved: Department Chair/Director
    Date: 2.9.26   Signature, Chair/Director: _____

-Approved: College Curriculum Committee
    Date: 3/3/26   Signature, Committee Chair: *Christopher Childers*

-Approved: Dean of College
    Date: 3/3/26   Signature, Dean: *Christopher Childers*

-Approved: Council for Teacher Education (if applicable)
    Date: _____   Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee
    Date: _____   Signature, Committee Chair: _____

-Approved: Faculty Senate
    Date: _____   Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Outlook

Re: Email approving our proposed tweaks to ENGL 301 Catalog copy

From Ken Ward <kjward@pittstate.edu>

Date Wed 2/4/2026 11:37 AM

To   Casie Hermansson <chermansson@pittstate.edu>

I see no problem with this with regard to the certificate. Thank you for checking with me!

-30-

Ken J. Ward
Assoc. Prof., Dept. of Communication
Pittsburg State University
Office Hours: Monday through Thursday, 10–noon
Email inbox checked once daily; for immediate response, call 316-204-5974

From: Casie Hermansson <chermansson@pittstate.edu>

Sent: Wednesday, February 4, 2026 7:44 AM

To: Ken Ward <kjward@pittstate.edu>

Cc: Casie Hermansson <chermansson@pittstate.edu>

Subject: Email approving our proposed tweaks to ENGL 301 Catalog copy

Hi Ken,

I am completing a Course Revision form for ENGL 301 Technical/Professional Writing. As the course is a core course in the interdisciplinary Workplace Communication Certificate, I would like to get an email (reply) from you approving the proposed changes to the course in your capacity as the WC Certificate principal director.

The changes are as follows:
Rename the Course: Workplace Writing
Remove the prerequisite: ENGL 299
Revise the course description to better describe the course content and aims:

CURRENT:
Introduction to writing and designing technical/professional documents. Prerequisites: ENGL 101 English Composition and ENGL 299 Introduction to Research Writing or equivalent.

PROPOSED:
Introduction to writing and designing a variety of workplace documents and communications. Analysis of audience, purpose, contexts, and tools for writing in professional settings. Prerequisite: ENGL 101 English Composition.

Please reply to let me know if you approve these proposed changes.

Thank you!
Casie

PITTSTATE
ENGLISH AND
MODERN LANGUAGES

Casie Hermansson, Professor

Interim Chair, Dept. English and Modern Languages & Intensive English Program

313B Grubbs Hall
Pittsburg State University
1701 South Broadway
Pittsburg, KS 66762
620.235.4689

Outlook

Email approving our proposed tweaks to ENGL 301 Catalog copy

From Casie Hermansson <chermansson@pittstate.edu>

Date Wed 2/4/2026 7:33 AM

To Lisa Riedle <lriedle@pittstate.edu>

Cc Casie Hermansson <chermansson@pittstate.edu>

submitting as verbal approval to include by 2.9.26

Hi Lisa,

As we discussed yesterday, I'll be completing a Course Revision form for ENGL 301 Technical/Professional Writing.

The changes are as follows:
Rename the Course: Workplace Writing
Remove the prerequisite: ENGL 299
Revise the course description to better describe the course content and aims:

CURRENT:
Introduction to writing and designing technical/professional documents. Prerequisites: ENGL 101 English Composition and ENGL 299 Introduction to Research Writing or equivalent.

PROPOSED:
Introduction to writing and designing a variety of workplace documents and communications. Analysis of audience, purpose, contexts, and tools for writing in professional settings. Prerequisite: ENGL 101 English Composition.

Please reply to let me know if you approve these proposed changes inasmuch as they do affect a number of CCOT degree programs so I can include this email in the course revision submission.

Thank you!
Casie

PITTSTATE
ENGLISH AND
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Casie Hermansson, Professor

Interim Chair, Dept. English and Modern Languages & Intensive English Program

313B Grubbs Hall

Pittsburg State University
1701 South Broadway
Pittsburg, KS 66762
620.235.4689

Professor: Dr. Casie Hermansson
Email: chermansson@pittstate.edu or through Canvas.
This is my preferred contact method and the quickest way to get a response in most cases.
Telephone: 620 235 4037 (office)
Office Hours at Grubbs Hall 450: MW 2-4 and by appointment
Zoom office hours by appointment
        Link to the waiting room in zoom:
https://pittstate.zoom.us/j/7810748908?pwd=UXlzVGM3VzE3S1ZXb0JTb3BwR0w0dz09
password 472198

Course Description

English 301 Technical/Professional Writing is an online course designed for those students who will be writing in the technical professions. You will learn how to create and best practice for: correspondence (memo, business letter, and email); descriptions; instructions; reports; and best practices for GenAI writing in the workplace. You will also learn how to design documents and how to incorporate graphics into your documents.

The Professionalism Rubric from the College of Technology is one contextual document for standards in this course. The rubric is provided for consultation in Canvas for this course.

Prerequisite

ENGL 299 (Intro to Research Writing, PSU) OR a second semester of Composition (eg: Comp 2) if you transferred in (= equivalent of ENGL 299 for transfer credit). Note: the class is designed for upper division undergrads and is pre-professional. You may be able to take the course earlier in your education, however note that the class functions at a pre-professional level.

The Online Element

This section of English 301 is conducted entirely online through Canvas. While this does allow for several advantages (e.g. flexibility), there are many disadvantages as well (e.g. distance, limited access to peers, a lot of reading, and possible technological breakdowns). Here are a few important notes about this online course:

- For software and hardware issues, contact: **Gorilla Geeks (http://www.pittstate.edu/office/gorilla-geeks/)**.

- **For all work submitted, you are also responsible for providing files that I can open**. If you use software other than MS Word (.doc or .docx files), save your files as .rtf or .pdf files. Otherwise, the document cannot earn a grade.

- **The assignment documents/prompts contain necessary information. All assignments, resources, and deadlines are available in the MODULE section of Canvas. Do not expect assignment information in the upload box; you must view the Module to see specs.**

- **You must complete ALL work in every Module to unlock the next Module.** Note that CANVAS has to know you completed it (emailing me the work doesn't accomplish this). In some cases, "view"ing a page is

required. If a Module appears locked after the unlock date set in Canvas for it, click through the preceding Module to ensure you viewed every page/uploaded etc. That fixes the problem 99% of the time.

- **Online courses typically involve a lot of reading and writing, and initiative in finding information and problem solving**. Not all students do well in this type of course. However, it is an excellent class for this medium as after all you will be communicating in many cases entirely or largely online/by email in work scenarios. You should feel free to email me and ask for assistance, but as you would with your supervisor at work you should only do so after thoroughly checking available resources to see if the answer to the question is already there.

- **Expect to spend at least as much time working on an online course as a traditional face-to-face course**.

"Lost in Cyberspace" Assignments

An assignment being "lost in cyberspace" or file corruption problems and the like WILL NOT constitute an adequate excuse for late work. You should leave yourself plenty of time before the due date / time to deal with any technology issues. Save work to cloud storage in addition to local storage so you have a backup and access. Note: Google documents often don't upload well to Canvas.

Plagiarism and Cheating Policy

Plagiarism includes the presentation, without proper attribution, of another's words or ideas from printed or electronic sources. It is also plagiarism to submit, without the instructor's consent, an assignment in one class previously submitted in another—even if the work is yours. Plagiarism earns a zero and a warning. If two student submit the same work, both assignments may earn a zero and a warning. Further action by the university may also be taken—cheating and plagiarism may be reported to the university through the Maxient system. Please familiarize yourselves with the university policy on plagiarism.

Chat GPT/other generative AI

Several assignments in this course require or permit you to use Chat GPT. It will be explicitly stated in those assignments. Since you have instructor permission to use it for those assignments you do not need to cite it. *In all other cases, work must be your own, done by you, without use of generative AI, or it constitutes plagiarism and may incur consequences stated above.*

Please note: I am aware of the capabilities of GenAI and their use in the workplace and I am supportive of them. It is certainly another very skilled tool and there are many uses for it in workplace writing. This course aims to balance its use with an educated awareness of when and how to use it, when and how *not* to use it (for your self evaluation for promotions, for example!), and how to edit and author the work that goes out to represent you professionally.

ONLINE Writing Assistance/PSU Writing Center

This class does grade your writing on a professional standard. If you are worried about your writing, feel free to use the resources available to you which your fees enable you to use at the PSU Writing Center (Axe Library or online).

https://www.pittstate.edu/office/writing-center/

I do not preview work to check if it is good before it is submitted for a grade. If you feel that you need extra help with your assignments, tutors are available in the Writing Center in Axe Library (235-4694). Note that you can also book online consultations with the Writing Center staff, and they even have a chat function for consultations if you find that useful. If you have any questions about what constitutes plagiarism or how to cite sources properly, do not hesitate to ask me for help. Please also consult **PSU's Academic Honesty and Integrity Policy available online at:**

http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/academic-miscon-duct.dot

Also, make sure to consult the **semester-specific** Syllabus Supplement by the PSU Registrar's office, which can be thought of as a "one-stop" place for students to access up-to-date information about campus resources, notifications, and expectations. Search for this using the PSU website search function.

Participation

This is a course about professional communication in writing. Emails, assignment comments, etc. are all communication between us in writing. Every comment you make online and every email you send me should be mindful of Netiquette and your audiences. Netiquette comprises a portion of your course grade; see section below under Netiquette heading.

This class depends upon actively engaged speakers, listeners, and writers. Your responsibility is to be an active participant.

- Please note that if you do not submit work required by the end of week 1 you may be dropped for excessive absence.

- If you do not log on during any 14-day period in between the course beginning and end dates you may be dropped for excessive absence.

- If you are 2+ (two or more) or more assignments behind and have not initiated communication with me about them and negotiated an extension you may be dropped for excessive absence.

- PSU asks me to report attendance in cases where they investigate financial aid situations. I will report date of last course *participation* in in these situations (course participations are *not the same as logins*). This may be your most recent submitted assignment.

Netiquette

In your interactions with me and with one another online, I expect you to maintain an atmosphere of mutual respect toward me and toward one another. To that end, please consult the following page about having good netiquette and being a good online citizen: http://www.albion.com/netiquette/ (You will be prompted to view this page in Canvas Module 1 in any case!). If you aim for professional and courteous tone in all dealings online with me and your classmates this semester you can expect 100% in your Netiquette grade.

Some examples of Netiquette breaches:
- Failing to upload an avatar or image of yourself or other professionally suitable image instead of the bookmark (which you are prompted to do in Module 1)
- Using all-caps (e-shouting), or the tone equivalent

- Emailing or posting comments to me without a greeting (as you are reminded to do in correspondence)
- Consistently mis-stating my title (all correspondence you receive from me is signed Dr. Hermansson or Dr. H., so you will have ample opportunity to check)
- Continuing to do something you have been asked/reminded not to do.

Expectations

For an A grade in Netiquette, your communications with me and with the class have been professional and reflected appropriate audience and purpose for our communications. You ensure that tone is professional and respectful, even if you have a disagreement to communicate. You thereby demonstrate the skills that this course holds of paramount importance.

For a Netiquette grade of B: you may have received one or more warning communication from me about a particular breach of Netiquette.

For a grade of C, you may have received more than one warning about Netiquette and/or your breach of Netiquette was severe enough to warrant a grade reflecting that your Netiquette is problematic.

For a grade of D, you may have received multiple warnings about Netiquette and/or your breach of Netiquette was severe enough to warrant a grade that reflects inadequate Netiquette.

Attendance (absences may result in a drop)

While this is an online course, your participation is necessary. A student can be dropped for excessive absences: for not having logged in over any 14 consecutive day period during the summer semester; and/or being two or more assignments overdue without a negotiated extension. If you know you are behind in the course and intend to stay active, you must contact me to negotiate an extension. If a student is dropped for excessive absences, the "date of last attendance" reported to the registrar will be the day of last contribution to the course (not the most recent login). For any grade of Incomplete to be assigned at the end of the course, a student must be in good standing to that point, and have completed the majority of the course material. Incompletes are only granted in cases of extreme circumstances and must be approved by me.

Grading and Late Work Policy (late work is accepted to a point, but grade penalized)

- Assignments can be submitted any time until 11:59 p.m. on the day they are due. I reserve the right to decrease the grade of late work by LETTER GRADES for every day it is late including the first. For example, if an essay is two days late and the original grade is a B+, the final penalized grade may be a D+.
- Work that is 4 or more days late may not earn a passing grade (situation dependent) but may still earn an F.
- Work that is 10 or more days late cannot earn any grade.
- You may have to submit late work for an F or a zero in order to complete a Module and continue in the course. Alternatively, you might simply submit an empty page or an empty post so that Canvas checks off the task as "done."
- Cheating or plagiarized work will earn a grade of zero and may be subject to other penalties (see cheating and plagiarism clause above). Work that is substantially similar to another student's work will earn 0 for both students on that assignment.
- If you have a problem with an assignment, please see me or contact me BEFORE the due date whenever possible.

- If you have extenuating circumstances, such as medical issues or military or similar obligations, please contact me as soon as possible to discuss the possibility of an extension.

*A note about **weekend and spring break due dates**: weekend dates are very often used as a convenience to those of you with work schedules, and are also a reflection of the online environment. You can always turn work in early if you do not like to submit work on weekends! I may not always be on hand to answer last minute emails, particularly at night, so bear that in mind and ask questions about assignments early.*

Grading Scale (%)

90-100 A (Writing/assignment is professional and correct in most aspects, no major errors)

80-89 B (Writing/assignment is mostly professional, considered "solid work" but not superior)

70-79 C (Writing not considered sufficiently professional or correct: less than adequate)

60-69 D (Major assignment errors, numerous errors, and/or insufficient work)

59 or lower F (not a passing grade)

Note: this class is pre-professional. If you have been given feedback on graded work and you keep making the same error(s) then the penalty will become harsher for the same "little mistake" across the course. Do read feedback. You will always have it if you grade is not perfect.

Assessments (See due dates in Canvas)

#	Assignment	Format	Points Value
1	Self intro	Discussion post	20
2	Basic memo	Assignment upload in Canvas	50
3	Professional email	Email directly to chermansson@pittstate.edu (*not* submitted via Canvas)	20
4	Job ad work generic	Assignment upload in Canvas	50
5	Job ad work specific to you	Assignment upload in Canvas	50
6	Business letter	Assignment upload in Canvas	50
7	Email job letter	Email directly to chermansson@pittstate.edu (not via Canvas)	20
8	Business letter 2	Assignment upload in Canvas	50
9	Definitions	Global business letter	50
10	Instructions analysis	Discussion post	20
11	Infographic	Assignment upload in Canvas	50
12	Self review of performance	Assignment upload in Canvas	50
--	Netiquette (see syllabus)	*Instructor assessed, end of course. No work to upload specifically.*	30

			510 pts

Outlook

Fw: Email approving our proposed tweaks to ENGL 301 Catalog copy

From Casie Hermansson <chermansson@pittstate.edu>

Date Mon 2/9/2026 12:34 PM

To Janet Kingman <jakingman@pittstate.edu>

From: Lisa Riedle <lriedle@pittstate.edu>

Sent: Monday, February 9, 2026 12:30 PM

To: Casie Hermansson <chermansson@pittstate.edu>

Subject: Re: Email approving our proposed tweaks to ENGL 301 Catalog copy

Casie, thank you for including the CCOT and our programs in your plans and adjustments for the ENGL 301 course.

We are in support of your course adjustments. Let me know if you need anything else from us regarding these changes. Lisa

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From: Casie Hermansson <chermansson@pittstate.edu>

Sent: Wednesday, February 4, 2026 7:33 AM

To: Lisa Riedle <lriedle@pittstate.edu>

Cc: Casie Hermansson <chermansson@pittstate.edu>

Subject: Email approving our proposed tweaks to ENGL 301 Catalog copy

Hi Lisa,

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Please reply to let me know if you approve these proposed changes inasmuch as they do affect a number of CCOT degree programs so I can include this email in the course revision submission.

Thank you!
Casie

Casie Hermansson, Professor

Interim Chair, Dept. English and Modern Languages & Intensive English Program

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