

MMC6936: PROFESSIONAL WRITING

Spring 2023

Thursday, Period 6 (12:50 - 1:40 p.m.); Weimer 3215; 1 credit

Your instructor

Samantha Redditt

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Office Hours: 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 saved as Word docs so that they can be critiqued with comments (either online or through the Word app).

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> Links to an external site.

*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.

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, 10 points will be deducted.

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.

Attendance

Attendance is mandatory. Please plan to attend all meetings as we only meet once a week and attendance is necessary to continue making progress throughout the semester. More than three absences may place you at risk of needing to repeat this course. If you are not able to attend a class meeting, please notify me before class via Canvas, Slack or Email. Since we will be sharing work, participation in class discussions and providing your classmates with feedback is essential for your success in this course. Please review this

link to review the University policy on acceptable reason for absence
<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/#absencestext>

Class Format

Weekly meetings will be held in person in WEIM 3215. It may be necessary to meet via Zoom to facilitate discussion with guest speakers or for certain presentations. Students will be notified in advance of these exceptions. Keep in mind that Zoom meetings require the same professional level of participation as in class meetings. Students are expected to have cameras on, be sitting up and be engaged in class. Students who don't abide by these guidelines may be counted as absent. Students are expected to conduct themselves in a professional manner whether providing feedback to classmates or engaging with our guests.

Academic Integrity

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <https://sccr.dso.ufl.edu/policies/student-honor-codestudentconduct-code/>.

UF Plagiarism Policy Plagiarism Definition - A student shall not represent as the student's own work all or any portion of the work of another.

Plagiarism includes but is not limited to:

- Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
- Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authorized by the student.
- Unauthorized use of materials or resources.
- Prohibited collaboration or consultation.
- Submission of paper or academic work purchased or obtained for an outside source.

For UF's Plagiarism Policy visit

<https://regulations.ufl.edu/wp-content/uploads/2018/06/4.040-1.pdf>

If you have any questions or concerns if it qualifies for plagiarism, just ask!

University Policy on Accommodating Students with Disabilities

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center (DRC) by visiting their Get Started page. The DRC will provide documentation to the student who

must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive; therefore, students should contact the office as soon as possible during the term for which they are seeking accommodations.

In-Class Recording

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited.

Specifically, students may not publish recorded lectures without the written consent of the instructor. A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session. Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section.

Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/ or discipline under UF Regulation 4.040 Student

Student Resources

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. Students will be required to use various databases found in the library and used by industry professionals, such as, AdSpender, Census Bureau, Demographics Now, Hoovers, IBISWorld, MarketResearch.com, Mintel, Simmons, Simply Analytics, Statista, etc.

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.

On-Line Students Complaints: View the Distance Learning Student Complaint Process.

Health and Wellness Resources

U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352-392-1575 so that a team member can reach out to the student.

Course Schedule

Week 1, January 12: Introduction and Syllabus Overview

Week 2, January 19: Qualities and Values of Strong Writing

Week 3, January 26: Storytelling Purpose and Structure

- Assignment 1 due at 11:59 p.m.

Week 4, February 2: Critiques

Week 5, February 9: Rhetorical Awareness

- Assignment 2 due at 11:59 p.m.

Week 6, February 16: Critiques

Week 7, February 23: Writing Short and Sweet

- Assignment 3 due at 5:00 p.m.

Week 8, March 2: Critiques

Week 9, March 9: Writing Tools Discussion

Week 10, March 16: SPRING BREAK - NO CLASS

Week 11, March 23: Writing Tools Quiz

Week 12, March 30: Being Personal with Professional Writing

- Assignment 4 due at 5:00 p.m.

Week 13, April 6: Critiques

Week 14, April 13: Workshop revision portfolio

Week 15, April 20: What we learned this year

Week 16, April 27: READING DAY - NO CLASS

- Revision Portfolio due Thursday, April 27th at 11:59 p.m.

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