WRTG F212X – Writing and the Professions   <u>**SYLLABUS**</u>
University of Alaska Fairbanks
Summer 2021

Instructor: Ms. Carolyn Kremers
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Office hours: TuTh after Zoom class.

Section FXA course location: Blackboard & Zoom / TuTh 12:00-1:50pm. UAF eCampus.
CRN: 51180. Credits: 3. Course type: Lecture.
Intensive 6-week course: May 17 – June 25.

<u>P</u>rerequisites
WRTG F111X Writing Across Contexts or its equivalent. Recommended: sophomore standing.

Course Description
From the UAF Catalog: An introduction to what writing is and does and how people learn to do it in the professions, with a focus on the disciplinary questions, methods, and reasoning that shape the genres and writing pracitces in the field.

From the instructor: Professional writing communicates with readers or users who need to solve a problem or complete a task. Such writing emphasizes audience needs, context of use, genre conventions, clarity, and readability. In this writing course, students will explore these elements and aim to become confident, proficient, and effective as writers and peer responders. Assignments will include reading, viewing, informal writing, discussion posts, peer response, and professional/technical writing including a cover letter and resumé, a technical description, a proposal in memo style, and a research report (white paper) related to the student's academic major, main career interest, or other interests. The course fulfills part of the UAF core curriculum.

Required Textbook and OWLs
Our textbook is a free Open Educational Resource (OER):
Technical Writing Essentials, edited by Suzan Last (University of Victoria, British Columbia, Canada), https://pressbooks.bccampus.ca/technicalwriting/.

We will also use:
Purdue OWL, the free Online Writing Lab at Purdue University (West Lafayette, Indiana).
Excelsior OWL, the free Online Writing Lab at Excelsior College (Albany, New York).

Links for these three resources are located in Blackboard under "Textbook and OWLs."

Recommended Texts
Any good college dictionary and thesaurus. Good online tools for this include www.dictionary.com and www.thesaurus.com.

Required Supplies (4 or 5 items)
Notebook, 8.5" x 11" or so. **See pages 3-4 for more information about the notebook!**
Blue or black ink pen
Pencil
Yellow (or pink) highlighter pen
Folder or 3-ring binder for class handouts (PDFs), class work, and completed assignments if you choose to print them.

Technology Requirements
You must have regular access to a computer and the Internet to view and download online materials in Blackboard. You will be expected to download course materials as well as upload assignments. Use of your @alaska.edu email account is required. If you do not have your own computer and Internet access, you may use a computer on campus or elsewhere. Be sure to allow sufficient time in your weekly schedule to work at the computer on assignments for this course and (optionally) to print documents.

Course Goals
1. To continue developing rhetorical knowledge – regarding audience, purpose, and context – about texts, language, and writing in various situations.
2. To continue developing effective methods of communication and a basic understanding of academic knowledge practices.
3. To continue developing awareness of relationships between language, knowledge, information, presentation, and power.
4. To develop awareness of and appreciation for professional/technical writing and writing in the workplace.
5. To experiment with and practice writing for real-world situations.

Student Learning Outcomes
Upon successful completion of this course, the student should be able to:
1. Understand and utilize, with increasing skill, the three parts and seven steps of the writing process.
2. Use prewriting techniques – including freewriting, sketching, clustering, reading, discussing, researching, and interviewing – to discover, explore, and organize ideas, emotions, information, and theories.
3. Understand the ethical, international, social, and professional constraints of audience, style, and content for writing situations.
4. Practice qualities of professional rhetoric and writing style, such as sentence conciseness, clarity, accuracy, honesty, organization, readability, coherence, and transitions.
5. Use library print and electronic resources, the Internet, and interview techniques to find, evaluate, and sythesize information, ideas, and arguments.
6. Understand how to critically analyze data from research, and be able to incorporate such data and analysis into assigned writing clearly, concisely, and logically, including attributing sources with proper citations.
7. Work carefully and constructively with feedback from the instructor and the Writing Center.
8. Revise, edit, and proofread one's own writing, critically and effectively.
9. Give constructive feedback on writing by peers, including comments on the writing's strengths, weaknesses, potential audiences, and constraints.

Blackboard, Zoom, and Email
This class uses Blackboard. You can access Blackboard from the UAF home-page or at classes.alaska.edu. To log into Blackboard, use the same username and password that you use to acccess UAOnline.

This course is hybrid. That means you must attend class via Zoom on Tuesdays and Thursdays, 12:00-1:50pm, and the rest of the course takes place on Blackboard. To access the Zoom class, go to Blackboard and click on "Zoom Meetings" in the student navigation bar. When the window opens, click on the blue link for Zoom meeting. Please be on time! Email me if you have trouble joining the meeting.

Feel free to email me if you have questions about an assignment or your progress in the course *and your questions cannot be answered by reading the textbook, the two OWLs, Blackboard, syllabus, or handouts/PDFs. (Check these first!)* I don't read email every day, so you may not get an immediate response, but I will write back to you. I'm also available to talk with you via Zoom after class.

It is essential that you regularly check your university email address or else forward email from your UA address to an address that you check frequently. If you need help with Blackboard, Zoom, or email, contact the OIT Support Center or a Writing Center tutor. If you still can't solve a problem, please let me know by email and I will assist you.

How to Succeed in This Course
WRTG F212X is primarily a writing, reading, and discussion course. The most important things that you can do to succeed in this course are **use Blackboard and Zoom competently, keep up with the reading and writing assignments,** and **come to class. Every class.** It is also important to **complete every written assignment on time**. If you do these things, we should be able to create a dynamic community of writers and thinkers.

Since this is a 3-credit course conducted in 6 weeks, you should **expect a minimum of 14 hours of homework per week.** If you cannot commit to investing **at least 14 hours per week in homework (and to attending every class or nearly every class),** you should drop the course.

Assignment Policy
In order to properly manage and grade the assignments from all of my students, I must receive assignments on time on Blackboard. I do not accept emailed assignments and I do not accept late assignments.

All assignments are due by the deadline. **Assignments submitted late on Blackboard will not be graded and instead will receive a zero,** except in the case of an emergency, an athletic team event, a written, signed note from a doctor, or some other very legitimate reason. If you foresee a problem with a due date, please email or Zoom with me ahead of time.

Notebook
Choose a notebook with a cover that you like, 8.5 x 11 inches or so, **spiral-bound, single-subject or more,** 70-120 sheets, college or wide ruled. **Use this notebook for this course only.** Bring this

notebook to every Zoom class. Use the notebook for ideas, thoughts for posts on the Discussion Board, drafts of Quick-Writes, class notes, in-class or out-of-class freewrites, sketches or drawings, quotations, random or sudden thoughts/imaginings, group work, rough drafts if you wish, research, and anything else related to the course or to your own freewriting/sketching.

If you prefer to keep an electronic notebook sometimes instead of writing by hand in your spiral notebook, that's okay. However, on your electronic device, be sure to make a folder that is dedicated ONLY to your notebook for this class. When the Notebook Summary is due, you will need to <u>print</u> any electronic pages in order to add them to your spiral notebook and receive credit for them.

Your notebook is mostly private, so write whatever comes to mind. I will not read your notebook and no one else will read your notebook, except when you choose to share material from it. (You will be encouraged to share.) Experiment. Explore. Be brave. Take risks. Enjoy.

Peer Response Workshops
Peer response workshops are an important element of this class. Learning to respond to the work and ideas of others and to be open-minded about others' responses to your own work and ideas are essential steps in the development of a writer-thinker. **Always participate in peer response workshops, do your best to collaborate with others (be supportive but also honest), and honor the workshop deadlines.** Failure to post a workshop assignment on time or to participate fully in a workshop will lower your grade. Please email or Zoom me if you have questions or problems regarding our workshops.

Important Dates
Sun. May 16, 11:59pm. Course available on Blackboard.
Tu. May 17, first Zoom class.
Th. June 24, last Zoom class.
Note: There is no final examination in this course.
Fri. June 25, course ends.

CTC and UAF Writing Centers
A half-hour session with a Writing Center tutor **is required two times** during this course: for the Cover Letter and Resumé and for the Research Report (White Paper). Additional sessions at the WC are optional and encouraged. The CTC Writing Center offers in-person tutoring in room 120 at CTC and remote tutoring via Zoom. The UAF Writing Center is located on the 8th floor of the Gruening building but currently offers only remote tutoring via Zoom. Both Writing Centers are available to help you at any stage of the writing process. Appointments are usually needed but not always. Schedules for each WC will be provided on Blackboard.

Plagiarism and Academic Dishonesty
Honesty is a primary responsibility of you and every other UAF student. It is your responsibility to help maintain the integrity of the student community. All work submitted in this course must be your own. The use of sources (ideas, images, quotations, paraphrases) must be properly documented. Be aware of the university's plagiarism policy, and ask me if you have questions. No work submitted for one course may be submitted for credit in another course without the explicit approval of both

instructors. The usual penalty for academic dishonesty is an F in the course. There may be additional penalties, such as suspension or expulsion from the university.

Submitted Work

Most assignments submitted to Blackboard for this course should be typed. Format each assignment according to the guidelines provided by the instructor and/or the textbook. In general, use one-inch margins all around and 12-point Times New Roman font. Examples of MLA style and APA style can be found at Purdue OWL and Excelsior OWL. To count toward page length (250 words per page, double-spaced), at least three-quarters of the page must be filled (~188 words). Specific instructions will be provided for each assignment.

Evaluation

Final grades are calculated from points earned in the following areas:

* Since this course is taught completely on Blackboard plus Zoom, full Zoom attendance is essential. Each Zoom session attended in full earns 5 points. **If more than 3 Zoom sessions are missed, the student may be withdrawn from the course.** See "Makeup for a legitimate absence" for more information (page 6).

60	Attendance (12 x 5 points)
25	Reflection Letter
25	Writing Center 1
25	Writing Center 2 (More than 2 WC visits = Extra Credit.)
10	Self-Introduction
100	Notebook (including Notebook Summary and one favorite freewrite)
90	Peer Response Workshops (3 x 30 points)
20	Individual Conference Attendance
60	Quick-Writes
150	Cover Letter and Resumé (WC required)
150	Technical Description
50	Proposal for White Paper
225	Research Report: White Paper (WC required; Rough Draft = 75; Final Draft = 150)
10	"Blue Evaluation" / UAF Student Course Evaluation online (honor system)
1000	TOTAL

Extra Credit

Extra Credit does not receive points but is considered by the instructor when figuring the final grade. Extra Credit can raise a borderline grade, such as C+ to B-, B- to B, etc.

Extra Credit may include any of the following and can be submitted on Blackboard at the end of the semester:

1) an extra visit (or visits) to the Writing Center with anything related to our course (soon after an extra visit, complete a Writing Center Feedback about it; save the document to submit on Blackboard at the end of the semester);

2) a two-page, typed, edited summary and reflection about a live or virtual event you attended this semester – such as a literary reading, craft talk, live theater performance, concert, art exhibit, public lecture, or other artistic, cultural, or scientific event – in Fairbanks or elsewhere;

3) a two-page, typed, edited summary and reflection about any **unassigned** piece you read this semester (article, literary piece, book, etc.).

In order to receive a final grade of A (Excellent), the average of the grades for the Quick-Writes, Cover Letter and Resumé, Technical Description, Proposal, and Research Report (White Paper) must equal an A or high B.

Final letter grades are based on the following scale:

A+	100%	1000 points	**Excellent**
A	93-99%	930-999 points	
A-	90-92%	900-929 points	
B+	87-89%	870-899 points	**Very Good**
B	83-86%	830-869 points	
B-	80-82%	800-829 points	
C+	77-79%	770-799 points	**Average**
C	73-76%	730-769 points	
C-	70-72%	700-729 points	
D+	67-69%	670-699 points	**Poor**
D	63-66%	630-669 points	
D-	60-62%	600-629 points	
F	59% or less	0-599 points	**Failing**

Makeup for a legitimate absence
Points may be made up for an absence due to sickness, emergency, athletic team event, or some other legitimate reason **by watching the Zoom recording ASAP for the missed session AND doing one of the following soon or by the end of the semester:**
1) writing and submitting a one-page (or more), typed, edited summary and reflection about why you were absent, what you observed in the Zoom recording, and what you gained or learned from watching the recording. It's best to do this option soon after the absence and email me the document as an attachment;
2) meeting an extra time with a Writing Center tutor on a WRTG F212X assignment and submitting a Writing Center Feedback about it;
3) attending a live or virtual event – such as a literary reading, craft talk, live theater performance, concert, art exhibit, public lecture, or other artistic, cultural, or scientific event – and submitting a one-page (or more), typed, edited summary and reflection about it;
4) writing and submitting a one-page (or more), typed, edited summary and reflection about any **unassigned** piece you read this semester (article, literary piece, book, etc.).
Talk with me if you have questions.

UAF Incomplete Grade Policy
An Incomplete is a temporary grade used to indicate that the student has satisfactorily completed (C- or better) the majority of the work in a course, but for personal reasons beyond the student's control – such as a documented illness or family crisis – the student has not been able to complete the course during the regular semester. Negligence or indifference are not acceptable reasons for an "I" grade. For more information, see the UAF regulations regarding grades.

Writing will be evaluated on its overall quality, based on the standards appropriate for a sophomore-level writing course. Seven criteria may be considered: Ideas and Content, Organization, Voice, Sentence Structure, Word Choice, Writing Conventions (punctuation, spelling, mechanics), and Documentation Style. For professional/technical writing, qualities such as sentence conciseness, clarity, accuracy, honesty, organization, readability, coherence, and transitions are particularly important. The rhetorical situation for the writing will also be considered, including purpose, context, and audience.

***More about Writing and How to Succeed in This Course
In Blackboard it is essential to view on a regular basis the Schedule, Requirements for the Week, and My Grades (including feedback from the instructor). For every week and every assignment, follow **all** written instructions.

I strongly recommend that you <u>print</u> the Schedule for the week, the PDF called "Requirements for the Week," the assignment sheets (PDFs), and anything else you need from each week's folder. That way you can highlight important information on the sheets and mark notes on them, etc. If you do not print these materials, find a way to mark on them electronically and refer to them frequently. Most students cannot do well in this course by just glancing biefly at these documents on the screen.

Expect to edit and proofread your writings for this course. This includes your replies to classmates on the Discussion Board and your replies to Response Group members, not just your work on major written assignments. Things to watch for and fix include sentence structure problems (comma-spliced sentences, run-on sentences, sentence fragments), misspelled or missing words, incorrect or missing punctuation (comma, period, apostrophe), lack of capitalization of proper nouns, and indiscriminate uses of *you* and *we* pronouns. **Since this is a sophomore-level college writing course, you will be expected to fix these problems early in the semester,** either on your own or with the help of a Writing Center tutor or other trusted reader.

***For Zoom Sessions: My Expectations
Being on time and waiting until the Zoom class meeting is dismissed by the instructor are signs of respect and will be appreciated by other class members as well as by me. **Please be on time for online class and do not leave early.** If you have trouble with this policy, talk with me. Tardies or early departures can lower your grade. **Please, no food during online class or individual conference time**. (If you have a problem regarding this food policy, please talk with me.) Beverages are fine. Please give your respect and full attention to whoever is speaking in class or in your assigned group. **Do not text or surf the Internet during class.** If you must be absent from online class, please let me know the reason if possible. An email message will be appreciated.

Student Protections and Services Statements
As with all members of the university community, the university requires students to conduct themselves honestly and responsibly and to respect the rights of others. Students may not engage in behavior that disrupts the learning environment, violates the rights of others, or otherwise violates the UAF Student Code of Conduct.

Every qualified student is welcome in my course. As needed, I am happy to work with you, disability services, veterans' services, rural student services, etc., to find reasonable accomodations. Students at this university are protected against sexual harassment and discrimination (Title IX), and minors have additional protections. If I notice or am informed of sexual misconduct, I am required to report it to the appropriate authorities. For more information on your rights as a student and the resources available to you to resolve problems, please go to the following site: https://www.uaf.edu/handbook/.

This course follows the UAF Student Code of Conduct. Please read it if you have not already.

If you have special needs that require accommodation, please talk with me early in the semester. I will work with the Office of Disability Services to provide reasonable accommodation to students with disabilities.

<u>Covid-19 Statement</u>
Students should keep up-to-date on the university's policies, practices, and mandates related to Covid-19 by regularly checking the university's Covid-19 website. Further, students are expected to adhere to the university's policies, practices, and mandates and are submect to disciplinary actions if they do not comply.

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<div align="center">I'm looking forward to working with you.
Enjoy!</div>