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The Department of Language, Literature, and Writing

Writing for the Professions
ENGL 10315, 48 contact hours, 3 credit hours

5-Week Summer Session

Instructor: TBD
Email: TBD
Office Hours: By appointment

Statement of Commitment to Social Justice: The Department of Language, Literature, and Writing recognizes language and literacy as fundamental tools of cultural understanding and participation. Reading and writing are activities that require a purposeful engagement with the values and beliefs that underpin our identities, and which create and foster spaces for all individuals to participate in local and global communities, including those with which they may differ the most. We are committed to civil discourse and the well-being of all our students, faculty and staff. As such, we are committed to an educational environment—curricula, teaching and assessment methods, and support services—that promote understanding of diverse populations and individual difference.

Prerequisites: Eng112, Eng 115, or equivalent

Textbook and supplementary materials: The main texts for this class is Dias et al.'s *Worlds Apart: Acting and Writing in Academic and Workplace Settings*. There will also be other texts posted on the class website. This class requires a lot of reading, so make sure you are coming to class prepared to discuss the assigned readings.

Course description: Instruction and practice in the practical application of effective writing strategies for government, business and industry, including but not limited to reports, memos, causal analyses, mechanism descriptions, definitions, persuasive letters and feasibility studies.

Assessment methods: Completion of the outcomes and competencies will be determined through assessment of individual writing projects as described in Graded Course Requirements.

Instructional methods: This course will be delivered fully online, and all instructional methods and assessments outlined as follows will be adapted to this format on Canvas. This course will consist of reading discussions, small group work, in-class exercises, and short lectures.

Graded course requirements: Your final grade in this course will be based on the following:

Genre Analysis: 30%
Professional Genre: 45%
Informal writing and other homework: 10%
Participation: 15%



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Grading scale: NWMSU only awards full letter grades (no + or -). Final course grades will be reported according to this scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

Course outline/major topics studied: In Downs and Wardle's composition textbook *Writing about Writing*, they make the claim that if they were to try to teach someone how to write, the question would always need to be "how to write what? For what situation? For what audience?" The point they were making is that there is no universal standard of good writing. Writing always happens within a particular context and for a particular situation and audience. That is what makes a course like this one difficult to teach: I can't teach you to write for professional contexts because there are so many different genres and situations and workplace conventions that we could never cover them all. In addition, many of the genres you might need to write can really only be learned within the authentic context of their use. Therefore, in this class, I will not be giving you any sort of authoritative or (seemingly) universal rules for writing in workplaces. We will discuss some typical conventions of genres you might encounter in workplace setting, but the main goal is for you to gain a more accurate and complex conception of what writing is and how writing works within professional settings. In order to get to that goal, in this course we will read and discuss texts from rhetorical genre theory, text which specifically investigate the question of how written texts help mediate the daily activities within a workplace. In addition, as part of your written work for this class, you will investigate and write a detailed genre analysis of one professional genre that you might have to use in your future work. Our readings and discussions of these texts will help you be able to figure out what kind of writing is appropriate in each new situation for which you are asked to write. In addition, it will also help you understand when and how to transfer your academic writing skills and knowledge into workplace settings.

Projects: This course has two main writing assignments: a genre analysis and a professional genre. The genre analysis requires that you collect at least 3 examples of a professional genre and that you then analyze how that genre works within the workplace where it is used. The Professional genre then asks you to write your own example of that professional genre, attempting to effectively meet the purpose of that genre. You will receive more information about these assignments later.

Class Discussion: Class discussions provide opportunities for students to think critically about the topics of the course. Effective class discussions create a community in which students are willing to share their ideas and to accept constructive criticism from their peers. Class discussions allow you the opportunity to test your opinions, to re-think assumptions, and right misconceptions you may have. Please come to class prepared to talk about your thoughts on the assigned readings. You will be required to choose the readings and lead the discussion at least once.

Attendance: Students are expected to attend all classes as specified in the course syllabi for each course. It is your responsibility to promptly notify me when you are unable to attend class. Please refer to the university policy on attendance at <https://www.nwmissouri.edu/policies/academics/Attendance.pdf>

Late policy: Unless you have worked out a prior arrangement with me, all assignments are due by the date and time specified. I am generous with granted extensions IF they are asked for, but papers turned in late with no



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word to me will not be graded or even read. In case of extreme emergency, you may talk to me in person and we can work out a policy appropriate to your situation.

Code of Academic Integrity: The students, faculty, and staff at Northwest endeavor to sustain an environment that values honesty in academic work, that acknowledges the authorized aid provided by and intellectual contributions of others, and that enables equitable student evaluation. Please refer to Northwest Missouri State University's Academic Integrity Policy at <http://www.nwmissouri.edu/policies/academics/Academic-Integrity.pdf>

Department Statement on Academic Integrity

Academic integrity is central to our mission as a university and your success as a student, and it is expected that you will read and become familiar with the Code of Academic Integrity in the Undergraduate Academic Catalog and Northwest Student Handbook. Academic integrity entails treating the work of others ethically and ethically representing your own work.

Plagiarizing is only one way of not adhering to the code of academic integrity (your catalog details eight practices), but the Department of Language, Literature, and Writing would like you to be especially aware of the following definition of plagiarism:

Plagiarism is defined as using someone else's language or ideas as your own without appropriately crediting the source, or to such an extent that the writing is no longer representative of your own abilities.

If you are found guilty of not adhering to the code of academic integrity, one possible consequence is failure of the class.

Special accommodations policy: Northwest Missouri State University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 [ADA] and the ADA Amendments Act of 2008 [ADAAA]. If a student has a disability that qualifies under the ADA/ADAAA and requires accommodations, they should contact the Office for Equity and Accessibility for information on appropriate policies and procedures at 660.562.1639, or pjp@nwmissouri.edu / ADA@nwmissouri.edu. For the university policy on disability accommodation refer to <http://www.nwmissouri.edu/policies/student/Disability-Accommodation.pdf>

Non-discrimination and anti-harassment policy: Northwest Missouri State University is committed to maintaining an environment for all faculty, staff, students, and third parties that is free of illegal discrimination and harassment. Please refer to the Non-Discrimination and Anti-Harassment Policy at <http://www.nwmissouri.edu/diversity/titlevi.htm>

Family Education Rights and Privacy Act (FERPA) policy: Family Educational Rights and Privacy Act of 1974, as amended (commonly known as the Buckley Amendment), is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. Please refer to the Family Educational Rights and Privacy Act (FERPA) Policy at <http://www.nwmissouri.edu/policies/academics/Family-Educational-Rights-and-Privacy-Act.pdf>



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English 10315 Course Calendar

This schedule is tentative and may be changed if needed

Week 1:

Mon: Introductions, syllabus, canvas, course overview, etc.

Tues: Online and library research, evaluating sources

Wed: *World's Apart* chapter 1

Thurs: **TBA**

List of sources due by Saturday at midnight

Week 2:

Mon: How to write a summary

Tues: *World's Apart* chapter 5

Wed: **TBA**

Thurs: **Rough draft of summary due**, peer review

Summary of 1 source due by midnight

Week 3:

Mon: Genre analysis worksheet

Tues: *World's Apart* chapter 6

Wed: *World's Apart* chapter 7

Thurs: **Rough draft of genre analysis due**, peer review

Genre analysis due

Week 4:

Mon: *World's Apart* chapter 8

Tues: **TBA**

Wed: *World's Apart* chapter 9

Thurs: *World's Apart* chapter 10

First draft of Professional Genre due

Week 5:

Mon: *World's Apart* chapter 11

Tues: **TBA**

Wed: **Revision strategies**

Thurs: **Peer review of Professional Genre**

Final draft of your Professional Genre Due



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*Late work will not be accepted unless you have requested an extension. In an extreme emergency, you can talk to me in person and we will work out a solution appropriate to your situation.