

MMC6936: PROFESSIONAL WRITING

Wednesday, Period 10 (5:10 - 6:00 p.m.)

Weimer 1092

1 credit

Your instructor

Melissa Feito

M.A.M.C., University of Florida College of Journalism and Communications

FPREN Multimedia Producer

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Office Hours: I am on campus roughly 9 a.m. - 6 p.m., Mon - Fri. Meetings with me must be by **Appointment Only**.

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

- Writing Assignments (300 points, 75 points each)
- Writing Quiz (25 points)
- Participation/In-class work (75 points)
- Final revisions portfolio (100 points)

All assignments will be submitted through Canvas. Writing assignments should also be printed out and brought to class. **Make sure you print out your assignment before class.**

Required Materials

Writing Tools, Roy Peter Clark

Suggested Materials

AP Stylebook, 56th Edition

Access for free*: <https://www.apstylebook.com/smathers-libraries-at-the-university-of-florida>

*must be connected to UF Wi-Fi

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

Grading Rubric

Each **writing assignment** will be graded based on content, mechanics and quality of writing based on the prompt. The **revision portfolio** will be judged on the overall level of improvement for all writing assignments from the first draft to the final.

All **in-class activities and assignments** are graded for completeness.

Attendance

See UF's attendance policy here: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

Missing or Late Work

Staying on top of your work is of the utmost importance. It will be to your own detriment to fall behind. Each day an assignment is late, I will deduct 10 points.

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.

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.) (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/> (Links to an external site.)

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

Week 1: Introduction and Syllabus Overview

Week 2: Qualities and Values of Strong Writing

Week 3: Storytelling Purpose and Structure

- Assignment 1 due

Week 4: Critiques

Week 5: Writing Short and Sweet

- Assignment 2 due

Week 6: Critiques

Week 7: Communicating Digitally

Week 8: Writing with Voice

- Assignment 3 due

Week 9: Critiques

Week 10: Writing Tools Discussion

Week 11: Writing Tools Quiz

Week 12: Being Personal with Professional Writing

- Assignment 4 due

Week 13: Critiques

Week 14: NO CLASS-- THANKSGIVING BREAK

Week 15: Workshop revision portfolio

Week 16: What we learned this semester

- Revision Portfolio due

COURSE SCHEDULE IS SUBJECT TO CHANGE! Make sure to stay up to date through email and Canvas notifications.