HSS Elective
Professional Writing

TOPIC BOOK
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Professional Writing
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Course Information

	Instructor: Professor Robyn Najar
	Office: Jiang'an South Campus N426
Credit hours: 3	Email: robyn.najar@scupi.cn
	Telephone (Main Office): 28-6259-6919
	Office hours: 60 minutes prior to class AND by appointment
Room: See your schedule	Prerequisites: ENGCMP152 & ENGCMP200

In order to minimize distractions during class sessions please turn OFF mobile phones during teaching sessions.

Reference Materials

Dollahite, N. E., & Haun, J. (2012). *Sourcework*: *Academic writing from sources (2nd ed.).* Boston MA: Heinle Cengage Learning. *(SW)*

Hacker, D., & Sommers, N. (2015). *A writer's reference (8th ed.).* Boston MA: Bedford/St. Martin's. *(WR)*

Najar, R., & Riley, L. (2013). *Developing academic writing skills (2nd ed.).* Tokyo: Macmillian Languagehouse Ltd. *(DAWS)*

Booth, W. C., Colomb, G. G., Williams, J. M., Bizup, J., & FitzGerald, W. T. (2016). *The craft of research (4th ed.).* Chicago IL: University of Chicago Press. (*CR*) http://lccn.loc.gov/2016000143

Course Description

Professional Writing provides students with preparation for writing in professional contexts, including a foundation in rhetoric, composition, and style. Students will engage in planning, drafting, editing, and revising their writing with attention to audience, purpose, and genre. Students will also receive training in critical reading for specific purposes. Students will use creative and critical thinking skills such that their writing will serve as a mode of communication, persuasion, and problem solving that will in turn develop students' analytical and argumentative skills to achieve academic, professional, and personal goals. The course will allow students to identify their individual writing processes, to work collaboratively, and to use multi-modal forms of expression. To this end students will write compositions, feedback reports, self-reflections, and routine communications that may include written, oral, visual, and electronic components.

Students enrolled in Written Professional Communication will be encouraged to attend the Writing Center for writing and ESL language support.

Student Learning Outcomes (SLOs)

With successful completion of this course, students will be able to:

1. Produce professional writing with appropriate tone, style, content, organization, format, and diction that match the necessary purpose, audience, and genre
2. Understand and employ strategies for writing as a process, including planning, drafting, revising, and editing
3. Work collaboratively on writing projects, using writing to organize, plan, report, and give feedback
4. Employ critical reading and listening strategies in situations and provide appropriate responses through oral, written, visual, and electronic communication
5. Understand and employ rhetorical concepts necessary for sound reasoning and argumentation

Course Objectives

In this course students will complete the following:

*ASSIGNMENT 1 Proposal SLOs: 1, 2, 3, 5	1-2 pages, 350 words (Minimum one visit to the writing center)	20%
ASSIGNMENT 2 Poster Presentation SLOs: 1, 3, 4, 5	Each student will give one final in-class presentation, which may include written, oral, visual components.	10%
*ASSIGNMENT 3 Final Project SLOs: 1, 2, 3, 5	To be negotiated (Minimum one visit to the writing center)	40%
ASSIGNMENT 4 Participation in class activities; HW; class discussion; routine writing; preparedness for lessons. SLOs: 1, 2, 3, 4, 5	This will include in class activities; HW; class discussion; routine writing; preparedness for lessons. This will be graded holistically.	30%
*To pass these assignments, students must affix Writing Center Visit Forms and feedback materials with final drafts. Failure to include these materials may result in deductions or even failure based upon the assignment.		

HSS ELECTIVE: PROFESSIONAL WRITING

SYLLABUS

Remember to ALWAYS bring your laptop/tablet/iPad to class charged and ready to use.

Lesson	Topic	Pre-reading: **before lesson**	Assignments due: **bring to lesson** *(paper & electronic copies)*
1	Introductions Topic requirements & assessment Group work: Class Code of Conduct Professional writing in Engineering	BB Content LESSON 1 BB Information: Topic Book BB Information: Using the Forum	

Homework 1
  1. Post FORUM HW 1.1 Make one question on Topic Book information
  2. Find two different examples of types of professional writing in Engineering. Bring hardcopies to class.
  3. Forum HW 1.2 Record a citation for each example. Post to BB Discussion Forum HW 1.2 CITATIONS FOR EXAMPLES. Use MLA style.			

2	Choosing a project Citation Professional writing in Engineering projects Proposal format and title for project	BB Content LESSON 2	

Homework 2
  1. Choose the type and title of Professional writing for Engineering you want to do this semester. Post before 12 midnight the night before next class.
  2. Find examples of your project type.			

Lesson	Topic	Pre-reading: before lesson	Assignments due: bring to lesson (paper & electronic copies)
3	**Introduce ASSIGNMENT 1 Proposal** Outlines Reading	BB Content LESSON 3	
Homework 3 1. Make a formal Outline for your project. Post before 12 midnight the night before next class.			
4	Mechanics	BB Content LESSON 4	

Homework 4
   1. Revise the Outline for your project
   2. Draft of your project proposal			

5	Professional Writing	BB Content LESSON 5	

Homework 5
   1. Continue working on your proposal
   2. ASSIGNMENT 1 Proposal due next lesson			

6	Professional Writing	BB Content LESSON 6	**ASSIGNMENT 1 Proposal**
Homework 6 1. Continue working on your project draft			
7	**Introduce ASSIGNMENT 2 Poster Presentation**	BB Content LESSON 7	

Lesson	Topic	Pre-reading: before lesson	Assignments due: bring to lesson (paper & electronic copies)
	Presenting your work		

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Homework 7

1. Make an Outline for your presentation. Post before 12 midnight the night before class.

2. Continue working on your project draft

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Lesson	Topic	Pre-reading: before lesson	Assignments due
8	Speaking	BB Content LESSON 8	

Homework 8

1. **ASSIGNMENT 2 Poster Presentation outline due next lesson**

Lesson	Topic	Pre-reading	Assignments due
9	Writing Workshop	BB Content LESSON 9	**ASSIGNMENT 2** **Poster Presentation**

Homework 9

Interviews for feedback on **ASSIGNMENT 2**

Lesson	Topic	Pre-reading	Assignments due
10	Writing Workshop Proofreading & editing	BB Content LESSON 10	ASSIGNMENT 2 Poster Presentation

Homework 10

1. Revise your project draft
2. **ASSIGNMENT 3 Final Project due next lesson**

Lesson	Topic	Pre-reading	Assignments due
11	Writing Workshop Proofreading & editing	BB Content LESSON 11	ASSIGNMENT 2 Poster Presentation **ASSIGNMENT 3** **Final paper**

Lesson	Topic	Pre-reading: **before lesson**	Assignments due: **bring to lesson (paper & electronic copies)**
Homework 11 1. Revise your project draft 2. **ASSIGNMENT 3 Final Project due next lesson**			
12	Review SETS	BB Content LESSON 12	
Thank you for your hard work and cooperation ☺			

ATTENDANCE

Attendance at the scheduled class time and day is compulsory. It is expected that students will have completed the set tasks for each class and bring hard copies of work to the lessons. Any student who misses more than **three (3)** classes in a semester will be deemed to have NOT completed this topic and will fail. All absences require a medical certificate or evidence of exceptional circumstances **in writing** (WeChat ok). Attendance is required; a class attendance roll will be kept.

PUNCTUALITY

Arriving to class on time is a vital component in this topic. Students arriving at class after the set time will be recorded as 'tardy' and three (3) late arrivals to class will equal one (1) absence. Any student coming to class 15 or more minutes late will be recorded as absent.

PARTICIPATION

Satisfactory participation in classes is a prerequisite for passing the topic. Students are expected to take part in all classes, including individual and group activities. If, for an approved reason, you cannot attend your class, you should consult the lesson notes posted on WeChat and arrange with your instructor to independently make-up the work missed. If possible, please inform your monitor and/or instructor in advance if you will be absent.

Students should contribute constructively to class discussion and demonstrate they can apply the learning in the lessons. This is more than attendance, though that obviously matters. Thirty per cent (30%) of your mark is based on completing required work and active participation each class. Completing required work and bringing/presenting it in class is essential to participation. In addition, class discussion is a vital part of learning, particularly when it involves giving feedback on a

fellow student's work. In addition, evidence of team and group work is a necessary component of the work in this topic. Do your best!

In order to minimize distractions during class sessions please turn OFF mobile phones.

Student Use of Electronic Technology Policy:
Students must not use electronic technology (including cell phones, laptops, tablets, and iPads) inappropriately during classes. Out of respect, cell phones should be turned off or on silent and stored in your bag. They should not be used during classroom activities unless the instructor has given permission. Electronic devices are forbidden during quizzes, tests or other in-class graded assignments, unless the instructor has given permission.

Technology use in this class is meant to improve the learning environment for all students. Please be respectful of your instructor and classmates and use the technology appropriately. If you have questions about what this means, please talk to your individual instructor.

Recording:
To ensure the free and open discussion of ideas, students may NOT record classroom lectures, discussions, and/or activities without the advance written permission of the instructor, and any such recording properly recorded in advance can be used solely for the student's own private study.

Make-up Policy for Missed Assignments and Tests:
Students are responsible for the assignments in their classes. Assignments include in-class activities, quizzes, tests, homework, and any other work related to classes. No late work will be accepted without instructor approval; it will receive a grade of 0 (zero).

- If you are absent from class, you should try to contact one of the students in your class to find out what work was missed.
- If you cannot find out from another student about what work you have missed, when you return to class you must talk to your teacher about the missed work and if/when you can make up the work. You are responsible for talking to your teacher; your teacher is not responsible for reminding you about missed work.
- If you are absent from class on the due date of an assignment, you must still hand in the assignment on the due date and be prepared to make up tests the day that you return to class or on a date decided with your teacher.
- If you know you will be absent, talk to your teacher before you leave or email your teacher to find out about the work that you will miss while you are away.
- If you have not been absent from class and you want to hand in an assignment late, you must first discuss the reason with your teacher before or on the due date. **Do not assume that your teacher will accept late assignments.** Also, you will lose points for late work in this situation.
- If you and your teacher arrange to meet so that you can make up an assignment and you miss that meeting, you will receive a "0" for that assignment.

SCUPI Honor Code:
Students in this course must follow the SCUPI Honor Code. This includes:
- must not get help from anyone to do his/her work without the teacher's permission.
- must not get help from any outside sources to do his/her work without the teacher's permission.
- must not copy the words of another and present those words as his/her own work.

Participating in these activities can result in an F. Turning in work that is not your own can result in an F.

Policy and process for plagiarism: First instance will result in failure in assignment and the option of a re-write; second instance will result in failure of assignment and meeting with Dean; third instance will result in failure in the course and referral to university officials for Honor Code violation.

Participation:
In order to minimize distractions during class sessions please turn OFF mobile phones during teaching sessions.

Active participation is crucial for language learning. Participating makes you an engaged learner of English. In this class participation means:

- cooperation
- consideration
- arriving to class on time
- attending class regularly
- staying on task (including appropriate use of technology)
- completing all homework on time
- actively listening to your classmates and teacher when they speak in class
- actively and constructively participating in class activities
- asking questions
- being prepared to answer questions
- bringing all class materials
- using only English in class

Thank you for your hard work and cooperation ☺