

Course Information

Department	Language, Literature, and Arts
Course Title	Writing for the Professions
Credit Hours	3
Prerequisite	ENGL 1302 or ENGL 2311
Department	Language, Literature, and Arts

Course Description

This course examines writing and communication in professional contexts. Students analyze and compose in workplace genres and examine the ways these genres fulfill audience expectations, communicate information verbally and visually, and function as responses to rhetorical situations common to the workplace.

Major Course Requirements

Reading Notes

For each reading assignment, students will take notes, highlight, and write down their comments, questions, and thoughts for use in discussion.

Report One: Specialization Report:

A project designed to help students learn more about the daily work processes for someone in their particular field of interest, including the types of communication and writing processes involved in that specialization. Students produce an outline, compose a rough draft, engage in peer review, and produce at least one revised draft of their project.

Report Two: Summary and Analysis Video

A project designed to help students learn more about particular types of documents commonly used in your specialization, as well as to give students practice recording videos in a professional context. Students produce an outline, compose a rough draft, engage in peer review, and produce at least one revised draft of their video.

Report Three: Interview Presentation

A project designed to help students learn directly from practitioners in the field about the communication and writing practices particular to their specialization. Students will conduct primary research in the form of interviews with an established professional in their field and then share what they learned with classmates in the form of a professional presentation during the last few weeks of class. Students compose an outline, engage in writing workshops to build their presentations, and present their reports to the class.

Ongoing Project: Writer's Portfolio

Students will use Digication to compose a digital writing portfolio to reflect on their work for the class.

Discussion Topics and Readings

	Readings
Week One: Course Introduction	Syllabus, Course Website, Assignments
Week Two: Professional Expectations	Introduction to Technical and Professional Communication
Week Three: Format and Style	HATS: A Design Procedure for Routine Business Documents , Stylistics , and Avoiding Plagiarism (complete the quiz)
Week Four: Rhetorical Awareness and Revision	Rhetorical Awareness and User-Centered Design (read each section) and Revision in Business Writing
Week Five: Tone in Professional Communication	Tone in Business Writing , Delivering a Bad News Message , and How to Give and Receive Compliments at Work
Week Six: Visual Rhetoric	Visual Rhetoric (read all sections) and Analyzing Visual Documents (read all sections)

Week Seven: Professional Ethics	Ethics of Professional Writing
Week Eight: Professional Ethics and GAI	The Ethics of AI Copywriting: Where Should We Draw the Line? and Helping students understand the biases in generative AI
Week Nine: Procrastination and Writing Anxiety	Procrastination and Writing Anxiety
Week Ten: Primary Research	Conducting Primary Research (read all sections)
Week Eleven: Effective Emails	Effective E-mail Communication and E-mailing Someone You've Never Met Before
Week Twelve: Death by PowerPoint	Death by PowerPoint (and how to fight it)
Week Thirteen: Writing Workshops	
Week Fourteen: Report 3 Presentations	
Week Fifteen: Report 3 Presentations	
Week Sixteen: Report 3 Presentations and Finals	