

WRITING 4998G/650 D 4 S  
**RE-VISIONING SELF: CREATING YOUR PROFESSIONAL PORTFOLIO**

**Instructor:** Brock Eayrs  
**Office:** University College, Rm. 2430  
**Office hours:** By Western mail (beayrs@uwo.ca) or on Sakai mail.  
**Required Text:** Smith, Herb and Kim Haines-Korn. *Portfolios for Technical and Professional Communicators*. New Jersey: Pearson Prentice Hall, 2007.

C O 4 D

In this course you will create a **'Professional Writing Portfolio,'** which will include both revised and polished versions of work you have previously done in Writing and other courses, and at least one piece of new work written specifically during and for this course. We will spend considerable time on the principles of good writing generally,

Must support your opinion with sufficient reasons or evidence;  
Must display good grammar and organization.

Postings should not:

Contain disrespectful, insulting, or offensive language;  
Be excessively long or excessively short;  
Be unrelated to the week's topic;  
Say things that do not contribute anything, e.g. "I agree with you" or "nice

**Assignment 2 – Revised piece of Discursive/Expository Prose (e.g. academic essay):** select one of your academic essays, or some other piece of discursive (i.e. expository, not ‘creative writing’) writing, and revise/improve it for inclusion in your final Portfolio (this exercise will incorporate *\*peer review – a comparative analysis of the original and revised versions*): **15%** (grade will be based on the piece as included in your final Portfolio).

**Assignment 3 – The Writing Portfolio: 55%** of your final grade will be based on an evaluation of this set of materials. That evaluation will take into account the overall effectiveness of the portfolio (given its intended purpose), the design and presentation of the portfolio, and improvements made to specific items of content throughout the term as a result of revision. Your provisional complete portfolio will be *\*peer reviewed*.

(\*Peer Review: Participation in peer review [as instructed] in each assignment for which a ‘peer review’ component is specified is *mandatory*. Students who do not submit a complete draft for peer review as scheduled and participate in peer review will lose 10% from the earned grade for that assignment or assignment component. ‘**Completeness**’ here means that the draft you submit is ‘complete’ enough to allow meaningful comment by other students. By participating in peer review you gain other readers’ comments and have an opportunity to offer comments [‘criticism’, in the best sense of that term] to others.)

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**Unit/Week 1:**  
**(Jan. 6 – 10)**

General Introduction; Creating a ‘Working Portfolio’

*Begin to collect a broad selection of your writing and other artefacts.*

**For Week 2:**

*Read Chapters 1 and 2 of the Portfolio text, and take a look at some of the sample student portfolios on the ‘Student Portfolio’ page. Review a few of them, making brief notes on type, design, and content. These notes will be the basis for your **Week Two Discussion Topic contributions**.*

**Unit/Week 2:**

Introduction to the ‘Professional Writing Portfolio’; Creating a Portfolio Identity  
(Portfolio text Chapters 1 and 2)

**For Week 3:**

***Week 3 Discussion Topic assignment:*** Do Assignment 1 on page 29 of the Portfolio text (Skills Inventory), creating one or two paragraphs about your skills; these notes will be the basis for your Week 3 Discussion contributions. Note that the Assignments themselves are not formal, nor are they graded (other than in relation

**Unit/Week 7:**  
(Feb. 24 – 28)

Getting Feedback: Responding to and Revising Portfolios  
(Portfolio text Chapter 7)

\*Peer-review of [Interim Draft New Work](#) (see Forums)

**For Week 8:**

***Week 8 Discussion Topic assignment: Do Assignment 1 on page 79 of the Portfolio Text: Design Considerations and Contextualization for Discussion in Week 8.***

**Unit/Week 8:**

**DISCURSIVE/EXPOSITORY PROSE REVISION (15% of final grade) DUE Midnight Friday of WEEK 8: March 6<sup>th</sup>**

**For Units/Weeks 9/10:**

***(Weeks 9 and 10 Discussion) Post up your thoughts (and respond to those of others) on the question of the "main audience" (or audiences) for your Portfolio: i) who are you imagining will be reading/viewing your Portfolio, and ii) how is that definition of 'audience' influencing the appearance, structure, and contents?***

**Unit/Week 9:**

\*Peer Review of

**Final Portfolio is due. Deadline for submission is 11:55 p.m. on Friday April 3<sup>rd</sup> (last day of classes). 'Final submission' procedure will be communicated through Owl mail.**

**C P**

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Western has a comprehensive policy covering requests for accommodation by students who are not registered with Student Accessibility Services. All students should review this policy here, under the heading 'Accommodation for Illness – Undergraduate Students', noting the procedures, restrictions, and notice requirements:

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12)

In Writing courses, students covered by this policy who are seeking academic consideration must proceed as follows.

**Writing Studies' Basic Policy**

