

**[English 222-011 :: Intro to Professional Writing]  
[T/Th, 9:30-10:45 am, 048 Memorial Hall]**

**Instructor:** Dr. Meg McGuire

**Office:** 315 Memorial Hall

**Email:** mmcguire@UDel.edu

**Office Hours:** Tuesday, 1-2 pm, Thursday, 11am to 12 pm or by appointment

**[Required Texts]**

- All readings available on Canvas

**[Description]**

Welcome to Intro to Professional Writing! In this class you learn about professional writing careers, what kinds of writing professional writers do, and some of the core communication tools/proficiencies professional writers have. This class attempts to balance core theories that drive and shape the discipline with hands-on practice and exercises to help you develop an understanding of professional writing.

**[Learning Objectives]**

In this course you will learn about the concepts (theory) and the skills/proficiencies (practices) that you'll need to know as a professional communicator:

- how to assess your audience, purpose and context in evaluating, designing, writing, and presenting information for differing communicative situations.
- define major concepts that the foundation of professional writing.
- how to assess and produce different modes of communication for different rhetorical situations such as presentations, social media, visual communication and various print-based genres.
- how to work collaboratively.

**[Course Policies]**

**Attendance and Tardies:**

This course is designed to sequentially build on discussions, knowledge, and skills covered in our classroom meetings. For this reason, it is important that students are present in all classes and take an active role in discussions and class activities. Every day there will be a in-class assignment. If you miss a class, you will NOT be able to make the assignment up.

Students are also expected to arrive on time, to have completed any work, and to be ready to participate. Arriving late happens on occasion. Arriving late habitually is disrespectful, distracting, and unprofessional. **Each tardy after three will result in your grade being lowered by 10 points.** If you miss an in-class assignment because you are late, you will NOT be able to make it up. You should keep track of your own tardies and absences. **If you**

are frequently late or absent, be sure to note the drop date and drop the class ASAP because you will not pass.

**Extenuating Circumstances:**

However, if you become seriously ill, have a family emergency, or otherwise experience other extenuating circumstances during the semester **that constitute a legitimate reason for missing classes** or falling behind in the course, **you should also contact the Dean of your College right away.** This office can assist you in notifying faculty and in validating your situation. You will need this validation to make up missed class work and assignments. And then contact me.

**Late Work:**

I do not accept late work. Assignments should be turned in on the date they are due. However, I do realize that life happens and that sometimes life gets in the way of assignments. If this does happen, please let me know **as soon as possible** and we can work something out.

**Technology:**

If you own a laptop, I encourage you to bring it to class as I will often allocate class time for working on assignments. However, I will expect you to use your laptop like a professional who understands how to appropriately multi-task.

**[Course Projects and Grade Breakdown]**

Major assignments will include instructions and explanations of grading expectations for each project.

**Participation (50 points):**

I require you to be an active participant in this class. This class is successful only if everyone takes an active role in it. All students are expected to conduct themselves professionally in the class and to treat the professor and other students with respect at all times. I expect you to be physically and mentally ‘present’—listen, contribute, and otherwise engaged.

Therefore you will be graded on your participation. Below is a breakdown of how I grade participation:

- **45-50 points (A Participation)** – has done the reading and is prepared to discuss in class. Contributes to conversations every class period. Asks meaningful questions (in class or via email). Completes all in-class or out of class activities. Acts courteous to professors and classmates. Not distracted by technology.
- **40-44 points (B Participation)** – has done reading and is prepared to discuss in class. Contributes to conversations almost every class period. Asks meaningful questions at given moments. Completes most in-class or out of class activities. Acts courteous to professors and classmates. Not distracted by technology.
- **35-39 points (C Participation)** – has glanced at reading, is not very prepared to discuss in class. Contributes to conversations occasionally. Able to ask questions if put on spot. Completes some in-class or out of class activities. Occasionally acts courteous to professors and classmates. Somewhat distracted by technology.

- **34-30 points (D Participation)** – has not done reading. Contributes to conversations a few times a semester. Never asks questions. Completes a few in-class or out of class activities. Is not courteous in class. Distracted by technology.

**0-29 points (F Participation)** – never does readings. Never contributes to conversations. Never asks questions. Does not complete any in-class or out of class activities. Is not courteous in class. Always on technology.

Texting or carrying on a side conversation, surfing the net or checking FB instead of working is not acceptable in this class. **You will lose points from your participation grade for the following:** texting in class, using your phone for any reason, using a laptop for reasons other than note taking, doing homework for another class, doing anything that distracts from the culture of respect and professionalism that a class such as this requires.

#### **Daily Activities (200 points)**

Everyday there will be an in-class activity that will be graded for various amounts of points. If you miss a daily activity, either by being absent or late, you will NOT be able to make it up.

#### **Resume and Cover Letter (150 points)**

#### **Professional Writing Topic Pecha Kucha Presentation (100)**

#### **Group Rhetorical Analysis (150)**

#### **Infographic (100 points)**

#### **Special Guest Presentation Memo (50 points)**

#### **E-portfolio (150 points)**

#### **[University Writing Center]**

The Writing Center in 016 Memorial provides free one-on-one instruction to students who have writing assignments in this or any course. You may make an appointment by visiting the Center's Web Site: [www.cas.udel.edu/writing-center](http://www.cas.udel.edu/writing-center). (The telephone number is 831-1168.)

#### **[Americans with Disabilities Act (ADA)]**

If you have a documented disability and anticipate needing accommodations in this course, please meet with me in the first or second week of the semester. Any student who may require an accommodation should contact me as soon as you become aware of your circumstances.

#### **[Academic Misconduct/ Plagiarism]**

The University of Delaware protects the rights of all students by insisting that individual

students act with integrity. Accordingly, the University severely penalizes plagiarism and other forms of academic dishonesty. Unethical or plagiarized work will receive a zero and may result in failure of the course. I will also report any serious breach of ethics to the Dean of your College.

**[Title IX Statement]**

If, at any time during this course, I happen to be made aware that a student may have been the victim of sexual misconduct (including sexual harassment, sexual violence, domestic/dating violence, or stalking), I am obligated by federal law to inform the university's Title IX Coordinator.

The university needs to know information about such incidents to, not only offer resources, but to ensure a safe campus environment. The Title IX Coordinator will decide if the incident should be examined further. If such a situation is disclosed to me in class, in a paper assignment, or in office hours, I promise to protect your privacy. I will not disclose the incident to anyone but the Title IX Coordinator.

**[Course Evaluation]**

A final expectation of the course is for you to complete the on-line student evaluation. This survey will be available for you to complete during the last two weeks of the semester. Apart from being an expectation of the course, your evaluation provides valuable information to me and to the Department.

[Schedule]

*\* This is not set in stone. Dates and activities may change.\**

Week	Activities/Readings	Major Assignments
February 7-9	<p>Introduction to Class/Professional Writing/Rhetorical Situation</p> <p>Read “What Are the Boundaries, Artifacts, and Identities of Technical Communication?” and “What to do with a BA in English”</p>	<p>Introduce Pecha Kucha</p>
February 14-16	<p>Read “What Do Technical Communicators Need to Know about Genre?”</p> <p>Job Materials</p>	<p>Introduce Resume and Cover Letter Assignment</p>
February 21-23	<p>Visual Communication: Principles of Design <i>NDDB</i></p> <p>Resume and Cover Letter Peer Review</p>	<p>Pecha Kuchas begin</p>
February 28-March 2	<p>Read “Infographic”</p>	<p>Pecha Kuchas</p> <p>Resume and cover letter due</p> <p>Introduce Infographic Assignment</p>
March 7-9	<p>Read “How Can Rhetoric Theory Inform the Practice of Technical Communication?”</p> <p>Read “What Do Technical Communicators Need to Know about Collaboration?”</p>	<p>Pecha Kucha</p> <p>Introduce Rhetorical Analysis</p>
March 14-16	<p>Archives day</p> <p>Work Day – no class</p>	<p>Infographic due</p>

March 21-23	Analysis work day	
March 27-March 30	SPRING BREAK!	