

2111F: Writing in the World: Introduction to Professional Writing

Distance Studies: Section 652

Instructor: Professor Freeborn

Email: Please use OWL Message

Course Description and Objectives

This course aims to provide students with the skills and knowledge necessary to succeed in a professional writing career. The course covers a variety of writing genres, including business letters, reports, proposals, and resumes. Students will also learn how to research, organize, and edit their writing. The course is designed to be both challenging and rewarding, and to provide students with the tools they need to excel in their careers.

Course Requirements and Grade Allocations

Assignment #1: Negative message with positive emphasis **20%**
(up to 750 words)

words, do not try to submit an assignment twice, or in parts as two or more files. Also

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

“Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence.

“All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the 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 Western and Turnitin.com (<http://www.turnitin.com>

MEDICAL ACCOMMODATION POLICY

“The University recognizes that a student’s ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student’s overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.

“Documentation shall be submitted, as soon as possible, to the appropriate Dean’s office (the Office of the Dean of the student’s Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student’s file and will be held in confidence in accordance with the University’s Official Student Record Information Privacy Policy. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean’s Office in consultation with the student’s instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Academic accommodation shall be granted only where the documentation indicates that the onset, duration, and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. (Note—it will not be sufficient to provide documentation indicating simply that the student ‘was seen for a medical reason’ or ‘was ill’.)

“Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.”

Documentation from Family Physicians/Nurse Practitioners and Walk-In Clinics

A Western Student Medical Certificate (SMC) is required where a student is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. An SMC can be downloaded at

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

Documentation from Student Health Services

At the time of illness, students should make an appointment with a physician/nurse practitioner at Student Health Services. During this appointment, request a Student Medical Certificate from the Physician/Nurse Practitioner.

Documentation from Hospital Urgent Care Centres or Emergency Departments

Students should request that an SMC be filled out. Students may bring this form with them, or request alternative Emergency Department documentation. Documentation should be secured at the time of the initial visit to the Emergency Department. Where it is not possible for a student to have an SMC completed by the attending physician, the student must request documentation sufficient to demonstrate that their ability to meet their academic responsibilities was seriously affected.

Please note that individual instructors

Unit/Week Eight (November 7-13)

Visual rhetoric: visuals

: RLC, Chapter 4, “Communicating with Visuals”

Unit/Week Nine (November 14-20)

Cross-cultural communication

**: RLC, Chapter 7, “Communicating Across Cultures”
RLC, Chapter 11, pp. 372-85 (secondary research)**

Unit/Week Ten (November 21-27)

Research and writing (the right type of) reports

**: RLC, Chapter 11, “Researching and Writing Reports”
RLC, Chapter 12, “Creating the Right Type of Report”**

Unit/Week Eleven (November 28-December 4)

Employment Communications

: RLC, Chapter 11, “Researching and Writing Reports”
RLC, Chapter 12, “Creating the Right Type of Report”
