

# Department of English and Writing Studies

**WRITING 4998F/G – Distance Studies**  
**RE-VISIONING SELF: CREATING YOUR PROFESSIONAL PORTFOLIO**  
**Fall Term, 2017**

**Instructor:** Dr. Michael Arntfield ([marntfie@uwo.ca](mailto:marntfie@uwo.ca))  
Lawson Hall 3270. Ext. 88432  
**Office Hours:** Wednesdays 2:30-3:30pm & 5:30-6:30pm

**Required Text:** Smith, Herb and Kim Haines-Korn. *Portfolios for Technical and Professional Communicators*. New Jersey: Pearson Prentice Hall, 2007.

## **Course Objectives and Description**

**Professional Writing Portfolio**, 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, and of revision in particular, and you will apply these principles to your work.

Must display good grammar and organization.

Postings should not:

Contain disrespectful, insulting, or offensive language;  
Be excessively long or excessively short;  
Be written in all caps or lowercase;  
Use profanity, vulgar language, or inappropriate content;  
Use abbreviations, acronyms, or jargon that is not defined.

I will track your postings to the Discussion Forum, and your contribution (both as to quantity and quality) on a 10-point scale, ultimately arriving at a cumulative grade out of 100 that will constitute 10% of your final grade.

**Note:** Failure to meet the minimum posting requirements for **three weeks or more** may result in your final grade in the course being reduced by 10%.

## Evaluation

**NOTE: In this course all assignments will be in, and submitted in, electronic format (Word, pdf, or web-based). All assignments (except the final, complete Portfolio) must be in .pdf or Word (either .doc or .docx extension), to allow comments/editing etc. Zipped/compressed files, other formats are not acceptable. Submission links will be provided via OWL. Your final complete Portfolio may be in any accessible electronic format (Word, pdf, web-based) you choose.**

Your final grade in Writing 4998F/G will be arrived at as follows.

**Assignment 1 New Material: 30%** of your final grade will be based on an evaluation of a new essay (or equivalent project), approximately 2000 words that you will write during the term and submit (final version) as part of your Portfolio.

This portion of your grade will be allocated as follows:

**New Work -- Proposal:** write a brief (around 300-500 words) proposal in which you propose the general subject, specific topic, and thesis/plan of research (if applicable) for your new project. **(5%)**

**New Work -- Interim Draft:** write a provisional but complete draft of your new project and circulate this both to other members of the class and to me for. **(10%)**

**New Work -- Final:** submit the final version of your project in your Portfolio, at the end of the term. The project will be graded both on its own merits (**15%**), and as part of the PWP evaluation (see above).

**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

### Class Schedule

(Note: a 'week' in this course runs Monday to Friday; this term Week 1 is Monday, September 11 to Friday, September 15, 2017)

**Unit/Week 1:** [Ggpgtcn Ipvrtqfwevkqp; Ctgcvkpi c ÷Working Portfqnkqø](#)

*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*

(Portfolio text Chapter 5)

*'audience' influencing the appearance, structure, and contents?*

**Unit/Week 9:**      [Work on portfolios](#)

***For Week 10:***

***Work on Portfolios***

**Unit/Week 10:**      [Work on portfolios](#)

***For Week 11:***

***Prepare to submit Provisional Complete Portfolio***

**Unit/Week 11:**      [Work on portfolios](#)

same procedure when seeking academic accommodation on non-medical (i.e. non-medical compassionate or other) grounds.

Students seeking academic accommodation **on medical grounds** for any missed tests, exams, participation components and/or assignments **worth less than 10% of their final grade** must also apply to the Academic Counselling office of their home Faculty and provide documentation. Where in these circumstances the accommodation is being sought on **non-medical grounds**, students should consult in the first instance with their

The prerequisite for registration in this course is successful completion of at least two (2) half-courses in Writing at the 2200-level or above, or Special Permission of the department.