



Department of English and Media Studies

**2111G: Introduction to Professional Writing  
W 2020**

**Section: #003**

**Time/: Wednesday 9:30am - 12:30pm**

**Room: UC-1220**

**Instructor:**

**Email: [awenaus@uwo.ca](mailto:awenaus@uwo.ca)**

**Office: UC 1421**

**Office hours: 4:00pm - 5:00pm**

Messenger, de Bruyn et al. *The Canadian Writer's Handbook. Second Essentials Edition*. Oxford University Press, 2017.

**Final Course Grades:** your final grade in the course will be based on your performance in the required work, weighted as shown below.

In-class quizzes on sentence structure/grammar issues	15%
Diagnostic Paper: Audience Analysis; ungraded (up to 500 words)	--
Assignment 1: Negative Message with positive emphasis (up to 1000 words)	20%
Assignment 2: Persuasive Message with visual (up to 1200 words)	25%
Assignment 3 (Formal Report; research-based) (up to 1250 words, excluding front and back matter)	40%

**Note:** each of Assignments 1, 2 and 3 includes a preliminary peer-reviewed draft stage. In each week a peer-review session is scheduled, you must bring to class a copy (paper or electronic) of a preliminary draft of the assignment in question. This draft should be sufficiently complete (in my judgment) to allow you to obtain meaningful comment on it from one or more of your peers. I will ask you to show me your draft in class, during the peer-review session. Failure to attend class with a sufficiently complete draft, and/or to participate **will result in the earned mark for that assignment being reduced by 10%**. So for example what would have been an earned mark of 78 for Assignment #3 will have a mark of 70 recorded. **Note** that this penalty will be applied *in addition* to any other applicable penalties, e.g. for late submission.

## Course Policies

### Attendance policies

Attendance at class is required to improve as a writer. Here is the Writing Studies attendance policy in this class:

You may miss up to three hours (the equivalent of one week of class) of class meetings during the term without explanation. That means that the first three class hours you miss will be recorded as absences but *excused provided you don't miss any more*.

However, if you miss a total of four to nine class hours (the equivalent of up to three full weeks of class), your final grade will be reduced by 10% (e.g. an earned final grade of 80% will be reported as a final grade of 72).

If you miss a total of more than nine hours of class meetings (the equivalent of more than three weeks of class meetings) your final grade will be reduced by 15% (e.g. an earned final grade of 80% will be reported as a final grade of 68).

This policy will be waived only for medical or compassionate reasons. If you have good reasons

to miss another class meeting) discuss these reasons with your instructor within one week of that absence. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it with your academic advisor in your home faculty, who may require documentation. That advisor may then contact all of your instructors. See also:

**Medical Accommodation Policy** .

**Note**

another course will count as non-attendance, and will attract penalties as defined above if applicable. Instructors at Western University *shall not require* a student to write a make-

Students seeking academic consideration **must communicate with their instructors no later than 24 hours** after the end of the period covered by either:

- i. A Self-Reported Absence, or
- ii. Academic consideration supported by the Academic Counselling Office.

**Exception:** in Writing Studies courses, a student seeking academic accommodation **on non-medical grounds** for any missed in-class tests/exams, class attendance/participation components, or late or missed assignments **worth less than 10% of a final grade** *may* first consult directly with her or his instructor, who will in his or her discretion elect either to make a decision on

detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently between Western and Turnitin.com

<http://www.turnitin.com>

*Note: In this course, the final versions of your assignments must be submitted electronically to turnitin.com through your section's Sakai HomePage. Your instructor will provide you with further information and instructions on this procedure.*

**Prerequisites**

The University Senate requires the following statement to appear on course outlines:

**Introduce and Assign Case and Assignment #2: (Persuasive Message w/ visual; up to 1200 words/25%) due Week Nine (draft due in-class Week Eight)**

**\*Winter Term Reading Week: 5 p.m. Friday February 14<sup>th</sup> to Midnight Sunday February 23<sup>rd</sup>.**

**Week Seven Writing Pers**