

WRITING 1031F – Distance Studies

Global Positioning: Introduction to Rhetoric and Professional Communication

Fall 2024

Section 650

COURSE DESCRIPTION AND OBJECTIVES

This course introduces students to the rhetorical principles and practices of writing and oral communication in professional contexts. Particular attention is paid to understanding audience, context, and purpose; the grammar of Standard Written English; modes of persuasion; and the negotiation of cultural difference.

Students learn strategies for idea generation, composing a first draft, and effective revision, editing and proofreading techniques.

Upon successful completion of this course, students will have demonstrated the ability to

- identify and define rhetorical contexts for professional communication;
- understand the relationship between context, purpose and audience and how that relationship should shape a message;
- use that understanding to develop persuasive messages;
- generate ideas for a variety of communicative purposes, such as communicating a negative message with positive emphasis;
- understand the basic principles of writing formal reports and apply them;
- understand the basic principles of cross-cultural communication and their significance;
- understand the basic principles of document design and apply them;
- understand the basic principles of designing individual and group oral presentations
- write cohesive and coherent prose using the grammar and conventions of Standard Written English;
- identify and correct errors in composition, grammar, and mechanics; and
- incorporate feedback into revisions.

TEXTBOOKS: Required

MacRae, Paul. *Business and Professional Writing: A Basic Guide*. Second Canadian Edition. Peterborough: Broadview, 2019.

Messenger, de Bruyn et al. *The Canadian Writer's Handbook. Third Essentials Edition*. Don Mills: Oxford University Press, 2023.

COURSE REQUIREMENTS

Assignment 1: Negative Message (up to 1000 words)	10%
Assignment 2: Persuasive Message with Visual (up to 1200 words)	25%
Assignment 3: Formal Report Exercise (up to 1250 words, excluding front and back matter)	30%
Sentence Grammar/Structure Quizzes (3 x 5%)	15%
*Final Exam (to be written <u>in-person</u> during Exam Period)	20%

Final Exam

***Note: the final exam in this course will be an in-person exam, written in the December exam period on a date/time scheduled by the Office of the Registrar.** The exam will test the skills that you have developed over the course of the semester in terms of your writing ability (purpose, coherence, cohesion, style, and grammar) and your understanding of the fundamental elements of writing for professional communication as discussed in class and in course readings.

Access to Brightspace

This course is fully online, therefore access to and familiarity with Owl (Brightspace) is essential. Further: students are responsible for checking the course OWL site (<https://westernu.brightspace.com/>) regularly for news and updates. This is the primary method by which information will be disseminated to all students in the class. If you need assistance with the course OWL site, you can seek support on the OWL Brightspace Help page. Alternatively, you can contact the Western Technology Services Helpdesk. They can be contacted by phone at 519-661-3800 or ext. 83800.

Assignment Format

Assignments must be typed, double-spaced, and submitted online (see 'Submitting Assignments')

below) as Word files. 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 MLA, CMS, or APA standards for documentation (as detailed in Messenger et al. Chapter 37).

Submitting Assignments

Assignments 1, 2, and 3 are due on the dates specified on the syllabus Schedule. In the absence of formal academic consideration, **late papers for Assignments 1 and 2** will be penalized at 2.5% per day unless I have permitted an informal short extension of the due date. You must contact me ahead of the due date for an extension and provide a reason for the request acceptable to me. Assignment 3 is due on the last day of class. That date is a university deadline and will be extended only with formal academic consideration. Important: you are responsible for keeping an electronic copy of all assignments you submit.

Quizzes 1, 2, and 3 must be written during the weeks specified on the syllabus Schedule. As noted in the policy section 'Academic Consideration and Accommodation' below, if you miss a Quiz you may elect to contact me directly to see if we can agree informally to a short extension of its availability.

Procedure for Assignment Submission:

Under policies adopted by Writing Studies, final drafts of all assignments in first-year and 2100-level Writing courses must be submitted through Turnitin.com (see Scholastic Offences, including Plagiarism below). Consequently, you will find Turnitin submission links for each of Assignments 1 to 3 under 'Assignments'. You will upload your final version of each assignment through its link, as a single Word (.doc or .docx extension) file,* titled to identify you as author.

***Note: Pdf or other 'read only' formats, and compressed/ziped files are not acceptable. Please note also that Turnitin will not accept more than a single file submission. In other words, do not try to submit an assignment twice, or in parts as two or more files. Also note that I access your original uploaded Word file; typically any formatting errors etc. which show in the Turnitin 'preview' function will not appear on your uploaded file.**

Attendance/Participation (Please note posting requirements)

We do not meet formally as a 'class' in a Distance Studies course. Therefore, 'attendance' at and participation in Discussions 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 Owl site) 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) in subsequent weeks where there is a Discussion topic as indicated on this syllabus. This means at least **two separate posts** during each of those weeks (a week is defined *for this purpose* as running from Monday to Sunday); **one must be a reply/response to another student and one must be a new post written by you that starts a new thread in the Discussion topic. Any further posts may be of either kind.**

Postings in Discussions 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 in **any week where there is Discussion may result in your final grade in this course being reduced by 2.5% for each such week.**

Prerequisites and Antirequisite*

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.

***Note: this course does not have prerequisites, but it does have an antirequisite – Writing 2111F/G. You cannot receive academic credit for both Writing 1031F/G and Writing 2111F/G.**

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/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 (see Scholastic Offence Policy as above).

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>.

Intellectual Property and Copyright

All instructor-written materials (e.g. PowerPoints, lecture notes, oral lectures) for this course are created solely for students' personal use within the course, and remain the instructor's intellectual property. Further reproduction, fixation, distribution, transmission, dissemination, communication, or any other uses, without securing the consent of the copyright owner (the course instructor) may be an infringement of copyright. You may not distribute, email, or otherwise communicate these materials to any other person. These limitations extend to recording, photographing, or sharing lectures (online or in-person) and lecture material without permission. Posting the instructor's content from this course to online course sharing sites like OneClass or Course Hero without permission is both an infringement of intellectual property law and a violation of academic integrity guidelines. The instructor will pass these cases on to the Western University Ombudsperson or their Department Chair as appropriate.

Writing Studies' Policy on the Use of AI Tools

In this course, students are permitted to use AI tools for information gathering and preliminary research purposes only (unless otherwise indicated in the assignment instructions). These tools are intended to enhance the learning experience by providing access to diverse information sources. It is essential, however, that students critically evaluate the obtained information, exercise independent thinking, and engage in original research to synthesize, develop, and articulate their own ideas, arguments, and perspectives. The use of AI tools can serve as a starting point for exploration, but students are expected to uphold academic integrity by appropriately attributing all sources and avoiding plagiarism in any form. Note that for all assignments completed outside of class, the instructor can require you to attend an in-person interview to discuss your work before a mark is finalized. Assignments should always reflect students' own thoughts and constitute independent written work. By adhering to these guidelines, students contribute to a responsible and ethical learning environment that promotes critical thinking, supports independent inquiry, and encourages original written contributions.

Further Course and University Policies

Academic Consideration and Accommodation

General Note: Instructors are **not permitted to request, receive, or review documentation** – including but not limited to medical documentation – directly

from you. All such documentation, if required, **must** be submitted **directly** to the Academic Counselling Office of your Faculty of Registration.

University policy on academic considerations is described here:

https://uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration_Sept24.pdf

This policy requires that all requests for academic considerations must be accompanied by a self-attestation.

Please note that any academic considerations granted in this course will be determined by the instructor, in consultation with the academic advisors in your Faculty of Registration, in accordance with information presented in this course outline.

For procedures on how to submit Academic Consideration requests through the Student Absence Portal, please see the information posted on the Office of the Registrar's webpage:

https://www.registrar.uwo.ca/academics/academic_considerations/index.html

All requests for Academic Consideration must be made within 48 hours after the assessment date or submission deadline.

All academic consideration requests must include supporting documentation, which may include a Student Medical Certificate. Recognizing that formal documentation may not be available in some extenuating circumstances, the policy allows students to make one Academic Consideration request **without supporting documentation** in this course.

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

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 (<https://multiculturalcalendar.com/ecal/index.php?s=c-univwo>).

Statement on Gender-based Sexual Violence

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced gender-based or sexual violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts, here. To connect with a case manager or set up an appointment, please contact support@uwo.ca.

Other Student Support Services

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

Student Support Services

<https://student.uwo.ca/psp/heprdweb/?cmd=login&languageCd=ENG&> provided by the USC <http://westernusc.ca/services/>

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