



Department of English and Writing Studies

WRITING 4998G/650 – Distance Studies
RE-VISIONING SELF: CREATING YOUR PROFESSIONAL PORTFOLIO
Winter, 2019

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Office hours: By Western mail (beayrs@uwo.ca) or on Sakai mail.

Required Text: Smith, Herb 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.

Attendance/Participation

Obviously, we do not meet formally as a ‘class’ in a Distance Studies course. Therefore, ‘attendance’ and participation on the Discussion Forum are intertwined. While Distance Studies classes are generally asynchronous, they are not correspondence or self-paced. You must attend class (defined as logging into our Sakai course section) and participate by introducing yourself, and posting questions and thoughts during the first week, and by posting (by participating in a given week’s set discussion topic) **on at least three separate days** in subsequent weeks. This means at least three separate posts per week (a week is defined as running from Monday to Sunday) during weeks that have ‘graded discussion’, **at least one of which must be a reply/response to another student and at least one of which must be a ‘new’ post.**

Postings on the Discussion Forum must have the following characteristics:

- Must contribute something meaningful to the Board;

- Must support your opinion with sufficient reasons or evidence;
- Must display good grammar and organization.

Postings should not:

- Contain disrespectful, insulting, or offensive language;
- Be excessively long or excessively short;
- Be unrelated to the week's topic;
- Say things that do not contribute anything, e.g. "I agree with you" or "nice comment".

Note that 'attendance' as defined in this section is **mandatory** in this course. Failure to meet the minimum posting requirements for **any week in which there is graded Discussion** will result in your final grade in this course being reduced by 2.5, cumulative to a maximum reduction of 10%.

Evaluation

NOTE: In this course all assignments will be in, and submitted in, electronic format. 'Working' documents (i.e. everything below other than your final, complete Portfolio) must be in Word (either .doc or .docx extension), to allow comments/editing etc. Pdfs, zipped/compressed files, other formats are not acceptable. Submission links will be provided. Your final complete Portfolio may be in any accessible electronic format (Word, pdf, web-based) you choose.

Your final grade in Writing 4998F/G will be arrived at as follows.

Assignment 1 – New Material: 30% of your final grade will be based on an evaluation of a new essay (or equivalent project), approximately 2000 words, that 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:

New Work -- 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. **(5%)**

New Work -- Interim Draft: write a provisional but complete draft of your new project. You'll discuss (see Forums) each others' drafts during Week 7 ***Peer reviewed. (10%)**

New Work --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 **(15%)**, and as part of the PWP evaluation (see above).

Assignment 2 – Revised piece of Discursive/Expository Prose (e.g. academic essay): select one of your academic essays, or some other piece of discursive (i.e. expository, not ‘creative writing’) writing, and revise/improve it for inclusion in your final Portfolio (this exercise will incorporate **peer review – a comparative analysis of the original and revised versions*): **15%** (grade will be based on the piece as included in your final Portfolio).

Assignment 3 – The Writing Portfolio: **55%** 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. Your provisional complete portfolio will be **peer reviewed*.

(**Peer Review*: Participation in peer review [as instructed] in each assignment for which a ‘peer review’ component is specified is *mandatory*. Students who do not submit a complete draft for peer review as scheduled **and** participate in peer review **will lose 10%** from the earned grade for that assignment or assignment component. ‘**Completeness**’ here means that the draft you submit is ‘complete’ enough to allow meaningful comment by other students. By participating in peer review you gain other readers’ comments and have an opportunity to offer comments [‘criticism’, in the best sense of that term] to others.)

Class Schedule

(Note: a ‘week’ in this course runs Monday to Friday; this term Week 1 is Monday January 7th to Friday, January 11th)

Unit/Week 1: General Introduction; Creating a ‘Working Portfolio’

Begin to collect a broad selection of your writing and other artefacts.

For Week 2:

*Read Chapters 1 and 2 of the Portfolio text, and take a look at some of the sample student portfolios on the ‘Student Portfolio’ page. Review a few of them, making brief notes on type, design, and content. These notes will be the basis for your **Week Two Discussion Topic contributions**.*

Unit/Week 2: Introduction to the ‘Professional Writing Portfolio’; Creating a Portfolio Identity
(Portfolio text Chapters 1 and 2)

For Week 3:

Week 3 Discussion Topic assignment: Do Assignment 1 on page 29 of the Portfolio text (Skills Inventory), creating one or two paragraphs about your skills; these notes will be the basis for your Week 3 Discussion contributions. Note that the Assignments themselves are not formal, nor are they graded (other than in relation to your participation in this Discussion).

Read Chapter 3 in the Portfolio text

Unit/Week 3: Portfolio Contents, Design, and Structure
(Portfolio text Chapter 3)

Proposal for 'New Work' (5% of final grade) due midnight Friday of Week 3: January 25th)

Read Chapters 4 and 5 in the Portfolio text

Unit/Week 4: The Electronic Portfolio
(Portfolio text Chapter 5)

For Week 5:

*Using Assignments 1 and 2 (Portfolios, pages 48-49) as a guide, post up your (still preliminary!) thoughts on the design, and (especially) the theme/metaphor for your portfolio, and a (provisional) table of contents (**Week 5 Discussion Topic assignment**).*

Unit/Week 5: Revising for Portfolio Quality
(Portfolio text Chapter 4)

Read Chapter 6 in the Portfolio text;

Unit/Week 6: Legal and Ethical Issues Affecting Portfolios
(Portfolio text Chapter 6)

INTERIM DRAFT (10% of final grade) OF 'NEW WORK' DUE 5 p.m. Friday of WEEK 6: February 15th)

For Week 7:

Read Chapter 7 in the Portfolio text;

February 18th to 22nd: Reading Week. 'Class' resumes Monday February 25th
(Week 7)

Unit/Week 7: Getting Feedback: Responding to and Revising Portfolios
(Portfolio text Chapter 7)

*Peer-review of [Interim Draft New Work](#) (see Forums)

For Week 8:

Week 8 Discussion Topic assignment: Do Assignment 1 on page 79 of the Portfolio Text: Design Considerations and Contextualization for Discussion in Week 8.

Unit/Week 8: **DISCURSIVE/EXPOSITORY PROSE REVISION (15% of final grade) DUE Midnight Friday of WEEK 8: March 8th**

For Units/Weeks 9/10:

(Weeks 9 and 10 Discussion) Post up your thoughts (and respond to those of others) on the question of the "main audience" (or audiences) for your Portfolio: i) who are you imagining will be reading/viewing your Portfolio, and ii) how is that definition of 'audience' influencing the appearance, structure, and contents?

Unit/Week 9: *Peer Review of [revised Discursive/Expository Prose piece](#)

Work on portfolios

For Week 10:

Work on Portfolio

Unit/Week 10: Work on portfolios

For Week 11:

Prepare to submit Provisional Complete Portfolio

Unit/Week 11: Work on portfolios

PROVISIONAL COMPLETE PORTFOLIO DUE Midnight Friday of WEEK 11: March 29th

Unit/Week 12: *Peer Review of [Provisional Complete Portfolio](#) Monday to Thursday.

Work on Final Portfolio revisions

Final Portfolio is due. Deadline for submission is 11:55 p.m. on Tuesday April 9th (last day of classes).

Course Policies

Medical Accommodation Policy

For UWO Policy on Accommodation For Medical Illness, see:

<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.

Scholastic Offences

"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.”

“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 successful completion of at least two (2) half-courses in Writing at the 2200-level or above, or Special Permission of the department.