

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

Fall 2021

**Section #: 652**

**Day/Time/Room: Online/Asynchronous**

**Instructor: Dr. Tom Cull**

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**Office: 1425 UC**

**Office hours: Email or Zoom 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 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

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.

**Note:** The two required textbooks are available through the Western Bookstore. You can purchase physical copies there, or you can order copies at this link:

[https://bookstore.uwo.ca/textbook-search?campus=UWO&term=B2021&courses%5B0%5D=001\\_UW/WRI1030F](https://bookstore.uwo.ca/textbook-search?campus=UWO&term=B2021&courses%5B0%5D=001_UW/WRI1030F)

*Healthcare Writing* is also available in ebook form for purchase or rental through RedShelf at the following link: <https://redshelf.com/book/1569071/healthcare-writing-1569071-9781460405840>

## Course Requirements

Quizzes (2x 7.5%)	15%
Assignment #1: Critical Analysis Essay (500 words)	10%
Assignment #2: Patient Report (750 words)	10%
Assignment #3: Scholarly Essay (1250-1500 words)	20%
Literature Review	5%
Research Presentation (5 minute recorded voice-over, 5-7 slides)	10%
Participation (Discussion postings/responses)	10%
Final Exam ("Take-home" Response Essay)	20%

### Assignment Format

Written assignments are to be typed and double-spaced. 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, uploaded to our OWL site by 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. Do not email assignments. Also, be aware that **you are responsible for keeping copies of all assignments submitted.**

### Email Policy

Emails will be monitored Mon-Friday; students will receive a response in 24 – 48 hours. When emailing me please include your name, course, and section. Please remember that all correspondence in university course should employ a professional tone and format (e.g. full sentences, salutation and sign off).

### Attendance and Participation

It should go without saying that attendance at class is required to improve as a communicator. The most successful classrooms—physical or online—have students and instructors equally engaged in thinking about and discussing the readings, assignments, and weekly topics. **You are expected to complete the assigned readings each week.** As the current circumstances require this class to be fully online, we do not meet formally; thus, attendance and participation on your OWL discussion board are connected. Online courses are typically asynchronous (and this one is no different), but they are not wholly self-paced. You must attend and participate in class (defined as logging into your OWL section and interacting with your peers by posting responses to questions and/or prompts in the relevant weekly topic sections under the "Forums" link).

Your class discussion grade will be based on whether you have sufficiently fulfilled the posting requirements, which are listed in more detail below. In general, the grade will be determined by 1) the quality of your posts each week and 2) the number of quality posts you make.

#### 1) Quality of Posting

All posts on your tutorial discussion forum must

- Contribute something meaningful to the board.

- Support your response with sufficient reasons and/or evidence.
- Demonstrate that you have either completed the assigned lecture and/or textbook reading (and/or that you have read your classmates' posts).
- Display good grammar and organization.

Posts should not

- Employ disrespectful, insulting, or offensive language. **Note in particular that the use of racist language or any language that works against the values of Equity, Diversity, and Inclusion will not be tolerated.**
- Be unrelated to the weekly topic.
- Be too long (more than one screen length) or too short (a sentence or two).
- Consist (in the case of responding to classmates) only of statements like "I agree with you" or "Great comment!" Such posts do not contribute any substance to the discussion; thus, they do not count as posts.

## 2) Frequency and Number of Posts

You must post **at least two posts** covering that particular week's discussion prompt (in addition to meeting the standards defined under "Quality of Posting," above). At least **one post must initiate a new thread** to the discussion, and at least **one post must be a reply to another student**. For the purposes of the class discussion, all weeks run from Monday to Sunday; late posts (i.e., posts that appear after the discussion concludes on Sundays at 11:59 pm) will not count toward your participation grade.

## Scholastic Offences, including Plagiarism

All essays and assignments must be written **in your own words**. Whenever you take an idea or a passage of text from another author, you must acknowledge this debt by using quotation marks where appropriate and by properly referencing all quotation, paraphrase, and summary via in-text citations. **Please note that plagiarism also includes double submission: submitting work from one course for credit in another without written permission from both instructors.** Plagiarism is a major academic offence. Scholastic offences such as plagiarism are taken very seriously and attended by academic penalties that may include expulsion from the program. You may read the appropriate policy on what constitutes a scholastic offence by following this link:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

As noted, in this course you will be required to submit an electronic copy of the final version of each of your written assignments to turnitin.com through your tutorial section's OWL homepage.

## Prerequisites

"Unless you have either the prerequisites 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."

## Accommodation and Consideration Policies

**Note: the official Western Accommodation Policy appears below. This is currently in effect, but may be modified temporarily by the university during the academic year as conditions change.**

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here: [Academic Accommodation for Students with Disabilities](#).

## **Academic Consideration for Student Absence**

Students will have up to two (2) opportunities during the regular academic year to use an on-line portal to self-report an absence during the term, provided the following conditions are met: the absence is no more than 48 hours in duration, and the assessment for which consideration is being sought is worth 30% or less of the student's final grade. Students are expected to contact their instructors by email within 24 hours of the end of the period of the self-reported absence. Students are not able to use the self-reporting option in the following circumstances:

- for exams scheduled by the Office of the Registrar (e.g., December and April exams)
- absence of a duration greater than 48 hours,
- assessments worth more than 30% of the student's final grade,
- if a student has already used the self-reporting portal twice during the academic year

If the conditions for a Self-Reported Absence are *not* met, students will need to provide a Student Medical Certificate if the absence is medical, or provide appropriate documentation if there are compassionate grounds for the absence in question. Students are encouraged to contact their Faculty academic counselling office to obtain more information about the relevant documentation.

Students should also note that individual instructors are not permitted to receive documentation directly from a student in support of an application for consideration on medical grounds or for other reasons. **Requests for consideration, and all required documentation, for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office of a student's Home Faculty.**

For Western University policy on Consideration for Student Absence, see:  
[Policy on Academic Consideration for Student Absences](#)

For the Student Medical Certificate (SMC), see:  
[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

**Students who are in emotional/mental distress should refer to MentalHealth@Western: (<https://www.uwo.ca/health/psych/index.html>) for a complete list of options about how to obtain help. Immediate help in the event of a crisis can be had by phoning 519.661.3030 (during class hours) or 519.433.2023 after class hours and on weekends.**

## **Religious Accommodation**

Students should consult the University's list of recognized religious holidays and should give reasonable notice in writing (by email), prior to the holiday, to the Instructor and to an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the [Western Multicultural Calendar](#).

## **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.

## **Support Services**

Registrarial Services <http://www.registrar.uwo.ca>

Student Support Services <https://student.uwo.ca/psp/heprdweb/?cmd=login>

Services provided by the USC <http://westernusc.ca/services/>

Academic Support and Engagement <http://www.sdc.uwo.ca/>

## Lecture, Reading, and Assignment Schedule

**An Important Note:** I am the owner of the Intellectual Property in my lecture materials. Even when those lecture materials are posted to OWL, students are strictly prohibited from posting or sharing them to any other websites or platforms or from using the lecture materials for any other purpose outside of the work of this course without my consent.

**Note also:** 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.

Date	Meeting focus	Readings
Week 1: Sept 8-10	Introduction to the course/syllabus	
Week 2: Sept 13-17	Introduction to grammar basics: Word classes [Discussion]	<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 3: Sept 20-24	The writing process: Planning and drafting  Grammar basics: Word classes, cont'd  Paragraphs, Thesis statements [Discussion]	<b>CWH</b> : Ch. 1a-g, 2 (all) <b>HW</b> : Ch. 7 (pg. 147-60, 164-70)
Week 4: Sept 27-Oct 1	<b>Assignment 1 Due (Friday before midnight)</b>  APA basics: A (very) brief overview  Grammar basics continued: Sentence elements and types Sentence Boundary Errors	<b>CWH</b> : Ch. 3 (all), 4a-d, 5a-c; Ch. 37b <b>HW</b> : Ch.6 (pg. 123-5, 136-9), Ch. 8 (pg. 186-92)
Week 5: Oct 4-8	<b>Quiz 1</b>  The writing process: Editing and revising; Writing in a professional health care setting  Effective Sentences: Agreement [Discussion]	<b>CWH</b> : Ch. 1h-i; Ch. 7c, 9 (all) <b>HW</b> : Ch. 1 and 2, Ch. 6 (pg. 133-6)
Week 6: Oct 12-15 <b>(Thanksgiving Holiday: Oct 11)</b>	Effective Sentences: Active vs. Passive Voice, Parallelism  Commas, Semicolons, Colons [Discussion]	<b>CWH</b> : Ch. 4e-i, 5h, 8h; Ch. 15-17, 25 (all) <b>HW</b> : Ch. 6 (pg. 125-31, 142-4)
Week 7: Oct 18-22	<b>Assignment 2 Due (Friday before midnight)</b>  Effective Sentences: Modifiers, Diction Dashes and apostrophes  Plan your research: Literature review	<b>CWH</b> : Ch. 5d-g; 18-24 (all), 32l-n; Ch. 7e, 14 (all), Ch. 33 (all) <b>HW</b> : Ch. 6 (pg. 131-3, 139-41), Ch. 8 (pg. 173-82)

Week 8: Oct 25-29	Taylor Library Research Information Session [Discussion]	
<b>Nov 1-7</b>	<b>Reading Week</b>	<b>No Assigned readings</b>
Week 9: Nov 8-12	<b>Assignment 3 Literature Review Due (Friday before midnight)</b>  Pronoun Case/Reference  Evaluating and Incorporating Sources	<b>CWH:</b> Ch. 34-36; 7b, d <b>HW:</b> Ch. 8 (pg. 176-86)
Week 10: Nov 15-19	<b>Quiz 2</b>  Evaluating and Incorporating Sources (continued) Preparing the Research Presentation [Discussion]	<b>CWH:</b> Ch. 34-36 <b>HW:</b> Ch. 2 (pg. 37-41), Ch. 6 (pg. 115-18)
Week 11: Nov 22-26	<b>Assignment 3 Oral Reports Due (Friday before midnight)</b>  Preparing the Research Presentation (cont.)	<b>HW:</b> Ch. 2 (pg. 37-41)
Week 12: Nov 29-Dec 3	Documenting sources/APA formatting [Discussion]	<b>CWH:</b> Ch. 37b, 26-31 <b>HW:</b> Ch. 8 (pg. 186-91)
Week 13: Dec 6-8	Essay tips and preparation; Final Exam reminders  <b>Assignment 3 Research Essay Due on last day of class</b>	