

2111G: Introduction to Professional Writing
Winter 2022

Section: 003

Time/Room: Wed. 9:30-12:30, UC 1220

Instructor: Dr. Tim Freeborn

Email: Please use OWL Message

Office: UC 1426

Office Hours: By appointment

- ! Assignment 2: Proposal with visual (up to 1200 words) 25%
- ! Assignment 3: Formal Report with visual (1200-1400 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. Your draft should be sufficiently complete (in my judgement) to allow you to obtain meaningful comment on it from one or more of your peers. I will ask you to show your draft in class, during the peer-review session. Failure to attend class with a sufficiently complete draft and/or to participate by reviewing at least one other student's draft 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).

Attendance Policies

Attendance at class is required to improve as a writer. Here is the Writing Studies attendance policy for 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 do not 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 for waiving an absence of one class meeting (e.g. if you've missed three hours, and need or want to attend 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 the Medical Accommodation Policy below.

Attendance also extends to tardiness. If you are more than 20 minutes late you will be penalized an hour of attendance. Please make every effort to be on time as late entry can disrupt the flow of discussion in our class. Early departures from class, which have not been previously arranged with the instructor, will also be counted as an absence. If you leave during the break, you will be docked an hour of attendance.

Note: a class meeting missed in order to write a test, exam, or other form of "make-up class" in another course will count as non-attendance, and attract penalties as defined above if applicable. Instructors at the University of Western Ontario shall not require a student to write a make-up test or similar at a time which conflicts with that student's other scheduled class times. If you are asked or "required" to do so, you should immediately contact an academic counsellor in your Dean's office. If you elect to miss class in order to write such a test, that is your choice; your absence will not be excused.

Email Policy

When you contact me using OWL Message, you can expect a response within twenty-four hours. email me using Outlook/Western email, you can expect a response within one week. If you email using a non-UWO account, you will not receive a response. If I foresee that I cannot respond to e within times listed above, I will post an announcement on OWL. Please keep in mind that you shc email to arrange appointments, to inform me that you will miss a class, and to ask relatively simpl questions (i.e., questions that I can answer in one or two sentences).

Assignment 1 draft due; peer review
Quiz 1: Parts of Speech

Week Five
Feb. 9 Good-News, Neutral, and Bad-News Messages
Rentz, Lentz, and Campagna, Chapters 8 and 9

Assignment 1 due

Week Six
Feb. 16 Persuasive Messages and Proposals
Rentz, Lentz, and Campagna, Chapter 10

READING WEEK: February 18-27

Week Seven
March 2 Document Design
Rentz, Lentz, and Campagna, Chapter 3

Week Eight
March 9 Visuals
Rentz, Lentz, and Campagna, Chapter 4

Assignment 2 draft due; peer review
Quiz 2: Punctuation

Week Nine
March 16 Communicating Across Cultures; Researching and Writing Reports
Rentz, Lentz, and Campagna, Chapters 7 and 11

Assignment 2 due
Quiz 3: Editing Exercise

Week Ten
March 23 Researching and Writing Reports
Rentz, Lentz, and Campagna, Chapters 11 and 12

Week Eleven Employment Communications