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ENG 4760-600: Special Topics in Professional Writing

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ENG 4760: Studies in Professional Writing

Professor: Dr. Donna Binns

Office: 3851 Coleman Hall

Office Hours: TR 1:45 p.m.--3:15 p.m.; Wednesdays 1:00 p.m.--2:00 p.m.

E-mail: djbinns@eiu.edu

English Department Phone Number: 217-581-2428

Course Catalog Description: (3-0-3) Focused study of professional writing, designed to enhance understanding of workplace writing and provide experience in producing it. Topic will vary semester to semester. May be repeated once for credit. WC

Learning Objectives:

1. Use effective professional communication strategies to create accessible materials and high-quality projects (CT 1/ SL 2–3, 7/ RC 1–2, 4/ Graduate: 3–4)
2. Demonstrate understanding of principles of and research on professional communication and accessibility (CT /QR 4–5 /Graduate: 1)
3. Use communication and collaboration strategies to solve hypothetical and real workplace problems (i.e., critical thinking and problem solving) (CT/WR/SL/Graduate: 2–3)
4. Adapt general professional communication principles (related to content, organization, tone, and design) to specific audiences, purposes, and contexts (CT/WR/SL/RC /Graduate: 3)
5. Use revision and editing to improve your own and others' writing (WR/Graduate: 3)

Required Texts:

Writing in the Health Professions by Barbara Heifferon

Writing for the Health Professions by Karl Terryberry

Course Requirements:

In this class, you will complete a number of writing assignments of various genres, including at least one client/case project. Major Writing Assignments will be posted under "Content" in D2L at least several days prior to the due dates. You will also complete discussion posts, assignment drafts, and peer responses that will be a significant portion of your "Daily Work" grade. Assigned reading will be vital to successful completion of course assignments and posts, so do keep up with the reading schedule. We do not have quizzes over the assigned reading, but you will be expected to apply what you learn as you complete discussion posts and assignments. Finally, you will complete a final project at the end of the semester that uses a self-analysis and revised writing assignments from the class to demonstrate your success at attaining the course learning objectives. Students must complete all Major Writing Assignments, the Client Case Project, and the Final Project to be eligible to pass the course.

Daily Work & Participation: There will be a substantial amount of online daily work through D2L (such as peer responses as well as class and online discussion posts) during the semester. These activities will receive grades. Read the directions for each discussion post closely so that you don't miss any aspects of the assignment. Dr. Binns will assign peer responses. More details for each discussion topic, such as

specific discussion questions, will be posted with instructions from Dr. Binns on the Discussion Board. Students must follow the EIU Netiquette guidelines that are posted under "Content" in D2L.

Grading:

The percentage breakdown for graded work is as follows:

Daily Work & Participation	20%
Case/Client Project(s)	20%
Major Writing Assignments	30%
Final Project	30%

Grading Scale

A= 90% to 100%

B= 80% to 89%

C= 70% to 79%

D=60% to 70%

F=59% and below

Deadlines: Discussion posts, drafts, peer responses, Major Writing Assignments, and the final project should be submitted by the 11:59 p.m. on the dates listed on the syllabus. Case/Client deadlines may vary depending upon the nature of that work. Late penalties are discussed below under "Late Work."

Late Work: Late work that is not excused by Dr. Binns (due to extenuating circumstances only) will not be accepted. To avoid the penalty, contact Dr. Binns as soon as possible if you feel you have a serious reason for turning in late work.

Contacting Dr. Binns: You may contact Dr. Binns through e-mail (djbinns@eiu.edu) or arrange an appointment. **E-mail Dr. Binns directly through Panthermail rather than trying to e-mail through D2L.** Generally, you should receive a response to e-mails within forty-eight hours if you send them through Panthermail. Dr. Binns will contact all students through their officially provided EIU e-mail addresses only. Online conferences can be arranged through Skype. Students living within commuting distance to Charleston, IL may arrange in-person conferences with Dr. Binns in her office (3851 Coleman Hall) or stop by during her office hours.

Graduate Students: Graduate Students will be required to complete three response papers during the course of the semester. Response papers will be due to professional writing journal articles (selected by the student) related to our course topic as well as their interests. Contact Dr. Binns to arrange a schedule for completing these response papers.

Writing Center:

Many EIU instructors will encourage you to use EIU's Writing Center located at 3110 Coleman Hall. This free service provides one-to-one conferences with writing consultants who can help you with brainstorming, organizing, developing support, documenting, and revising your papers. The Writing Center is open to work with any student from any major at any stage of his or her writing process, and its system of one-to-one conferences demonstrates value and respect for individual writers, all of whom can

benefit from feedback about their works in progress.

To schedule an appointment, you can drop by the Writing Center (3110 Coleman Hall), or you can call. Skype conferences may also be available. If you visit, bring your work in progress (including a copy of the assignment) and an idea of what you would like to work on—planning, prewriting, organization, support, documentation, editing, etc.

Plagiarism: Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards. In accordance with English Department and University policies, "Any teacher who discovers an act of plagiarism—'The appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation as one's original work' (Random House Dictionary of the English Language)—has the right and responsibility to impose upon the guilty student an appropriate penalty up to and including immediate assignment of the grade of F for the assigned essay and a grade of F for the course."

The best argument against plagiarism is that you cheat yourself out of the education you are here to obtain when you copy someone else's work. If you believe that a specific instance in your writing might constitute plagiarism, please consult me prior to turning in the final draft.

D2L Assistance: If you need assistance with D2L, call D2L Support toll free at 1-877-325-77781. Support is available 24 hours a day, seven days a week. Email and Chat options are also available on the "My Home" page after logging in to D2L. Other D2L resources including a D2L Orientation course for students are available on the same page. For technical questions regarding other software, hardware, network issues, EIU NetID/password, or Panthermail, contact the ITS Helpdesk at 217-581-4357 during regular business hours or submit a help ticket at <https://techsupport.eiu.edu/>. If you have a question regarding course content, contact your instructor.

Students with Disabilities: If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by Ninth Street Hall, Room 2006, or call 217-581-6583 to make an appointment.

The Student Success Center: Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (www.eiu.edu/~success) for assistance.