

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

Fall 2022

**Section # 001**

**Day/Time:** Tu 12:30-3:30pm

**Classroom:** PAB-36

**Instructor:** David Barrick

**Email:** dbarric@uwo.ca

**Office hours:** M 2:00-4:00pm (via Zoom)

### 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.

### Course Requirements

Quizzes (2 x 7.5%)	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* section 37B. Please consult the *Publication Manual of the APA* (7<sup>th</sup> Edition, 2019) for comprehensive and up-to-date documentation standards.

## Submitting Assignments

Assignments are due in-class on the date specified on the schedule. **Late assignments will be penalized 5% per day unless you have received an extension.** You must talk to your instructor about extensions ahead of the due date; they are not automatic and cannot be granted retroactively.

In this course, you will also 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. 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.

**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.

**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.

## **Classroom Policies**

You will be expected to read all the chapters assigned from your textbook before coming to class. Your instructor will not summarize the reading, but will instead focus on salient issues arising from a particular chapter. In turn, you must participate in class and contribute your observations to the discussion. This is an active learning environment, so be prepared to engage with your instructor and your peers.

## **Office Hours/E-mail Policy**

This term, my office hours will be held via Zoom on Mondays from 2:00-4:00pm; I am also happy to book Zoom appointments and answer questions in person during (or directly after) our class meeting. I respond to e-mails within 24 hours. If you have not heard from me in 48 hours, please resend your message. I do not check e-mail on the weekend.

## **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, which can be found here: [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)

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 OWL 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.”

## **Academic Accommodation**

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

Senate language requires all requests for accommodation for a grade component of 10% or more to go to academic counselling. That same section, however, allows for (and encourages) instructors to deal directly with accommodation requests for grade components less than 10%. Here’s the relevant Senate language:

“Accommodation by Instructor for work worth less than 10% of the overall grade in a course: Instructors are encouraged, in the first instance, to arrange participation requirements and multiple small assignments in such a way as to allow students some flexibility. A student seeking academic accommodation for any work worth less than 10% must contact the instructor or follow the appropriate Department or course specific instructions provided on the course outline.

In arranging accommodation, instructors will use good judgment and ensure fair treatment for all students. Instructors must indicate on the course outline how they will be dealing with work worth less

than 10% of the total course grade. In particular, instructors must indicate whether medical documentation will be required for absences, late assignments or essays, missed tests, laboratory experiments or tutorials, etc. Where medical documentation is required, such documentation must be submitted by the student directly to the appropriate Faculty Academic Counselling/Dean's office, who will make the determination whether accommodation is warranted. Given the University's Official Student Record Information Privacy Policy ([https://www.uwo.ca/univsec/pdf/academic\\_policies/general/privacy.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf)), **instructors may not collect medical documentation.**"

### **Medical Accommodation Policy**

"The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Academic accommodation shall be granted only where the documentation indicates that the onset, duration, and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. (Note – it will not be sufficient to provide documentation indicating simply that the student "was seen for a medical reason" or "was ill.")

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner."

### **Documentation from Family Physicians/Nurse Practitioners and Walk-In Clinics**

A Western Student Medical Certificate (SMC) is required where a student is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. An SMC can be downloaded at [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf)

### **Documentation from Student Health Services**

At the time of illness, students should make an appointment with a physician/nurse practitioner at Student Health Services. During this appointment, request a Student Medical Certificate from the Physician/Nurse Practitioner.

### **Documentation from Hospital Urgent Care Centres or Emergency Departments**

Students should request that an SMC be filled out. Students may bring this form with them, or request alternative Emergency Department documentation. Documentation should be secured at the time of the initial visit to the Emergency Department. Where it is not possible for a student to have an SMC completed by the attending physician, the student must request documentation sufficient to demonstrate that their ability to meet their academic responsibilities was seriously affected."

**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 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: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic%20Accommodation\\_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.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 (email), prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the [Western Multicultural Calendar](#)

### Other Student 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/>

### Class Meeting Schedule (subject to minor changes)

**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.

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 (Tues Sept 13)	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 (Tues Sept 20)	The writing process: Planning and drafting Paragraphs, Thesis statements  Grammar basics: Word classes, cont'd	<b>CWH</b> : Ch. 1a-g, 2 (all) <b>HW</b> : Ch. 7 (pg. 147-60, 164-70)

Week 3 (Tues Sept 27)	<b>Assignment 1 Due</b>  APA basics: A (very) brief overview  Grammar basics continued: Sentence elements and types Sentence Boundary Errors	<i><b>CWH:</b></i> Ch. 3 (all), 4a-d, 5a-c; Ch. 37b <i><b>HW:</b></i> Ch. 6 (pg. 123-5, 136-9), Ch. 8 (pg. 186-92)
Week 4 (Tues Oct 4)	<b>Quiz 1</b>  The writing process: Editing and revising Writing in a professional health care setting  Effective Sentences: Agreement	<i><b>CWH:</b></i> Ch. 1h-i; Ch. 7c, 9 (all) <i><b>HW:</b></i> Ch. 1 and 2, Ch. 6 (pg. 133-6)
Week 5 (Tues Oct 11)	Effective Sentences: Active vs. Passive Voice, Parallelism  Commas, Semicolons, Colons	<i><b>CWH:</b></i> Ch. 4e-i, 5h, 8h; Ch. 15-17, 25 (all) <i><b>HW:</b></i> Ch. 6 (pg. 125-31, 142-4)
Week 6 (Tues Oct 18)	<b>Assignment 2 Due</b>  Effective Sentences: Modifiers Dashes and apostrophes Diction  Plan your research: Literature review	<i><b>CWH:</b></i> Ch. 5d-g; 18-24 (all), 32l-n; Ch. 7e, 14 (all), Ch. 33 (all) <i><b>HW:</b></i> Ch. 6 (pg. 131-3, 139-41), Ch. 8 (pg. 173-82)
Week 7 (Tues Oct 25)	Taylor Library Research Information Session	
<b>READING WEEK</b>	<b>NO CLASS MEETING</b>	<b>NO ASSIGNED READINGS</b>
Week 8 (Tues Nov 8)	<b>Assignment 3 Literature Review Due</b>  Pronoun Case/Reference  Evaluating and Incorporating Sources	<i><b>CWH:</b></i> Ch. 34-36; Ch. 7b, d <i><b>HW:</b></i> Ch. 8 (pg. 176-86)
Week 9 (Tues Nov 15)	<b>Quiz 2</b>  Evaluating and Incorporating Sources (continued)  Preparing for the Oral Report	<i><b>CWH:</b></i> Ch. 34-36 <i><b>HW:</b></i> Ch. 2 (pg. 37-41), Ch. 6 (pg. 115-18)
Week 10 (Tues Nov 22)	<b>Assignment 3 Oral Reports</b>	
Week 11 (Tues Nov 29)	<b>Assignment 3 Oral Reports (continued, if necessary)</b>  Documenting sources/APA formatting Essay tips and preparation	<i><b>CWH:</b></i> Ch. 37b, 26-31 <i><b>HW:</b></i> Ch. 8 (pg. 186-91)
Week 12 (Tues Dec 6)	<b>Assignment 3 Research Essay Due</b>  Wrap-up and Exam review	