ENGL 379; Introduction to Professional Writing
Syllabus Fall 2013
Jess Ouellette

class: T/Th 9:30 AM – 10:45 AM, Bartlett 219
office hours: Bartlett 276 / T/Th 11 a.m. – 12 p.m.
and by appointment / jouellette@english.umass.edu

required texts:

Toomey, David and Jessica Ouellette. ENGL 379; Introduction to Professional Writing Course Packet. 2009.

web resources:

The main page of ENGL 379 Introduction to Professional Writing is here:

http://www-unix.oit.umass.edu/~pwtc/tw/

It features links to the online versions of assignments, useful because they are linked to examples. It also features an online textbook.

course requirements:

Course assignments will consist of three short written assignments averaging five pages each, participation in an oral presentation of a scientific, medical and/or technical controversy, and a twenty-five page formal grant proposal.

Homework (assigned periodically) and class participation = 10%
Three short written assignments and oral presentation = 16% each
Twenty-five page formal proposal = 25%

Professional communicators often work in teams; accordingly, this course will require some collaboration. Grades for two assignments (Assignment #2 LIBRARY RESEARCH EXERCISE and Assignment #4: PRESENTATION ON A SCIENTIFIC, MEDICAL AND/OR TECHNICAL CONTROVERSY) will be shared.

You should be familiar with the assigned readings or website links by the date at which they appear on the calendar. Participation in class and in-class writing assignments will be expected, and especially constructive and enthusiastic participation may raise a final grade by several points.

late papers

Deadlines are important in the professional world; they will be regarded as important in this class. Please notify me at least one class day in advance that you will be late with an assignment. You will not be penalized for the first late paper. Each subsequent late paper lowers your final grade half a letter grade (e.g., from B to B-).
**attendance and classroom policies**

The classroom is an intellectual community, and your participation in that community is necessary to its well-being. Accordingly, students are expected to be on time and prepared for all class meetings with all assigned work completed. If you miss more than two meetings without sufficient cause, your final grade will be lowered by half a letter grade (e.g., from B to B-). Please turn off cell phones, PDAs and other electronic devices before class begins. Laptops will remain closed during lectures and discussions, but may be used during small group work.

**academic honesty**

Ethical behavior is a hallmark of professional and technical writing. All students are expected to abide by the University’s Academic Honesty Policy at [http://www.umass.edu/dean_students/codeofconduct/acadhonesty/](http://www.umass.edu/dean_students/codeofconduct/acadhonesty/).

**learning accommodations**

Please let me know if any accommodations need to be made for a documented learning disability. See UMass Disability Services website at [http://www.umass.edu/disability/](http://www.umass.edu/disability/) for more info.
ENGL 379: Introduction to Professional Writing

Course Calendar

September

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<td>T 3</td>
<td>class: introduction to the Professional Writing and Technical Communication program, the Nonfiction Writing specialization; what is professional and technical writing?</td>
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| Th 5 | prep: 1) familiarize yourself with class website and bookmark it: [http://www-unix.oit.umass.edu/~pwtc/tw/](http://www-unix.oit.umass.edu/~pwtc/tw/); 2) read “The Technical Writing Process Today” (moodle)  
 class: discussion of reading; review of different types of writing within the purview of the course: technical writing, science writing, medical writing, general non-fiction writing, and writing outside the purview of the course (business writing, journalism, and memoir) |
| T 10 | prep: read “Letters and Memos” (moodle)  
 class: correspondence (memos, email and formal letters); cover letters; how to read a job ad |
| Th 12 | prep: 1) look at resumes of last year's class at: [http://www-unix.oit.umass.edu/~pwtc/software/](http://www-unix.oit.umass.edu/~pwtc/software/); 2) print out two resumes on which you might model your own  
 class: resumes  
(Monday September 16 -- last day to drop with no record.) |
| T 17 | prep: none  
 class: the job application process: references, portfolios, and interviews |
| Th 19 | prep: draft of cover letter and resume due  
 class: in-class workshop of cover letter and resume; introduction to advance editing (sentence workshop) |
| T 24 | prep: 1) short assignment #1: COVER LETTER and RESUME due with reflective memo; 2) read “Is Google Making Us Stupid” (moodle)  
 class: discussion of reading and the research process |
| Th 26 | prep: read “Researching and Managing Information” (moodle)  
 class: discussion of reading; in-class exercise |

October

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| T 1  | prep: review UMass Library website: [http://www.library.umass.edu/](http://www.library.umass.edu/)  
 class: introduction to research strategies and materials |
| Th 3 | prep: none  
 class: research exercise; class meets in DuBois Library Learning Commons |
| T 8  | class: research exercise; class meets in DuBois Library Learning Commons |
| Th 10 | class: research exercise; class meets in DuBois Library Learning Commons |
T 15  (no class meeting – Monday schedule)

Th 17  prep: short assignment #2 -- LIBRARY RESEARCH ASSIGNMENT due with reflective memo  
class: review and discussion of research answers; introduction to FORMAL GRANT PROPOSAL  

(Mid-Semester Date: Last day to Drop with 'W' - Undergraduate, Stockbridge, Continuing Education)

T 22  prep: none  
class: introduction to FORMAL GRANT PROPOSAL cont’d, introductions to foundations, nonprofits, formal grant proposals and the grant-seeking process; introduction to FEASIBILITY STUDY assignment

Th 24  prep: 1) look at FORMAL GRANT PROPOSAL page on course website; 2) reading TBA  
class: guest speaker

T 29  prep: be prepared to present three ideas for grant proposals  
class: presentation and discussion of ideas for grant proposals

Th 31  prep: reading TBA  
class: presentation and discussion of ideas for grant proposals cont’d.; types of reports; large document format (tables of contents, organization, placement of visuals, charts and graphs); discussion of reading

November

T 5  prep: none  
class: group brainstorming of scientific, medical and/or technical controversies; controversy topics and teams are chosen

Th 7  prep: reading TBA  
class: discuss reading; research day for controversy presentation teams

T 12  prep: none  
class: PRESENTATION ON A SCIENTIFIC, MEDICAL AND/OR TECHNICAL CONTROVERSY #1

Th 14  prep: short assignment #3: FEASIBILITY STUDY due with reflective memo  
class: PRESENTATION ON A SCIENTIFIC, MEDICAL AND/OR TECHNICAL CONTROVERSY #2

T 19  prep: none  
class: PRESENTATION ON A SCIENTIFIC, MEDICAL AND/OR TECHNICAL CONTROVERSY #3

Th 21  prep: none  
class: PRESENTATION ON A SCIENTIFIC, MEDICAL AND/OR TECHNICAL CONTROVERSY #4
Tu  26  prep: none  
class: PRESENTATION ON A SCIENTIFIC, MEDICAL AND/OR TECHNICAL CONTROVERSY #5

Thanksgiving Recess

December

T   3  prep: none  
class: students make informal (verbal) progress reports of FORMAL GRANT PROPOSAL

Th  5  prep: students bring to class drafts of FORMAL GRANT PROPOSAL  
class: workshop FORMAL GRANT PROPOSAL; conclusions; evaluations.

Students wishing to submit a first draft of FORMAL GRANT PROPOSAL may do so on this date. I will return it with comments by Monday December 10. NB: Submission of the draft is entirely optional; it will not be graded.)

W   11  FORMAL GRANT PROPOSAL due at 4 PM in my mailbox on fourth floor of Bartlett Hall