

Course Description

HS -- Research Essay/Business Communications H.O.M.E. Group 2019-2020

Instructor:	Debbye Rheker	Start Date:	Sept 6, 2019
Email:	debbyerake@gmail.com	End Date:	May 15, 2020
Phone Number:	586-929-9052	Class Times:	Fridays, 2:15-3:45

Course Fees: This is a two semester class. First Semester Tuition (\$200) is due at Meet the Teacher on August 13, 2019. Second Semester Tuition (\$200) is due by December 31, 2019. Materials are purchased on your own; see Textbook and Supplies Needed section below.

Instructor Biography

I have been teaching professional writing classes since 2008. I am passionate about working with students to help them learn the skills they will need for college or their adult life. My goal is to work with parents on their specific goals for their student so writing becomes a positive experience for everyone. I completed an Associate's Degree in General Studies at Macomb Community College. I also completed a Bachelor's Degree in General Studies with a minor in Journalism at Oakland University. My professional experience includes working in the Public Relations Department at Henry Ford Hospital, St. Joseph's, Bon Secours, Manufacturer's Bank and Comerica.

Course Description

Students will complete two essays requiring research (Biography Essay and Persuasive Essay). They also will learn how to write business communications including a College Application Essay, Cover Letter, Thank you letter, Resume, Resignation Letter, and a Business Career Report. Students will also have two presentations. Other assignments will include reading materials and viewing videos on topics for academic or work place success. Students also will complete ACT/SAT Prep.

Skills & Topics

- * Learn how to conduct research
- * Learn how to write a researched essay
- * Learn how to write business letters
- * Learn how to present research material

Course Objectives/Goals

This class will prepare students for the work world or college so they must be self-motivated and responsible. This is a smaller group setting. Consider it a writing group.

Textbook and Supplies Needed

Laptop or I-pad for class. Please have a binder for handouts which you will need to keep organized. **Please be prepared and have extra printer ink and paper on hand.** All homework must be submitted on paper, not electronically. Please have Grammarly installed on your computer. Please have a gmail account to access google docs.

Classroom Policies

All students need to participate to help one another grow. Students need to communicate with me. Weekly emails must be read.

Evaluation and Grading

Students will be graded on homework, quizzes, tests and essays. All edits must be made in a timely manner. Late work will be marked down one grade per week.

Percent	Letter Grade
100-98	A +
97-93%	A
92-90%	A-
89-87%	B+
86-83%	B
82-80%	B-
79-77%	C+
76-73%	C
72-70%	C-
69-67%	D+
66-63%	D
62-60%	D-
59-0%	F