

**2111G: Introduction to Professional Writing  
Fall/Winter 2022-2023**

**Section:** 003

**Time/Room:** Wednesdays,

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the flow of discussion in our class. Early departures from class, which have not been previously

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

For Western University policy on Consideration for Student Absence, see [Policy on Academic Consideration for Student Absences - Undergraduate Students in First Entry Programs](#)

and for the Student Medical Certificate (SMC), see:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

and may need to be completed in a subsequent year. Your instructor will provide you with further information as to how this applies within this course.  
Students who demonstrate a pattern of routinely missing coursework due to self-reported

and a violation of academic integrity guidelines. The instructor will pass these cases on to the Western University Ombudsperson or their Department Chair as appropriate.

### **CLASS MEETING SCHEDULE**

**Jan.-Apr. 2023: Wednesdays 9:30am-12:30pm, UC 1220**  
**\*Please Note that all Drafts Must be Hard Copies and are Due at the Start (within the First 20 Minutes) of Class\***

#### **Week One: Jan. 11**

Introduction; Workplace Communication  
Rentz, Lentz, and Campagna, Chapters 1 and 5 and Reference Chapter A

#### **Week Two: Jan. 18**

Audience, Purpose, and Medium  
Rentz, Lentz, and Campagna, Chapter 2

#### **Week Three: Jan. 25**

**-Assign: Assignment 2 (Unsolicited Internal Proposal; up to 1200 words/25%) (First Draft Due in Week Eight; Final Draft Due in Week Nine)**

**Week Seven: Feb. 22**

**Week Thirteen: Apr. 5**

**Due: Final Draft of Assignment #3**