

Writing 1030G: Writing for Professional Success in Nursing

Winter 2020

Section #: 001

Day/Time/Room: Tuesday/12:30-3:30/ UC-1105

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Office hours: Tues 3:30-5:30

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*.

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.**

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

Western has a comprehensive policy covering requests for accommodation by students who are not registered with Student Accessibility Services. All students should review this policy here, under the heading ‘Accommodation for Illness – Undergraduate Students’, noting the procedures, restrictions, and notice requirements:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12

In Writing courses, students covered by this policy who are seeking academic consideration must proceed as follows.

Writing Studies’ Basic Policy: Students seeking academic consideration on medical or any other grounds for any missed tests/exams, class attendance/participation components, or late or missed assignments must either initiate a Self-Reported Absence (for a grade component worth up to 30% of their final grade, but excluding final exams scheduled during the exam period) or apply in person to the Academic Counselling or Undergraduate office of their home Faculty and provide a Student Medical Certificate (SMC) or other supporting documentation as required in accordance with official Western policy (linked above).

Students seeking academic consideration must communicate with their instructors no later than 24 hours after the end of the period covered by either:

- i. A Self-Reported Absence, or
- ii. Academic consideration supported by the Academic Counselling Office.

Exception: In Writing Studies courses, a student seeking academic accommodation on non-medical grounds for any missed in-class tests/exams, class attendance/participation components, or late or missed assignments worth less than 10% of a final grade may first consult directly with her or his instructor, who

will – in his or her discretion – elect either to make a decision on the request directly or instruct the student to follow the procedures set out in Writing Studies’ Basic Policy (above).

Please note that individual instructors will not under any circumstances accept or read medical documentation directly offered by a student, whether in support of an application for accommodation on medical grounds or for related 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 or Undergraduate office of a student’s home Faculty.

Students who are or who feel they should be covered under Student Accessibility Services should review Western policy here:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10

Students who are in emotional/mental distress should refer to MentalHealth@Western

(<https://www.uwo.ca/health/>) for a complete list of options about how to obtain help.

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 Jan 7	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 Jan 14	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 Jan 21	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 Jan 28	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 Feb 4	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 Feb 11	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)
Week 7 Feb 25	Taylor Library Research Information Session	
Week 8 March 3	Assignment 3 Literature Review Due Evaluating and Incorporating Sources	CWH: Ch. 34-36 HW: Ch. 8 (pg. 176-86)
Week 9 March 10	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 17	Assignment 3 Oral Reports	
Week 11 March 24	Documenting sources/APA formatting	CWH: Ch. 37b, 26-31 HW: Ch. 8 (pg. 186-91)
Week 12 March 31	Wrap-up and Exam review Assignment 3 Research Essay Due Exam review (cont.)	