

	<p>School of Arts & Science ENGLISH DEPARTMENT</p> <p>ENGL 175-001</p> <p>Professional Writing for Community Services</p> <p>Winter 2013</p>
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COURSE OUTLINE

1. Instructor Information

(a)	Instructor:	Brenda Proctor
(b)	Office Hours:	Wednesdays 10:00-11:00am
(c)	Location:	Paul 337
(d)	Email:	proctorb@camosun.bc.ca

2. Intended Learning Outcomes

Upon completion of this course a student will be able to:

1. Writing

- Analyse audience and purpose to produce high-quality documents, using correct formats and documentation.
- Use professional writing skills effectively to produce work-related documents such as incident and progress reports, funding and service proposals, charts, case notes, objective assessments, summaries, client interaction notes, interview transcripts, business letters, memos, and emails.
- Produce objective, active writing as is appropriate for reports.
- Design documents for readability by employing well constructed paragraphs, bullets, headings, tables, charts or graphs, effective spacing and layout.
- Employ numbers, units, equations, acronyms and abbreviations correctly in documents, adhering to standard conventions.
- Produce clear, complete, credible, and concise writing and reporting.

2. Reading

- Analyse audience and purpose of a variety of readings.
- Summarize readings to reflect coherently the original's ideas, purpose, organization, and tone.
- Analyze readings to understand and explore meaning and purpose.
- Critically read their own and others' writing.
- Critically review research materials and critique evidence-based practice.

3. Professionalism

- Analyse the needs of various audiences (professional and lay) and use vocabulary appropriate for the intended audience.
- Edit and proof their own and others' writing.
- Use workplace formats and structures appropriately including understanding the difference between informal and formal reports.
- Identify legal and ethical issues in respect to written documentation.
- Conduct effective research and apply standard methods of APA documentation.

3. Required Texts and Supplies

- (a) Texts: *Report Writing for the Community Services* by Diana McAleer.

4. Course Content and Schedule

See attachment

5. Assignments and Evaluation

- Progress Report (10%) –using note taking skills and narrative and descriptive writing
- Text Analysis (x4) (20%) –summarizing 4 different texts –this is for the reading analytically outcomes and in preparation for the research report
- Interview Report (20%) –using interviewing skills and narrative note taking skills
- Research Report (30%) –research on a topic of interest to the student –uses research, reporting, academic writing, APA and professional formatting skills as well as editing skills
- Participation, Attendance and in-class exercises (20%) – this will capture all the in-class exercises we do as well as the reflections on your readings

6. Grading System

A+	90-100%	B-	70-72
A	85-89	C+	65-69
A-	80-84	C	60-64
B+	77-79	D	50-59
B	73-76	F	Below 50

7. Important Notes

- Because this course emphasizes student participation and discussion, it is essential that all students complete **all** the readings ahead of class and turn off any electronic devices for the duration of class.
- Students with more than 2 undocumented absences will lose 5% of the participation grade. Students who are absent for an in-class essay will receive zero. Late assignments will not receive comments, and will receive a 5% deduction per day in marks, unless by prior agreement.
- Write your own papers! Plagiarism is an academic offence that the college takes very seriously. Please see the “red handout” for a detailed discussion of this issue. Papers with any form of plagiarism will receive zero.
- The College provides many services, including a Writing Centre and a Language Help Centre. See Student Services, the College Calendar, or www.camosun.ca for details.
- Students are responsible for knowing the Student Conduct Policy. Copies of this document are available at Student Services, the School Administration Office, or www.camosun.ca