



Department of English and Writing Studies

WRITING 4998F – Distance Studies
RE-VISIONING SELF: CREATING YOUR PROFESSIONAL PORTFOLIO
Fall Term, 2018

Instructor: Dr. Michael Arntfield (marntfie@uwo.ca)
University College 2428. Ext. 88432
Office Hours: Tuesdays 1:30-2:30pm & 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

In this course you will create a ‘**Professional Writing Portfolio**,’ which will include both revised ude

Postings should not:

- Contain disrespectful, insulting, or offensive language;
- Be excessively long or excessively short;
- Be unrelated to the week's topic;
- Say things that do not contribute anything, e.g. "I agree with you" or "nice comment".

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

Note that 'attendance' as defined in this section is mandatory in this course. Failure to meet the minimum posting requirements for

Class Schedule

(Note: a 'week' in this course runs Monday to Friday; thus, this term Week 1 is Monday, September 10 to Friday, September 14, 2018)

Unit/Week 1: General Introduction; Creating a 'Working Portfolio'

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 some of the sample student portfolios on the 'Student Portfolio' page. Review a few of them, making brief notes on type, design, and content. These notes will be the basis for your **Week Two Discussion Topic contributions**.*

Unit/Week 2: Introduction to the 'Professional Writing Portfolio'; Creating a Portfolio Identity
(Portfolio text Chapters 1 and 2)

For Week 3:

***Week 3 Discussion Topic assignment:** Do Assignment 1 on page 29 of the Portfolio text (Skills Inventory), creating one or two paragraphs about your skills; these notes will be the basis for your Week 3 Discussion contributions. Note that the Assignments themselves are not formal, nor are they graded (other than in relation to your participation in this Discussion).*

Read Chapter 3 in the Portfolio text

Unit/Week 3: Portfolio Contents, Design, and Structure

Unit/Week 4:

The Electronic Portfolio
(Portfolio text Chapter 5)

For Week 6:

*Using Assignments 1 and 2 (Portfolios, pages 48-49) as a guide, post up your (still preliminary!) thoughts on the design, and (especially) the theme/metaphor for your portfolio, and a (provisional) table of contents (**Week 6 Discussion Topic assignment**)*

Students should also note that individual instructors are not permitted to receive medical documentation directly from a student, whether in support of an application for accommodation on medical grounds, or for other reasons (e.g. to explain an absence from