

## Course Information

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|---------------------|--------------------------------|
| <b>Department</b>   | Language, Literature, and Arts |
| <b>Course Title</b> | Writing for the Professions    |
| <b>Credit Hours</b> | 3                              |
| <b>Prerequisite</b> | ENGL 1302 or ENGL 2311         |
| <b>Department</b>   | 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.

### Student Learning Objectives

- Gain familiarity with the communication practices and expectations within our chosen professions and explain them to our peers
- Explore strategies for writing and communicating in professional contexts
- Analyze, critique, and compose common workplace documents and genres
- Collaborate with peers to analyze and address common workplace writing situations

### Required Materials

- Reliable access to a computer with a stable internet connection and a reliable office suite program
- Reliable access to digital recording software, such as a smartphone, webcam, etc.
- A notebook or other method of taking notes for completing Reading Notes.

# Assignments and Grading System

## Assignments

### 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.

## Grading System

The grading system used in this course is a variation of labor-based grading, where assignments are assessed using a points-based system for completion and how well students have met the requirements for each assignment. Written assignments will be evaluated on content, appropriate rhetorical choices for audience and format, and completeness. Evaluations of assignments will be keyed to expectations outlined on each assignment sheet and rubric.

The total possible points for each assignment are as follows:

| Assignment                       | Points Possible             |
|----------------------------------|-----------------------------|
| Course Acknowledgment            | 5                           |
| Reading Notes 1 – 11             | 5 each (55 total)           |
| Outlines for Reports 1-3         | 20 each (60 total)          |
| Rough Drafts for Reports 1 and 2 | 20 each (40 total)          |
| Final Drafts for Reports 1 and 2 | 20 each (40 total)          |
| Report 3: Interview Presentation | 35                          |
| E-portfolio and Reflection Essay | 35                          |
| Attendance                       | 29                          |
| Extra Credit                     | *                           |
| <b>Total</b>                     | <b>299* points possible</b> |

\* It is possible to earn more than the total points listed here by completing extra credit assignments.

## Course Schedule

|                                     | Readings                                                                                                                                                              |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week One: Course Introduction       | Syllabus, Course Website, Assignments                                                                                                                                 |
| Week Two: Professional Expectations | <a href="#">Introduction to Technical and Professional Communication</a>                                                                                              |
| Week Three: Format and Style        | <a href="#">HATS: A Design Procedure for Routine Business Documents</a> , <a href="#">Stylistics</a> , and <a href="#">Avoiding Plagiarism</a><br>(complete the quiz) |

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|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week Four: Rhetorical Awareness and Revision   | <a href="#">Rhetorical Awareness and User-Centered Design</a> (read each section) and <a href="#">Revision in Business Writing</a>                                                                                                                                                         |
| Week Five: Tone in Professional Communication  | <a href="#">Tone in Business Writing</a> , <a href="#">Delivering a Bad News Message</a> , and <a href="#">How to Give and Receive Compliments at Work</a>                                                                                                                                 |
| Week Six: Visual Rhetoric                      | <a href="#">Visual Rhetoric</a> (read all sections) and <a href="#">Analyzing Visual Documents</a> (read all sections)                                                                                                                                                                     |
| Week Seven: Professional Ethics                | <a href="#">Ethics of Professional Writing</a> , <a href="#">The Ethics of AI Copywriting: Where Should We Draw the Line?</a> and <a href="#">Helping students understand the biases in generative AI</a>                                                                                  |
| Week Eight: Accessibility                      | <a href="#">Accessibility Fundamentals Overview</a> (skim through these sections: <a href="#">Introduction</a> , <a href="#">It's About People</a> , <a href="#">Essential Components</a> , <a href="#">Accessibility Principles</a> )                                                     |
| Week Nine: Procrastination and Writing Anxiety | <a href="#">Procrastination</a> and <a href="#">Writing Anxiety</a>                                                                                                                                                                                                                        |
| Week Ten: Primary Research                     | <a href="#">Conducting Primary Research</a> (read all sections)                                                                                                                                                                                                                            |
| Week Eleven: Effective Emails                  | <a href="#">Effective E-mail Communication</a> and <a href="#">E-mailing Someone You've Never Met Before</a>                                                                                                                                                                               |
| Week Twelve: Preparing for Presentations       | <a href="#">Oral Presentations</a> (navigate through the menu on the left to read all sections: <a href="#">Introduction to Oral Presentations</a> , <a href="#">Presentation Structure</a> , <a href="#">Presentation Options and Design</a> , <a href="#">Presentation Preparation</a> ) |
| Week Thirteen: Writing Workshops               |                                                                                                                                                                                                                                                                                            |

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|-------------------------------------------------|--|
| Week Fourteen: Report 3 Presentations           |  |
| Week Fifteen: Report 3 Presentations            |  |
| Week Sixteen: Report 3 Presentations and Finals |  |