

WESTERN UNIVERSITY

**1030F: Writing for Professional Success in Nursing**

Fall 2013

**Section: 005 Location: UCC 59**  
**Tues. 1:30-3:30pm & Thurs. 1:30-2:30pm**  
**Instructor: Dr. Michael Arntfield**  
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**Office: Lawson Hall 3270G**  
**Office hours: Mondays, 9:30-10:30am &**  
**Tuesdays, 5:30-6:30pm**

**Course Objectives**

This course introduces the basic grammatical and stylistic principles of good, clear, written English in the particular academic and professional context of Nursing. As the calendar description of the course points out, emphasis will be put on “practical work and the development of writing skills for a variety of . . . genres appropriate to the profession” as well as integral to your progression as a Nursing student. Among these genres will be patient case notes and formal researched writing. More generally, the course aims to help you develop “the ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing to a range of audiences” (Ontario Council of Academic Vice Presidents’ statement on University Undergraduate Degree Level Expectations, 24 October 2005).

Students who successfully complete Writing 1030F should be able to do the following:

- Write with a greater degree of clarity, confidence, and critical self-awareness
- Understand what constitutes effective and correct written communication in a variety of rhetorical situations (and why)
- Distinguish between primary and secondary sources (research vs. review materials) and grasp the methods of finding and sorting through such sources
- Understand what is at stake in conducting a review of scholarly literature and produce an annotated bibliography
- Integrate source materials into written assignments both ethically and correctly, using APA documentation
- Develop and deliver a brief presentation based on research
- Work effectively with classmates, giving and receiving useful, constructive feedback

**Required Texts**

Messenger, William E., et al. *The Canadian Writer’s Handbook: Essentials Edition*. Don Mills: Oxford UP Canada, 2012.

Salem-Wiseman, Lisa, and Sobia Zaman. *Writing for Canadian Health Professionals*. Toronto: Nelson Education, 2012.

**Course Requirements**

Quizzes/Graded In-class work (Professors will assign 5-8 in-class activities/exercises totalling 15%. Students will be notified in writing re: the approximate nature of those assignments.)	15%
Assignment #1: Response Essay (500 words)	10%
Assignment #2: Patient Report (750 words)	15%
Assignment #3: Research Essay (1250 words)	15%
Literature Review	10%
Oral Report/Presentation (5-6 minutes)	10%
Peer Evaluation of Presentation	5%
Final Exam	20%

## **Assignment Format**

Written assignments are to be typed, double-spaced, and stapled. All assignments must have your name, course name, section number, and instructor's name on the first page. When using sources in a paper, you will be expected to follow APA standards for documentation, as detailed in *The Canadian Writer's Handbook* sections 37B, or Chapter 2 of *Writing for Canadian Health Care Professionals*.

## **Submitting Assignments**

Assignments are due in-class on the date specified on the schedule. Late assignments will be penalized a full letter grade unless I have granted you an extension. You must apply for extensions ahead of the due date; they are not automatic.

Your instructor will advise you at the beginning of term of her/his preferences as to assignment submission (paper, electronic, or both) for grading purposes. Note, however, that in this course you will be required to submit the final version of each of your written assignments electronically, through SAKAI, to Turnitin.com.

If necessary, please submit assignments to the Writing Department Drop Box outside Lawson Hall 3270, making sure you include your instructor's name and your section number. However, do not

- fax assignments
- e-mail assignments

Also, be aware that **you are responsible for keeping copies of all assignments submitted**.

## **Attendance policies**

Attendance is required to improve as a writer. If you miss more than six hours of class meetings (the equivalent of two weeks of class meetings) your final grade will be penalized a full letter grade (for example, an earned grade of 80% would be reported as a 70%); if you miss more than nine hours of class meetings, you may not be given a passing grade for the course.

This policy will only be waived for medical or compassionate reasons. If you have good reasons for waiving an absence of one class meeting, discuss these with your instructor within one week of that absence. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it with your academic advisor in your home faculty, who may require documentation. That advisor may then contact all of your instructors.

Note that attendance also extends to tardiness. If you are more than 20 minutes late, you will be penalized an hour of attendance. Please make every effort to be on time, as late entry can be disruptive to lecture/discussion. Early departures from class that have not been previously arranged with the instructor, will also be counted as an absence. If you leave during the break in a two-hour class, you will be docked an hour of attendance.

(See also: '**Medical Accommodation Policy**' below.)

## **Scholastic Offences, including Plagiarism**

The University Senate requires the following statements, and Web site references, to appear on course outlines:

“Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: <http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>.”

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks

where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy as above).

“All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).”

*Note: In this course you will be required to submit an electronic copy of the final version of each of your essays to [turnitin.com](http://www.turnitin.com) through your section’s SAKAI HomePage.*

### **Prerequisites**

The University Senate requires the following statement to appear on course outlines:

“Students are responsible for ensuring that their selection of courses for ensuring that their selection of courses is appropriate and accurately recorded and that all course prerequisites have been successfully completed, and that they are aware of any antirequisite course(s) that they have taken. If the student does not have the requisites for a course, the University reserves the right to remove the student from the course and to delete it from the student’s record. This decision may not be appealed. A student will receive no adjustment to his or her fees in the event that he or she is dropped from a course for failing to have the necessary prerequisites.”

### **Medical Accommodation Policy**

For UWO Policy on Accommodation For Medical Illness, see the following:

<http://www.uwo.ca/univsec/handbook/appeals/medical.pdf>

(downloadable Student Medical Certificate (SMC): <https://studentservices.uwo.ca> under the Medical Documentation heading)

Students seeking academic accommodation **on medical or other grounds** for any missed tests, exams, participation components and/or assignments **worth 10% or more of their final grade** must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation on medical grounds cannot be granted by the instructor or the Program in Writing, Rhetoric, and Professional Communication, and the Program requires students in these circumstances to follow the same procedure when seeking academic accommodation on non-medical (i.e. non-medical compassionate or other) grounds.

Students seeking academic accommodation **on medical grounds** for any missed tests, exams, participation components and/or assignments **worth less than 10% of their final grade** must also apply to the Academic Counselling office of their home Faculty and provide documentation. Where in these circumstances the accommodation is being sought on **non-medical grounds**, students should consult in the first instance with their instructor, who may elect to make a decision on the request directly, or refer the student to the Academic Counselling office of their home Faculty.

Students should also note that individual instructors are not permitted to receive medical documentation directly from a student, whether in support of an application for accommodation on medical grounds, or for other reasons (e.g. to explain an absence from class which may result in a grade penalty under an ‘Attendance’ policy in the course). **All** medical documentation **must** be submitted to the Academic Counselling office of a student’s home Faculty.

Students who are in emotional/mental distress should refer to MentalHealth@Western: <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

## Special Requests: Special Examinations, Incomplete Standing, Aegrotat Standing

Please refer to the “Information for All Students in a Writing Course” for more detailed information.

Briefly, remember that your instructor does not have the discretion to initiate, consider, or grant (or not) such requests; you must go directly to the Dean’s office of your home faculty.

## Class Meeting Schedule

Date	Meeting focus	Readings
<u>Week 1</u> Sept. 10 & 12	Introduction to the course/syllabus, Introduction to grammar basics	<i>Canadian Writer’s Handbook (CWH)</i> : Chapters 6 (all), 7a, 8a-d, 10-13 (all) <i>Writing for Canadian Health Care Professionals (WCHP)</i> : Chapter 1 (pg.1-5)
<u>Week 2</u> Sept. 17 & 19	The writing process: Planning and drafting an essay Paragraphs, Thesis statements	<i>CWH</i> : Ch. 1a-g, 2 (all) <i>WCHP</i> : Ch. 2 (pg. 38-47, 73-4)
<u>Week 3</u> Sept. 24 & 26	<b><u>Assignment 1 Due</u></b>  APA basics: A (very) brief overview  Grammar basics continued: Sentence elements Sentence Boundary Errors	<i>CWH</i> : Ch. 3 (all), 4a-d, 5a-c; Ch. 37b <i>WCHP</i> : Ch. 2 (pg. 55-61, 65-72)
<u>Week 4</u> Oct. 1 & 3	The writing process continued: Editing and revising Writing in a professional health care setting  Effective Sentences: Agreement	<i>CWH</i> : Ch. 1h-i; Ch. 7c, 9 (all) <i>WCHP</i> : Ch.1 (6-33); Ch.3 (pg. 84-96)
<u>Week 5</u> Oct. 8 & 10	Effective Sentences: Emphasis Commas, Semicolons, Colons	<i>CWH</i> : Ch. 4e-i, 5h, 8h; Ch. 15-17, 25 (all)
<u>Week 6</u> Oct. 15 & 17	<b><u>Assignment 2 Due</u></b>  Effective Sentences: Modifiers, Mixed Constructions Other punctuation and apostrophes Diction	<i>CWH</i> : Ch. 5(d-g); 18-24 (all), 32m-n; Ch. 7e, 14 (all)
<u>Week 7</u> Oct. 22 & 24	Taylor Library Research Information Session  Plan your research: Literature review	<i>CWH</i> : Ch. 33
<u>Week 8</u> Oct. 29	<b><u>Assignment 3 Literature Review Due</u></b>  Evaluating and Incorporating Sources	<i>CWH</i> : Ch. 34-36 <i>WCHP</i> : Ch.2 (pp.55-64)
<u>Week 9</u> Nov. 5 & 7	Evaluating and Incorporating Sources (continued) Pronoun Case/Reference	<i>CWH</i> : Ch. 34-36; Ch. 7b,d
<u>Week 10</u> Nov. 12 & 14	<b><u>Assignment 3 Oral Reports</u></b>	
<u>Week 11</u> Nov. 19 & 21	<b><u>Peer Evaluations of Reports Due</u></b>  Documenting sources/APA formatting	<i>CWH</i> : Ch. 37, 26-31
<u>Week 12</u> Nov. 26 & 28	<b><u>Assignment 3 Research Essay Due</u></b>	
<u>Week 13</u> Dec. 3	Wrap-up and Exam review	