



Instructor:

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Writing for the Professions

Course Outline / Syllabus Fall 2024

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

Course Communication and Protocols: (Required Syllabus Information)

- This class section of Writing 213 is an asynchronous online class.
- Communication occurs between you and the instructor on a weekly basis, primarily related to assignments and class work.
- There are no group meetings, either in person or online. Class work is individual and to the extent possible tailored to individual student needs.
- Students will receive assessments and feedback on coursework generally within 24 to 48 hours.
- Students will also have access to a class website, communicate by e-mail; the instructor will provide information or respond to questions about course content, materials, and assignments.

Learning Outcomes:

- Interpret texts and data by applying professional frameworks.
- Demonstrate consistent use of a broad range of conventions and genres that conform to the goals of writing in the professions.
- Frame an issue for an established audience, engage divergent perspectives on that issue, and contribute to an ongoing conversation in the professions.
- Participate in professional writing situations.

Course Requirements/Calendar: Assignments, exercises and quizzes are listed below.

- Directions
- Video Lessons
- Class Notes
- Details
- Samples
- Templates

The material for each assignment are provided on the following website:

<http://www.sciencewriting213.com> *Become familiar with the website; its purpose is to help you succeed. Assignments:(More information in the video lessons)*

*All Assignments are based on sections of the **Class Notes and the related video lesson**. Although there seems to be a lot of them, they are very short (generally) with the exception of the Major Class Project. **The schedule is a guide, not a “do or die;”** you can work as fast as you want and finish well before the end of the semester. **You should be able to get one or more done each week. Don’t get too far behind; that’s a recipe for disaster. IMPORTANT: See Notes Below on Grades and Standards.***

Guide Dates / Calendar

- Assignment #1: “Course Instructions” **August 30**
- Assignment #2: “Basic Concepts, Principles - 1” **September 6**
- Assignment #3: “Basic Concepts, Principles - 2” **September 13**
- Assignment #4: “Article Summaries” **October 18**
- Assignment #5: “Comparison/Contrasting Articles” **November 8**
- Assignment #6: “Final Document” **December 6. (topic approval needed by November 15)**
(leaving time for possible needed corrections) – end of semester **December 14**

THERE ARE NO FINAL EXAMS OR OTHER EXAMS

Page 2: Writing 213 Course Outline

Grades and Standards: Professional Writing is workplace (real world) writing. *The purpose of this class is for students to be competent to write at the standards level expected in the workplace.* In the workplace, it is expected that your work will be of the highest quality. For this class, students must work on their documents and assignments (no matter how long it takes) until they produce an “A” quality product. *The assignments are to teach your important principles, not to serve as quizzes or exams.* Papers (documents) will be submitted and reviewed by e-mail; the instructor will review, accept, and assist until an “A” quality document is achieved. When you receive the message: Assignment Complete; that means you have achieved an A grade for the assignment. *Please review this information so that you don’t have to ask what your grade is; you will know as assignments are completed.*

Students who discipline themselves (as you must do in the work world) should have no trouble staying on schedule. Unfortunately, an increasing number of students let things go and get into a situation in which it is difficult to succeed; the due date schedule is a particular reminder for those who might procrastinate. *Recognizing that some students will procrastinate thinking they can always catch up, there is a penalty for turning in assignments extremely late. Students who are more than two assignments behind in the last month of the semester will not be able to achieve a grade higher than C. These are disincentives to help you avoid procrastination.*

Students who have not turned in any assignments by October 1 will be withdrawn or given a grade of NB. Everything in this class is designed to help you succeed, but if you put things off and try to do everything at the last minute, you will fail to do high quality work. Those who say that they do their best work at the last minute are just fooling themselves.

No incomplete grades will be assigned; if all work has not been completed by the end of the term, an “F” or “NB” grade will be assigned according to University policy. If, for some reason, you think you need to withdraw from the class, please check with the instructor to work out options. Students who do not complete the work will be assigned grades according to University policy. **Don’t procrastinate; do communicate.**

Staying on Schedule: You can work as fast as you wish. When you have completed all the assignments at the “A” quality level, you will have completed the class. Plan time every week for watching “video lessons” and working on assignments/exercises. Many students complete the class significantly before the end of the semester. Procrastination will be your biggest enemy.

“Attendance”: It is expected that you will watch all the class “lesson” videos including the introductory videos for the class; *you should watch the videos related to an assignment (and take notes on them) before beginning on an assignment.* The videos will contain information and background, including assignment and quiz reviews, which will make your assignments easier and keep you on the right “write” track. Watch them again as a review, if needed. If you watch the videos and review the class notes thoroughly, completing the assignments should not be a difficult task. The purpose of the assignments is to have you learn principles and concepts to use in your writing, both currently and in the workplace; the purpose is to assist you to succeed, not to put obstacles in your way.

Papers (Documents)/Technology: All documents are to be prepared using a computer (the way workplace writing is done in the “real world.”) Professional writing is very different from regular “classroom” writing; documents must use the formats discussed in video lessons and those on the class website. Sample documents are available on the class website (see web address above) and are to be downloaded. Documents will be submitted by e-mail; they will be evaluated and approved or sent back with recommendations.

Software and “Extras”: Preferably, you should use Microsoft Word (or Pages on the Mac) for documents. The “free software” programs often produce strange formats and are not very visual friendly. It also might be helpful if you set up a g-mail account (no cost) which you can do on the Google website. There are no limits to the size of documents you can attach (which is often a concern with visuals in documents).