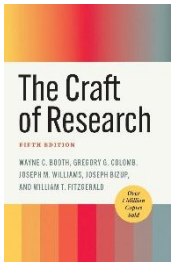
MGT 208: Research-Based Writing for Business
Course Syllabus
Fall 2026

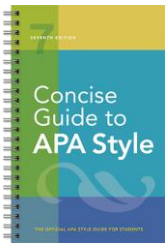
Section 1	**MWF 9:00 am – 9:50 am, WB 214**
Section 2	**MWF 10:00 am – 10:50 am, WB 212A**
Section 3	**MWF 12:00 pm – 12:50 pm, WB 212A**
Section 4	**TR 11:00 am – 12:15 pm, WB 212A**
Section 5	**TR 2:00 pm – 3:15 pm, WB 212A**

Instructor: Dr. Eric S. Green
Assistant Teaching Professor of Management
Email: esgreen2@bsu.edu
Office: WB 242

Office Hours: MWF 8:00-9:00 am, 1:00-2:00 pm
and by appointment (on campus and virtual)



Required Texts: *The Craft of Research*, Booth et al., 5th Edition
Concise Guide to APA Style, 7th Edition



Required Technology: Computer with webcam and microphone (PC, Mac)
High speed Internet access
Microsoft 365 (free for Ball State students)
Microsoft Teams (free for Ball State students)

General Course Information

Course Description

This course introduces students to both academic and practical research in business writing. The course develops students' research-based writing skills through exploring grand challenges and solutions relevant to their academic fields or personal lives.

Students will explore research methodologies and accepted research standards in business academia to collect, analyze, and report data. Students will investigate how organizations address complex issues, conducting research to compose well-structured arguments and actionable recommendations.

Prerequisite: ENG 103 with a C or better or appropriate placement per Writing Program policy
Equivalent: ENG 208; HSC 208; ENG 104

Course Objectives

1. Demonstrate literacy in social and behavioral research writing, conventions (grammar, citations, format, and genre), methods, and analyses.
2. Plan, develop, and complete individual research projects that include generating a research question; finding, evaluating, and documenting relevant sources; analyzing researched information; and evaluating both internal and external sources of bias.
3. Identify and analyze grand challenges, and propose research-based recommendations that address theoretical concepts and practical implications relate to the United Nations Sustainable Development Goals (UNSDGs).
4. Draft, revise, and complete research-based writing in appropriate formats.

University Core Curriculum (UCC) Research-Based Writing

In order to fulfill the University's Core Curriculum (UCC) requirement in Writing Program courses, students must earn a minimum grade of C to pass; a grade of C- is not considered acceptable. Writing Program courses may be repeated as many times as necessary to meet the requirement but:

1. The first and all other grades will show up on the transcript.
2. Only the most recent grade earned in the course will be used to compute the cumulative GPA.
3. A grade of W will not replace a previous grade.
4. Course credit hours apply only once to graduation requirements.

Course Policies and Procedures

Attendance

A university education is a commitment of both time and resources and should be treated with that respect. Attendance will be taken during each class session using Microsoft Teams. It is the student's responsibility to "clock-in" each class session. If you do not clock-in, the instructor assumes you are not present, resulting in losing attendance points for that session. Please do not ask the instructor to award attendance points for a missed class session or for forgetting to clock-in for a class session.

There are no "excused" absences for the course. If you are not present for class, for any reason, you will forfeit the attendance points for that class session. It is inappropriate for a student to attempt to clock-in when not in physical attendance. It is also inappropriate for a student to sign-in for another student who is not in attendance. Students who choose to circumvent the attendance process will be referred to the appropriate university office for academic dishonesty. Exceptions to this rule will be made only with proper documentation from Disability Support Services, the Dean of Students, or the Director of Athletics.

The instructor reserves the right to deny attendance points for students who arrive late to class and clock-in or students who clock-in but leave class early. The instructor may, from time to time, verify student attendance by using a traditional sign-in sheet or by visual means during class sessions.

Students will be allocated the equivalent of three (3) days of bonus attendance and in-class engagement points at the beginning of the semester. This allows students to be absent from class for three (3) days without penalty. If a student maintains perfect attendance, those points will be retained as bonus points for the overall course grade.

In-Class Engagement Activities

This course is designed to have daily activities, discussions, and other forms of regular collaboration and communication. To be successful, you must be present and engage in these classroom activities. This includes coming to class prepared with completed readings and drafts. Each class session will include an engagement activity that will be submitted for a participation grade at the end of the class session. These activities are designed to ensure that you are progressing in the course and therefore cannot be "made up". If the daily activity is a peer review and you do not arrive with a completed draft, you will not receive your points for that activity.

Grading Breakdown

Course requirements are weighted on the following basis:

Description	Percent of Grade
Class Attendance	15%
In-Class Engagement Activities	15%
Sustainability Annotated Bibliography	15%
Sustainability Research Proposal	15%
Sustainability Research Report	25%
Sustainability Research Presentation	15%
Total	**100%**

Assignment details, including instructions, relevant readings, due dates, and grading rubrics, will be posted on Canvas. Make sure to check Canvas regularly to stay informed and on track.

Method of Student Evaluation

A	94.00 – 100.00%	C	74.00 – 76.99%
A-	90.00 – 93.99%	C-	70.00 – 73.99%
B+	87.00 – 89.99%	D+	67.00 – 69.99%
B	84.00 – 86.99%	D	64.00 – 66.99%
B-	80.00 – 83.99%	D-	60.00 – 63.99%
C+	77.00 – 79.99%	F	below 60%

Assignment Submission

Assignments for this course should be completed and submitted in Microsoft Word (.doc or .docx) format only. It is the student's responsibility to ensure that each assignment has been submitted correctly to Canvas. Submission of incorrect, corrupt, or blank files, or files that do

not meet course requirements, will result in a grade of zero (0) and cannot be resubmitted. You should always double-check to ensure you have submitted the correct file(s) and that they can be viewed before the due date and time of the assignment.

The instructor reserves the right to grade assignments upon submission, including at any time before the assignment's due date and time. Once graded, students will not be able to "resubmit" or "redo" these assignments. Once an assignment is submitted, it is assumed that the student indicates it meets their expectations and is ready for grading.

Assignment/Final Draft Grading

Assignment grading reflects evaluation of your ***final draft***, using the rubric provided and accompanied by general instructor comments. You will not receive line-by-line editing at this stage; detailed feedback occurs during the drafting and revising process through peer review, Writing Center consultations, and optional one-on-one meetings with the instructor. Because your drafts serve as your opportunities to revise and improve, the work you submit is treated as a true final draft. For this reason, students do not have the option to resubmit assignments for a higher grade.

It is the student's responsibility to notify the professor of any grading discrepancies within five (5) days of the grade being posted in Canvas. Questions regarding grading will not be considered after the five (5) day window. The goal is to resolve the issue as soon as possible rather than at the end of the semester.

Submission of Late Assignments

All assignments are due on the due date and time specified in Canvas. ***Graded course requirements cannot be made up or submitted late.*** Exceptions to this rule will be made only with proper documentation from Disability Support Services, the Dean of Students, or the Director of Athletics.

Ball State's local time, in Muncie, Indiana (Eastern Standard Time), will be the official time of the course.

Bonus/Extra Credit Activities

From time to time, additional outside activities may be offered to give students the opportunity to recover points lost for absences and/or missing in-class engagement activities. These opportunities and individual requirements will be posted in Canvas.

Final Examination Schedule

Section 1	MWF 9:00-9:50 am	*Friday, December 11, 2026*	*7:30-9:30 am*
Section 2	MWF 10:00-10:50 am	*Wednesday, December 9, 2026*	*9:45-11:45 am*
Section 3	MWF 12:00-12:50 pm	*Wednesday, December 9, 2026*	*12:00-2:00 pm*
Section 4	TR 11:00 am-12:15 pm	*Tuesday, December 8, 2026*	*9:45-11:45 am*
Section 5	TR 2:00-3:15 pm	*Thursday, December 10, 2026*	*12:00-2:00 pm*

Use of Artificial Intelligence (AI)

Intellectual honesty is vital to an academic community and for the instructor's fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the University's academic regulations.

If you use AI at any point during the writing process, you must document that use. You should be ready to show and explain exactly how you used AI tools (such as Copilot, ChatGPT, Gemini, etc.) and describe the role AI played in shaping your final draft.

As AI becomes more common in academic settings, it introduces new concerns about originality. For that reason, any AI involvement must be recorded, saved, and openly discussed. You must be able to point to the specific effects AI had on your work. Using AI-generated text without this level of transparency will be treated as submitting work that is not your own (i.e. academic dishonesty). AI can assist your writing process, but it cannot replace your own ideas, analysis, or writing. Violations will be handled according to the Student Academic Ethics Policy below.

The Writing Center

All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center to get additional feedback on your writing. The Writing Center can help you at any stage of the writing process, whether you're just getting started and need help brainstorming or when you're wrapping up a project and just want a second set of eyes. We work with writers from all disciplines and with all kinds of writing, including essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts.

You can choose from three appointment types: getting started on a new project (Planning appointment), discussing an existing draft (Feedback appointment), or scheduling time to work, with a tutor on hand to keep you motivated (Accountability appointment). To schedule a free appointment, go to bsu.edu/writingcenter. We offer online appointments any time we're open, or you can meet a tutor face-to-face in Robert Bell 295 during weekdays and Bracken Library First Floor West in the evenings. Make sure you plan ahead, because appointments book quickly!

Professor's Note

The professor reserves the right to modify the class outline/syllabus if in their judgment such modification would improve the operation (teaching/learning process) of the class (i.e., assignment modifications, correcting typing errors, grading scale adjustments, policy changes, etc.). The professor will notify students in advance of any changes. The current edition of the Faculty and Professional Personnel Handbook and/or other official University documents will guide all other decisions not specifically addressed by the professor in this syllabus.

Ball State Legal Disclosures

Student Academic Ethics Policy

Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the VPAA's academic integrity website (Students tab) for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. To learn about BSU's academic integrity expectations and students' rights, please read the University Student Academic Ethics Policy.

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, you must work independently by yourself. Check with me if you are unsure whether something constitutes academic dishonesty. Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books)
- Using a generative AI system or a person to complete academic assignments such as response papers, discussion posts, essays, or any other assignment when such use is not explicitly permitted by the assignment instructions or the instructor.
- Utilizing another person or a generative AI system to take a quiz, examination, or similar evaluation in place of oneself.
- Using a generative AI system for research, creative work, theses/dissertations, grant proposals, IRB-regulated work, or publication-bound work in violation of university AI policies, funder/publisher rules, IRB requirements, or discipline-specific standards.
- Presenting as one's own work the ideas, representations or words of another person or of a GenAI system without customary and proper acknowledgment of sources or of the AI tool(s) used.
- Using generative AI systems to analyze data, conduct research, or generate content that is included in an assignment (images, graphs, charts, tables, etc.) without proper documentation, citation, and attribution of this AI use.
- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).
- Without the instructor's written permission, giving away, buying, or selling graded assignments class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).
- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Reusing your own work from another semester, course, or section.
- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)
- Discussing exam questions and answers with students who have not taken the exam.
- Soliciting others to complete work for you.

Academic dishonesty includes any type of cheating or plagiarism, ***both inadvertent and intentional***. An ethics violation, depending on the severity, *can lead to a zero for the assignment, failure of the course, or expulsion from BSU*. Per University policy, all ethics violations, even if resolved at the instructor level, may be reported to the University.

If you are unclear about this policy or my expectations, you must notify me immediately. Claiming that you did not understand the concepts of plagiarism, proper referencing, acceptable use of AI, or cheating will not be an acceptable defense after you have already turned in an assignment.

Disabilities Services Statement

If you need course adaptations or accommodations because of a disability, please contact me as soon as possible. This is to ensure that I have received the proper documentation for your specific needs. The ***Office of Disability Services*** coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or ***dsd@bsu.edu***.

Title IX/Sex Discrimination Reporting

Ball State University is committed to providing a safe and inclusive learning environment for all students. If you or someone you know has experienced sexual harassment—including sexual assault, dating violence, domestic violence, or stalking, please know that you are not alone. The University offers support services and resources. For more information or to report an incident, please visit bsu.edu/titleix or contact the Title IX Coordinator at 765-285-1545 or at titleix@bsu.edu

Please Note: As your instructor, I am a mandatory reporter. If you disclose information to me about conduct that may constitute sex discrimination or sexual misconduct, I am required to notify the Title IX Coordinator. The Title IX Office will reach out to discuss available resources, supportive measures, and reporting options. If you wish to speak with someone confidentially, you may contact the Counseling Center or the Center for Survivor Support.

Pregnancy and Related Conditions

Ball State University provides reasonable modifications for students affected by pregnancy, childbirth, or related medical conditions. Students seeking academic, housing, or other modifications are encouraged to contact the Title IX Office as early as possible to discuss available options and support. For assistance, contact the Title IX Office at 765-285-1545 or titleix@bsu.edu

University Civil Discourse Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse.

Freedom of Expression Statement

In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's Statement on Freedom of Expression, the resources on Ball State's Freedom of Expression webpage, and Ball State's Beneficence Pledge.

Ball State First Day Program

All required course materials can be obtained through the Ball State First Day program. All students are automatically enrolled each semester. Please check your bsu.edu email for information about delivery of physical and digital materials. Students who wish to opt out during the Fall 2026 semester must do so by August 30, 2026. Students who opt out are responsible for obtaining all required course materials on their own through the Ball State Bookstore or another retailer. If you opt out, your digital access will expire shortly after, and you will lose access to publisher-provided course content, online assignments, quizzes, and exams.

University Grade Appeal Process

If you believe you received a final course grade that does not reflect your performance due to fairness or a procedural issue, you have the right to file an appeal within five school days after final grades are posted by the Office of the Registrar. Review the University Grade Appeal Policy and Process.

Course Content Ownership

The instructor of the course retains the rights to all course content, including this syllabus. Students may not reproduce, distribute, or publicly post course materials without permission. Students also may not record classes without explicit permission to do so. Selling or distributing course materials may violate the Ball State Code of Conduct and/or the Information Technology Users' Privileges and Responsibilities Policy.

University Core Curriculum (UCC)

This course is part of the University Core Curriculum (UCC). The UCC supports your success at Ball State University by helping you:

- Strengthen your ability to think critically and write effectively in academic and professional contexts.
- Apply research skills using social and behavioral research methods.
- Build awareness of grand challenges, with reference to the United Nations Sustainable Development Goals (SDGs), and explore potential solutions across global, national, and local contexts.
- Develop practical skills in problem-solving, analysis, and research-based recommendation writing.
- Gain experience drafting, revising, and presenting research findings for diverse audiences.

AACSB Business School Accreditation

The Miller College of Business is committed to ensuring that every student graduating with a business degree is competent in five areas that are crucial to success in business. These learning goals can be easily remembered with the acronym **C-KITE** (Communication, Knowledge, Integration, Technology, and Ethics).

Communication: Miller College Graduates will be able to communicate appropriately in a professional context. Specifically, they will be

- **effective oral communicators** who can: organize a presentation; use transitions; avoid verbal pauses; maintain audience interest; use eye contact, body language, and use visual aids effectively
- **effective written communicators** who can: introduce the main idea; provide closure consistent to the main idea; use content to support the main idea; use transitions and emphases; maintain connections between ideas; use organizational structure effectively (paragraphs, flow); effectively use diction and conventions; and avoid spelling and grammatical errors.

Knowledge: Miller College Graduates will demonstrate basic knowledge in

- Operations
- Marketing
- Finance
- Management
- Accounting
- Economics

Integration: Miller College Graduates will be able to integrate business knowledge in decision making. They will be able to

- Identify issues confronting the organization
- Synthesize and analyze available information
- Draw well-reasoned inferences and judgments for courses of action
- Design a plan for implementing the course of action

Technology: Miller College Graduates will be able to obtain, manage and communicate data effectively. They will be able to

- Analyze data for information to support decision-making using technology
- Identify common data security risks and safeguards
- Use common cloud technologies to collaborate on projects effectively

Ethics: Miller College Graduates will be able to recognize and resolve ethical dilemmas. They will demonstrate an ability to

- Identify an ethical dilemma in a business situation
- Identify relevant stakeholders
- Assess potential consequences to the stakeholders
- Recognize the importance of making ethical decisions