

# Department of English and Writing Studies

WRITING 4998F/650 Distance Studies  
*RE-VISIONING SELF: CREATING YOUR PROFESSIONAL PORTFOLIO*

**Instructor:** Michael Fox  
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**Office hours:** By email; Zoom Wednesdays 10:00-12:00

**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 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.

Your aim is to create a Portfolio which, suitably modified to target specific audiences, will effectively represent, and potentially market, your abilities as a writer.

## Attendance/Participation

Obviously, we do not meet formally as a class in a Distance Studies course. Therefore, attendance and participation on the Discussion Forum are intertwined. While Distance Studies classes are generally asynchronous, they are not correspondence or self-paced. You must attend class (defined as logging into our OWL course section) and participate by introducing yourself and posting questions and thoughts during the first week and by discussing topic) **on at least three separate days** in subsequent weeks. This means at least three separate posts per week (a week is defined as running from Monday to Sunday) during weeks that have graded discussion, **at least one of which must be a reply/response to another student and at least one of which must be a new post.**

Postings on the Discussion Forum must have the following characteristics:

Must contribute something meaningful;  
Must support your opinion with sufficient reasons or evidence;  
Must display good grammar and organization.

Postings should not:

Contain disrespectful, insulting, or offensive language;  
Be excessively long or excessively short;

comment.

**Note**

**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 creative writing) writing, and revise/improve it for inclusion in your final Portfolio (this exercise will incorporate *\*peer review ó a comparative analysis of the original and revised versions*

*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*

**Week 3/Sept 21-25:** Portfolio Contents, Design, and Structure  
(Portfolio text Chapter 3)

***INTERIM DRAFT (10% of final grade) OF PGY 'Y QTM'FWG"  
Friday of Week 3 (September 25)***

*Read Chapters 4 and 5 in the Portfolio text*

**Week 4/Sept 28-  
Oct 2:** The Electronic Portfolio  
(Portfolio text Chapter 5)

***For Week 5:***

*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 5 Discussion Topic assignment).*

**Week 5/Oct 5-9:** Revising for Portfolio Quality  
(Portfolio text Chapter 4)

*Read Chapter 6 in the Portfolio text;*

**Week 6/Oct 13-16:** Legal and Ethical Issues Affecting Portfolios  
(Portfolio text Chapter 6)

***INTERIM DRAFT (10% of final grade) OF PGY 'Y QTM'FWG"  
Friday of WEEK 6 (October 16)***

***For Week 7:***

*Read Chapter 7 in the Portfolio text;*

**Week 7/Oct 19-23:** Getting Feedback: Responding to and Revising Portfolios  
(Portfolio text Chapter 7)

\*Peer-review of Interim Draft New Work (see Forums)

**For Week 8:**

## **General Course Policies**

### **Student Conduct**

This ought to go without saying, but please remember, especially as we conduct our conversations remotely and asynchronously, that *the use of racist or any language that works*

