School of Arts & Science **ENGLISH DEPARTMENT** **ENGL 175-X02** **Professional Writing for Community Services** **Winter 2014**	

COURSE OUTLINE

The course description is online @ http://camosun.ca/learn/calendar/current/web/anth.html

Ω   *Please note: the College electronically stores this outline for five (5) years only.*
*It is **strongly recommended** you keep a copy of this outline with your academic records.*
You will need this outline for any future application/s for transfer credit/s to other colleges/universities.

1.   Instructor Information

(a)	Instructor:	Brenda Proctor		
(b)	Office Hours:	Mondays 2:30-4:30		
(c)	Location:	Paul 337		
(d)	Phone:	370-3354	Alternative Phone:	
(e)	Email:	proctorb@camosun.bc.ca		
(f)	Website:	https://online.camosun.ca		

Email is the best way to get in touch with me, but email accounts can be unreliable. If I don't respond within 48 hours on weekdays, please email again.

2.   Intended Learning Outcomes

Upon completion of this course the 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 correct 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 Materials

(a) Text: *Report Writing for the Community Services* by Diana McAleer

Recommended text:
Hacker, D. *A Pocket Manual of Style*. 6th Ed.

4. Course Content and Schedule
Tuesdays 5:00pm-6:50pm Wilma Thomas 226
Thursdays 5:00pm-6:50pm Lab Ewing 115

5. Basis of Student Assessment (Weighting)

- **Progress Report (10%)** —using note taking skills and narrative and descriptive writing
- **Text Analysis (x4) (20%)** —this is for the reading analytically outcomes and in preparation for the research report. May be take home or in-class writing.
- **Interview Report (15%)** —using interviewing skills and narrative note taking skills
- **Resume (5%)** —using formatting, letter writing, editing and other professional writing skills
- **Annotated bibliography (5%)**—using summary and APA skills in preparation for the research report
- **Research Report (20%)** —using research, reporting, academic writing, APA and professional formatting skills as well as editing skills
- **Presentations on research report topic (10%)** —using professionalism, analyse the needs of your audience and present your research report findings using appropriate vocabulary and visual aids
- **Participation, attendance, homework and in-class exercises (15%)** —this will capture all the other exercises we do

6. Grading System

Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at **camosun.ca** for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	*Incomplete*: A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	*In progress*: A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. *(For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)*
CW	*Compulsory Withdrawal:* A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning.
This information is available in the College calendar, at Student Services, or the College web site at
camosun.ca.

STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**.
It is the student's responsibility to become familiar with the content of this policy.
The policy is available in each School Administration Office, at Student Services,
and the College web site in the Policy Section.

- 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

Tips for Success in English 175

1. Be punctual and prepared for class: both your physical and your intellectual presence are essential. We are cultivating a community of readers and thinkers who can learn from each other, so substantial sections of our class time will be given to discussion. Learning to articulate your perspective on, response to, and questions about the day's material will a) enrich the class members' understanding of the topics, and b) enrich your ability to express yourself clearly in the written assignments. Use active reading strategies for each text we take up, and note your reactions to the readings in the margins of the text or on a separate sheet of paper. These notes will be especially useful for shyer students who are building up confidence, as they will have a record of questions or ideas they can contribute to class discussion.

2. Write your assignments in stages: Even professional writers produce work in several drafts**.** Writing is a craft that requires attention to detail and refining. At a minimum, students should include brainstorming, outlining, drafting, and revising in their writing process, and revisions should take about the same amount of time as the draft, especially for more formal assignments.

3. Submit assignments with correct APA format and documentation: Avoid handing in assignments that contain good material, but that look like first drafts. Formatting guidelines are finicky, but mastering them is not difficult. Correct format adds credibility to your work by establishing your professionalism, and it also helps readers make sense of your writing. Read over the assignment carefully, making sure you understand what you are being asked to write about and how you are being asked to present it. If you have questions about an assignment...

4. Make use of my office hours: Some of the best learning over the semester happens in one-on-one conversations about your work. This is particularly useful after you have an outline (including thesis if relevant, topic sentences, and quotations from the texts you intend to use to develop your ideas). Consultation is also useful after assignments have been graded and returned: the best way to improve for the next assignment is to make sure you understand how to avoid the difficulties in the current assignment.

5. Make a reliable friend in class: You are responsible for catching up on any missed classes. If you are absent, find a student to borrow notes from. Handouts or Power Points may also be available on D2L to complement your colleague's summary of the lecture and class discussion. By all means come and see me in office hours if you are caught in extenuating circumstances that prevent you from attending a class or if you need help understanding any material you have missed.