

MMC6936 (19284) Professional Writing

Summer A 2022

Your instructor

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Office Hours: TBD

Course objectives

In this 1-credit class, we will strive to improve your writing ability appropriate for a variety of professional settings. We will focus on the values, mechanics, and best practices for strong and compelling writing. The exercises completed in this class will be applicable to a variety of positions and professional fields.

What we'll do this semester

- Three writing assignments (40%)
- Writing Quiz (10%)
- Attendance (10%)
- Participation and Discussions (10%)
- Final revisions portfolio (30%)

All assignments will be submitted through Canvas unless otherwise noted.

Grades

You will be graded on a 500-point scale:

A:	460–500	C:	360–384
A-:	450–459	C-:	350–359
B+:	435–449	D+:	335–349
B:	410–434	D:	310–324
B-:	400–409	D-:	300–311
C+:	385–399	E:	0-299

Missing or Late Work

This is a very accelerated course and staying on top of your work is of the utmost importance. It will be to your own detriment to fall behind.

I will deduct 10 points for every day an assignment is late.

True emergencies will require documentation. Communication is part of professional behavior and will be key in this course. If you fear something will prevent you from turning in an assignment on time or you are otherwise struggling, please come speak with me.

Required Materials

Writing Tools, Roy Peter Clark (publisher: Little, Brown)

Professional Conduct

This is a workshop-style class in which we will all contribute ideas and critiques of other writers' work and ideas. Please use professional courtesy as you would in the workplace.

Academic integrity

The College of Journalism and Communications is committed to upholding the university's academic honor code. Academic dishonesty of any kind shall not be tolerated in this course. The university's guidelines provide additional details, which each student is expected to understand. To be certain, academic dishonesty includes, but is not limited to using any work done by another person and submitting it for a class assignment; submitting work done for another class; copying and pasting text written by another person without quotation marks and or without complete attribution, which usually includes a link to the original work.

UF Student Honor Code: <https://sccr.dso.ufl.edu/process/student-conduct-code/> (Links to an external site.)

Students with disabilities

Reasonable accommodations will be made for students with disabilities and who have registered with the UF Dean of Students Office. This office will provide relative documentation to the student, who must then provide this documentation to the instructor when requesting accommodations.

UF Disability Resource Center: <https://disability.ufl.edu/>

Counseling Center

Personal or health issues such as depression, anxiety, stress, career uncertainty and or relationships can interfere with your ability to function as a student. UF's Counseling and Wellness Center (CWC) offers support for students in need. CWC is located at 3190 Radio Road and open each weekday from 8 to 5.

UF Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc> (Links to an external site.)

Course Schedule

Class is held on Tuesdays (T) and Thursdays (R) from 2 p.m. to 3:15 p.m.

WEEK 1

T: May 10

- Introduction to course

R: May 12

- Qualities and values of strong writing
- **DUE: Self Introduction and Writing History on Canvas**

WEEK 2

T: May 17

- Finding your writer's voice

R: May 19

- In-class critique
- **DUE: Assignment #1 in class and on Canvas**

WEEK 3

T: May 24

- Persuasive professional writing

R: May 26

- In-class critique
- **DUE: Assignment #2 in class and on Canvas**

WEEK 4

T: May 31

- Effective digital communications

R: June 2

- In-class critique
- **DUE: Assignment #3 in class and on Canvas**

WEEK 5

T: June 7

- Editing your writing

R: June 9

- AP style and other conventions of Communications writing
- **DUE: Writing Quiz in class**

WEEK 6

T: June 14

- Individual meeting opportunity with instructor

R: June 16

- Choosing your writing sample
- **DUE: Final revisions portfolio on Canvas**

COURSE SCHEDULE IS SUBJECT TO CHANGE.

**MAKE SURE TO KEEP UPDATED THROUGH CANVAS AND
EMAIL.**