

Writing 1030G: Writing for Professional Success in Nursing Winter 2019

Section #: 001

Day/Time/Room: SH-3305

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Office hours: Wednesdays Noon – 2pm
and by appointment

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 1030G 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

Arntfield, M., & Johnston, J. (2016). *Healthcare Writing: A Practical Guide to Professional Success*. Peterborough: Broadview Press.

Messenger, W., et al. (2017). *The Canadian Writer’s Handbook: Second Essentials Edition*. Don Mills: Oxford University Press Canada.

Course Requirements

Quizzes (3x5%)	15%
Assignment #1: Critical Analysis Essay (500 words)	10%
Assignment #2: Patient Report (750 words)	15%
Assignment #3: Scholarly Essay (1250-1500 words)	20%

Literature Review	10%
Oral Report/Presentation (5 minutes)	10%
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 8 of *Healthcare Writing*.

When submitting assignments on Owl, please title your papers thusly: Last Name_Assignment # (for example, Manley_2). Failure to do so will result in a 5% penalty on that assignment's final grade.

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 talk to your instructor about extensions ahead of the due date; they are not automatic.

In this course you will be required to submit the final version of each of your written assignments electronically, through OWL, to Turnitin.com.

If necessary, please submit assignments to the Department of English and Writing Studies Drop Box outside of University College 2401, making sure you include both your instructor's name and your section number. However, do not fax or email assignments. Also, be aware that **you are responsible for keeping copies of all assignments submitted.**

Communication

All students are required to have an active UWO e-mail account and to check it regularly between class meetings. It is the primary way that I communicate with you outside of class. There will be no accommodations made for students who miss assignments or important messages because their UWO account is full and not receiving new e-mails. You are also to have a working knowledge of our Owl website.

Students should also carefully consider how they address me via email as well as the content of said email. While we may engender an informal community in class, email is a mode of professional communication and should be treated that way. Therefore, addressing me as "Yo, Teach!" should be recognized as inappropriate. **Please read this post on proper email etiquette: medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-af-cf64ae0e4087#.oaxpj163i**

Please note that it may take up to 24 hours to receive a response, and I will neither be reading nor responding to e-mail on Fridays, Saturdays, or Sundays.

Attendance policies

Attendance at class is required to improve as a writer. Here is the Writing Studies attendance policy in this class:

- You may miss up to three hours (the equivalent of one week of class) of class meetings during the term without explanation. That means that the first three class hours you miss will be recorded as absences but *excused provided you don't miss any more.*

- However, if you miss a total of four to nine class hours (the equivalent of up to three full weeks of class), your final grade will be reduced by 10% (e.g. an earned final grade of 80% will be reported as a final grade of 72).
- If you miss a total of more than nine hours of class meetings (the equivalent of more than three weeks of class meetings) your final grade will be reduced by 15% (e.g. an earned final grade of 80% will be reported as a final grade of 68).

This policy will be waived only for medical or compassionate reasons. If you have good reasons for waiving an absence of one class meeting (e.g. if you've missed three hours, and need or want to miss another class meeting) discuss these reasons 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. 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 Western University ***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 Writing class in order to write such a test in another class, that is ***your*** choice; your absence will not be excused.

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 disrupt the flow of discussion in our class. Early departures from class, which have not been previously arranged with the instructor, will also be counted as an absence. If you leave during the break, you will be docked an hour of attendance.

Scholastic Offences, including Plagiarism

"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.

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 Western 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 through your section's SAKAI HomePage.

Prerequisites

"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."

Medical Accommodation Policy

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

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 Writing Studies, and Writing Studies 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

Note: Quiz dates are tentative and may change depending on how much material we have (or have not yet) covered since the previous quiz. Quizzes will never be moved up—only back—and advance notice will be given if/when such a scheduling change occurs.

As a general point about electronic devices in the classroom, note as well that while laptops or tablets are certainly encouraged for note-taking purposes, **cell phones are not permitted to be at hand or anywhere in view during lecture.** All phones must be turned off and kept in knapsacks/purses until class has concluded.

Date	Meeting focus	Readings
Week 1 January 8	Introduction to the course/syllabus, Introduction to grammar basics: Word classes	<i>Canadian Writer's Handbook (CWH)</i> : Chapters 6 (all), 7a, 8a-d, 10-13 (all) <i>Healthcare Writing (HW)</i> : Chapter 1 (pg. 1-11), Chapter 6 (pg. 111-25)
Week 2 January 15	The writing process: Planning and drafting Paragraphs, Thesis statements	CWH : Ch. 1a-g, 2 (all) HW : Ch. 7 (pg. 147-60, 164-70)
Week 3 January 22	Assignment 1 Due Quiz 1 APA basics: A (very) brief overview Grammar basics continued: Sentence elements and types Sentence Boundary Errors	CWH : Ch. 3 (all), 4a-d, 5a-c; Ch. 37b HW : Ch.6 (pg. 123-5, 136-9), Ch. 8 (pg. 186-92)
Week 4 January 29	The writing process: Editing and revising Writing in a professional health care setting Effective Sentences: Agreement	CWH : Ch. 1h-i; Ch. 7c, 9 (all) HW : Ch. 1 and 2, Ch. 6 (pg. 133-6)
Week 5 February 5	Effective Sentences: Active vs. Passive Voice, Parallelism Commas, Semicolons, Colons	CWH : Ch. 4e-i, 5h, 8h; Ch. 15-17, 25 (all) HW : Ch. 6 (pg. 125-31, 142-4)
Week 6 February 12	Assignment 2 Due Quiz 2 Effective Sentences: Modifiers Dashes and apostrophes Diction Plan your research: Literature review	CWH : Ch. 5d-g; 18-24 (all), 32l-n; Ch. 7e, 14 (all), Ch. 33 (all) HW : Ch. 6 (pg. 131-3, 139-41), Ch. 8 (pg. 173-82)
February 19	Spring Reading Week	No class meeting

Week 7 February 26	Taylor Library Research Information Session	
Week 8 March 5	Assignment 3 Literature Review Due Evaluating and Incorporating Sources	CWH: Ch. 34-36 HW: Ch. 8 (pg. 176-86)
Week 9 March 12	Quiz 3 Evaluating and Incorporating Sources (continued) Pronoun Case/Reference Preparing for the Oral Report	CWH: Ch. 34-36; Ch. 7b,d HW: Ch. 2 (pg. 37-41), Ch. 6 (pg. 115-18)
Week 10 March 19	Assignment 3 Oral Reports	
Week 11 March 26	Documenting sources/APA formatting	CWH: Ch. 37b, 26-31 HW: Ch. 8 (pg. 186-91)
Week 12 April 2	Wrap-up and Exam review	
Week 13 April 9	Assignment 3 Research Essay Due Exam review (cont.)	