

Professional Writing

OBJECTIVE

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, and we will use assignments and critiques to put the strategies into practice with the hopes that the lessons can be applied to a number of professional industries and situations.

COURSE SCHEDULE

This course is organized into a series of topic-based modules. Modules will usually start on Mondays and end on Sundays. Exact dates for assignments are listed in Canvas.

Please be sure to submit your work through Canvas and on time. Canvas won't allow you to submit work even a couple of minutes late, and I won't accept work submitted outside of Canvas. Technical issues — and general life issues — are regrettable and frustrating, but they happen. *Please plan accordingly.*

TO ACCESS THE
COURSE, LOG IN
TO CANVAS ON
E-LEARNING
<http://elearning.ufl.edu>

YOUR INSTRUCTOR

Dr. Megan E. Mallicoat
mmallicoat@ufl.edu

I prefer for you to message me through the Canvas system (doing so helps me stay organized and immediately identifies which class you're enrolled in). However, if you do want to use traditional email to reach me, please be sure to include our course number (MMC 6936) in the subject of your message.

OFFICE HOURS

I don't live in Gainesville, so I don't have an office on campus. I'm happy to meet by phone, email or video chat, though. Message me and arrange a time.

REQUIRED TEXTBOOK

Clark, R. P. (2008). *Writing tools: 55 essential strategies for every writer*. Little, Brown Spark.

I will suggest additional reading materials throughout the semester.

COURSE GOALS

When you successfully complete this course, you will:

- Know how to use a variety of writing techniques to improve your writing.
- Understand the process of developing and improving your skills in all aspects of writing and revision.

ASSIGNMENTS + GRADING SCALE

PARTICIPATION

20%

This is an asynchronous class, so participation might look a little different than you're used to. This semester, we'll measure participation by how you engage in online discussions and complete writing critiques.

WRITING ASSIGNMENTS

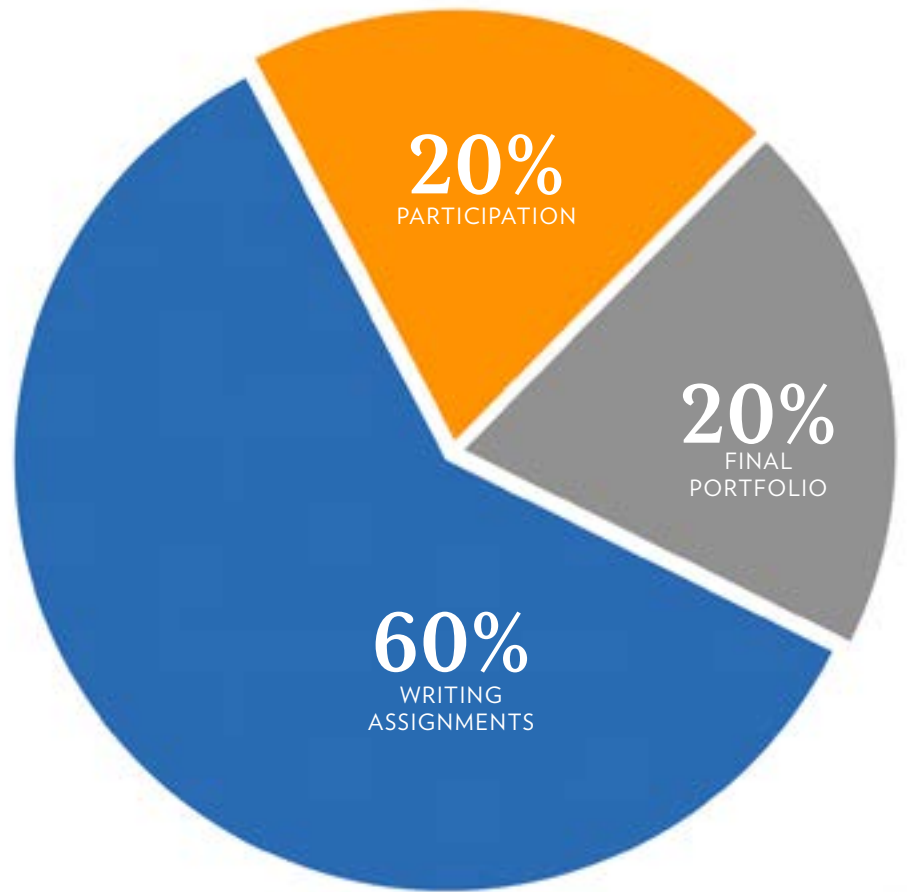
60%

Throughout the semester, you'll complete a writing assignment for each of our major modules. These assignments will be designed to make you a better writer. They'll cover several different writing styles.

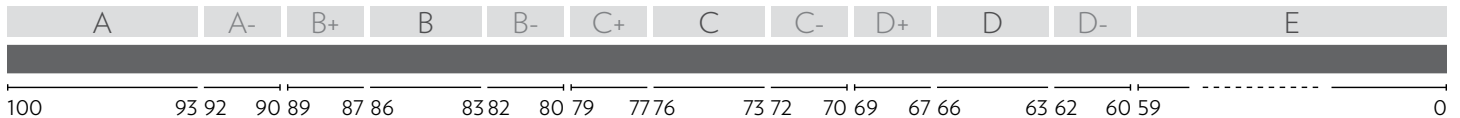
FINAL PORTFOLIO

20%

At the end of the semester, you'll have the opportunity to revise the writing assignments you completed throughout the semester.



GRADING SCALE



For more information on current UF grading policies, visit <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

THE FINE PRINT

COURSE STRUCTURE

This is an asynchronous online course. In other words, we have no scheduled meeting time. This can be convenient for you, but it also means that it is absolutely essential for you to be an organized, motivated student. The course will be managed through Canvas in eLearning, and is structured in a series of topic-based units. Do not let yourself fall behind! You are expected to submit all assignments on time. Deadlines are given in Eastern time. If you are in a different time zone, adjust your Canvas settings accordingly. **Late work – if accepted – will be heavily penalized.** (I will consider making exceptions for documented extreme circumstances, however, so you should discuss them with me.)

COURSE TECHNOLOGY + TECH SUPPORT

This goes without saying in an online course, but I'll say it anyway: **You will need reliable Internet access and a reliable computer.** You will also need word processing software that can generate a .doc or .docx file. You don't have to use Microsoft Word to create your documents, but you will have to upload them to eLearning in that format. **For issues with technical difficulties in Canvas, please contact the UF Help Desk.**

**** Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request make-up work.**

DIVERSITY

The University of Florida's College of Journalism and Communications Department of Journalism embraces a commitment toward an intellectual community enriched and enhanced by diversity along a number of dimensions, including race, ethnicity and national origins, gender and gender identity, sexuality, class and religion. We expect each of our journalism courses to help foster an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society.

You *will* encounter ideas and thoughts you do not agree with, but understand that this is one of the central purposes of this course. Sometimes, we need to feel uncomfortable in order to step outside of our worlds and enter the realities of others. We seek to be challenged! That said, please know that my intent is that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength and benefit.

It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion and culture. Your suggestions are encouraged and appreciated.

Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

STUDENTS WITH DISABILITIES

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

COURSE EVALUATION

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via ufl.bluer.com/ufl/. Summaries of course evaluation results are available to students [here](#).

ACADEMIC INTEGRITY

UF students are bound by The Honor Pledge which states, "*We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."*

[The Honor Code](#) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor in this class.

Plagiarism and cheating will not be tolerated. When you use information (including images) from any source, you should cite it appropriately. I am more than happy to help you understand plagiarism. Just ask. **All work submitted for this class must be your original work. You may not reuse assignments created for other purposes, including other courses, unless I ask you to.** Academic integrity violations will result in a failing grade for the course, without exception.

CAMPUS RESOURCES

HEALTH + WELLNESS RESOURCES

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: Visit the [Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

University Police Department: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

ACADEMIC RESOURCES

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

Library Support: Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints On-Campus: [Visit the Student Honor Code and Student Conduct Code webpage](#) for more information.

Online Students Complaints: [View the Distance Learning Student Complaint Process](#).