

2299F: RE-VISIONING SELF: CREATING YOUR PROFESSIONAL PORTFOLIO
Fall 2013

Section: #001
Time/Room: Tu 12:30-3:30/UC 2
Instructor: Michael Fox

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Office hours: M 9-11/Tu 9-10

Required Text

Smith, Herb J. and Kim Haines-Korn. *Portfolios for Technical and Professional Communicators*. New Jersey: Pearson Prentice Hall, 2007.

Course Objectives and Description

In this course you will create a **Professional Writing Portfolio**, which will include both revised and polished versions of work you have previously done in Writing and other courses, and at least one piece of new work written specifically during and for this course. We will spend considerable time on the principles of good writing generally, and of revision in particular, and you will apply these principles to your work.

Your aim is to create a Portfolio which, suitably modified to target specific audiences, will effectively represent, and potentially “market,” your abilities as a writer.

Evaluation

Your final grade in Writing 2299F will be arrived at as follows:

The Writing Portfolio: 50% of your final grade will be based on an evaluation of this set of materials. That evaluation will take into account the overall effectiveness of the portfolio (given its intended purpose), the design and presentation of the portfolio, and improvements made to specific items of content throughout the term as a result of revision.

New Material: 40% of your final grade will be based on an evaluation of a new essay (or equivalent project), approximately 2000 words, which you will write during the term, and submit (final version) as part of your Portfolio.

This portion of your grade will be allocated as follows:

Proposal: Write a brief (around 500 words) proposal in which you propose the general subject, specific topic, and thesis/plan of research (if applicable) for your new project. **(10%)**

Interim Version: Write a provisional but complete draft of your new project, and circulate this both to other members of the class and to me for peer review. Evidence of conscientious peer review is vital. **(10%)**

Final: Submit the final version of your project in your Portfolio, at the end of term. The project will be graded both on its own merits **(20%)**, and as part of the Professional Writing Portfolio evaluation (see above).

Submission of “Homework”: 5% of your final grade can be achieved simply by submitting (on time, in class) the brief assignments for each day.

Presentation: A further 5% of your final grade will be based on two presentations, one of the project plan (October 1) and one of the near-final product (November 26).

Attendance policies

Attendance is mandatory in all Writing courses. In this course, in which much of your work will be self-directed and/or oriented toward working with your peers, attendance is especially important. You are expected to attend all scheduled class meetings. If you miss four classes without legitimate reason, your final grade in the course **will** be reduced by 10% (that is, an earned grade of 83 will be reported as a 73). If you miss more than four classes without legitimate reason, you will receive a failing grade in the course. These two Attendance policies will be applied unless you are able to secure appropriate academic or compassionate relief through the Dean’s office of your home faculty (see also **Medical Accommodation Policy** below).

Note: a class meeting missed in order to write a test, exam, or other form of ‘make-up class’ in another course will count as non-attendance, and will attract penalties as defined above if applicable. Instructors at the University of Western Ontario shall not require a student to write a make-up test or similar at times which conflict with that student’s other scheduled class times. If you are asked or ‘required’ to do this, you should immediately contact an academic counsellor in your Dean’s office. If you elect to miss a class in order to write such a test, that is your choice; your absence will not be excused.

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/pdf/academic_policies/appeals/scholastic_discipline_undergrad.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>).”

Prerequisites

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

“Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

The prerequisite for registration in this course is **either** a) a final grade of 65 or more in one of Writing 2101, 2121, 2111, or 2131, or b) a final grade of 85 or more in Writing 1000F/G, **together with** successful completion of at least two (2) half courses in Writing at the 2200-level in either case, or c) Special Permission of the Program.

Medical Accommodation Policy

For UWO Policy on Accommodation For Medical Illness, see:

http://www.uwo.ca/univsec/handbook/appeals/accommodation_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 Schedule

September 10: [General Introduction; Creating a Portfolio](#)

[Begin to collect a broad selection of your writing and other artefacts.](#)

[For September 17:](#)

Read Chapters 1 and 2 of the Portfolio text, and take a look at some portfolio sites. Review a few of them, making brief notes on type, design, and content. Bring these notes to class on September 17.

September 17: Introduction to the Professional Writing Portfolio; Creating a Portfolio Identity (Portfolio text Chapters 1 and 2)
Review some portfolio sites
Review sample 2299 student portfolios: web

For September 24:

Ungraded assignment: Do Assignment 1 on page 29 of the Portfolio text (Skills Inventory), creating one or two paragraphs about your skills, and bring these notes to class on September 24 (ungraded assignment, handed in after class).

Read Chapter 3 in the Portfolio text.

September 24: Portfolio Contents, Design, and Structure
Review sample 2299 student portfolios: print

For October 1:

Think about the intent of and audience for your Portfolio, and do Assignments 1 and 2 on pp. 48-49 of the Portfolio text (ungraded assignment, handed in after class). Prepare a PowerPoint presentation on your design proposal for presentation in class on October 1.

Ungraded assignment: Finding your Personality Type(s)
Take the following test (check course website for alternate sites)
Myers-Briggs: <http://www.myersbriggs.org/>
Write a paragraph about the results, and bring this to class on October 1 (handed in after class).

Read Chapter 5 in the Portfolio text.

October 1: The Electronic Portfolio
Present Design Proposals (PowerPoint, Prezi, etc.; 5% of final grade)

For October 8:

Prepare for one-on-one interview.

October 8: Interviews: 12:00-5:30

For October 15:

Ungraded assignment: Do Assignment 1 on page 79 of the Portfolio Text: Design Considerations and Contextualization and bring the notes to class on October 15.

Proposal for “New Work”: Peer Review (October 15)

October 15: Organization and Theme; Creating Context
Peer Review of “New Work” Proposals

For October 22:

Read Chapters 4 and 6 in the Portfolio text; assemble at least 10 double-spaced pages of work and the résumé you intend to use with the portfolio, in a few copies, for a peer revision session.

Proposal for “New Work”

October 22: Legal and Ethical Issues Affecting Portfolios

Peer Revision Session (Old Work and Résumés)

PROPOSAL (10% of final grade) FOR “NEW WORK” DUE OCTOBER 22

For October 29:

Read Chapter 7 in the Portfolio text.

October 29: Getting Feedback: Responding to and Revising Portfolios

For November 5:

Work on Portfolio and on “Interim New Work.”

November 5: In-class work on portfolios

For November 12:

Work on Portfolio and on “Interim New Work.”

November 12: In-class work on portfolios

Peer Review of “Interim New Work” (10% of final grade)

For November 19:

Prepare Portfolio for Peer Review

November 19: In-class work on portfolios

Peer Review of Portfolios

For November 26:

Prepare for Class Presentation of Portfolio

November 26: Class Presentations (5% of final grade)

December 3: Submit Portfolios (50% + 20% of final grade)