



Department of English and Writing Studies

**2111G: Introduction to Professional Writing (Winter 2019)**

**Section 003**

**Time/room: W 9:30am-12:30pm, UC-1220**

**Email: [dbarric@uwo.ca](mailto:dbarric@uwo.ca)**

**Office: UC-1425**





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 instructor, who may elect to make a decision on the request directly, or refer the student to the Academic Counselling office of their home Faculty.

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 class which may result in a grade penalty under an academic standing policy). All such documentation must be submitted to the Academic Counselling office of their home Faculty.

**“Students who are in emotional/mental distress should refer to MentalHealth@Western: <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.**

### **Special Requests: Special Examinations, Incomplete Standing, Aegrotat Standing**

Briefly, remember that I do not have the discretion to initiate, consider, or grant (or not) such requests; please refer to the Academic Counselling office for more information.

### **Scholastic Offences, including Plagiarism**

The University Senate requires the following statements, and Web site references, to appear on course outlines:

Specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy as above). Plagiarized assignments will be subject to the same consequences as those outlined in the Scholastic Offence Policy.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently between Western and Turnitin.com (<http://www.turnitin.com>)

This decision may not be appealed. You will receive no adjustment to your fees in the event that

**Schedule** (*subject to minor changes*)

- Week One**      **Introduction: Writing and Rhetoric in a Professional Context**  
Locker/Findlay, Chapters 1
- Week Two**      **Rhetoric: The Concept of Audience**  
Locker/Findlay, Chapter 2; “Toyota,” “Globe Airlines” (CasePack)
- Introduce Case and Diagnostic Paper: (Audience Analysis; up to 500 words/ungraded) due Week Three
- Week Three**    **Introduction to the Conventions/Grammar of Standard Written English; Writing Clearly**  
Locker/Findlay, Chapter 3 and Appendix ‘A’  
*Diagnostic Paper (Audience Analysis) due.*
- Week Four**    **Writing Informative, Positive and Negative Messages**  
Locker/Findlay, Chapters 7 and 8; “Cancer Society,” “Globe Airlines” (CasePack)  
*Quiz #1*
- Introduce Assignment #1: (Negative Message with positive emphasis; up to 1000 words/20%) due Week Six (draft due in-class Week Five)
- Week Five**    **Writing Informative, Positive and Negative Messages**  
Locker/Findlay, Chapters 7 and 8  
*Assignment #1 Draft due; peer review*
- Week Six**      **Document Design and Visuals**  
Locker/Findlay, Chapter 4; “Just Clean Your Hands,” CasePack  
*Assignment 1 (Negative Message with positive emphasis) Final draft due.*
- Introduce Case and Assignment #2: (Persuasive Message w/ visual; up to 1200 words/25%) due Week Nine (draft due in-

**Week Nine**     **Communicating Across Cultures Overview (Locker/Findlay, Chapter 5)**  
**Writing Proposals and Reports: Introduction to Assignment #4**  
**Locker/Findlay, Chapters 10, 11 and 12**

*Assignment 2 (Persuasive Message w/visual) Final draft due.*  
*Quiz #3*

**Week Ten**     **Writing Proposals and Reports**  
**Locker/Findlay, Chapters 10, 11 and 12**

**Week Eleven**     **Employment Communications Overview (Locker/Findlay, Chapter 13)**