

COURSE SYLLABUS

EDU2206-09 – Professional Writing
Spring 2010 – March 15 to April 26
Mondays 6:00 p.m. to 10:15 p.m.

Lillian Barden, PhD
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Course Description

Emphasizes collaborative learning and writing-across-the-disciplines. Writing in a variety of professional modes (directions, descriptions, process) and forms (memos, letters, reports) is practiced. Includes review of grammar, punctuation and vocabulary.

Instructor Information:

Lillian Barden, PhD has extensive experience in management and finance with both for profit and non-profit organizations. Former Chair of the Intensive Business program at NDNU, Lillian remains active in consulting work with non-profits in San Mateo County. She has an MFA in Writing from Mills College and has done extensive report, research and professional writing in her business and academic careers.

Course Objectives:

- Demonstrate competence in producing a variety of professional documents including letters, memos, reports, instructions, and proposals
- Develop effective grammar, format, language and attitude appropriate for professional writing
- Emphasize organization, revision and proof-reading
- Collaborate in the development and completion of a web site development project.

Texts:

Smith, Edward & Bernhardt, Stephen. **Writing at Work**, McGraw-Hill, 1997

English Grammar and Punctuation (Quick Study) by Javier Salado and BarCharts Inc (Pamphlet - Dec 2000)

Course Structure and Assignments:

The text is a practical orientation to many aspects of the professional writing process. You will be assigned to read one or two units per class. ***Be sure and do the practice tests*** imbedded in the readings, as they will be the basis of occasional quizzes. Rather than assign additional texts, you will be expected to identify and use a range of excellent web sites to enhance your writing.

First Class Written Assignment:

It is important that I have an early assessment of your writing skill and needs, so give this assignment serious attention. In a memo to me of no more than 750 words, provide a summary of your educational and professional life, how much writing you do currently and what you see as your strengths and deficiencies as a writer.

SEE SUBMISSION MECHANICS BELOW.

Hint: Google “writing a memo” and see what turns up.

Attendance/Grading Policy:

Students may not miss more than one class session or the equivalent of four in-class hours without being withdrawn from the class. There is no additional credit work to make up for absences.

Grading

Attendance/Participation	28
Quizzes on text material	20
Written Assignments	42– 3 @ 4 pts and 3 @ 10 pts
Group project	10

- A, A-A+ = 90-100
- B, B- B+ = 80- 89
- C, C+, C- = 70-79
- D, D+, D- = 60 – 69

Students who need accommodations for physical or learning disabilities need to let the instructor know as soon as possible and provide the appropriate verification.

SUBMISSION MECHANICS – Please take these requirements seriously as they will impact your grade on every assignment.

1. No covers. Student Name and Date of Assignment in upper right corner of 1st page.
2. If you have more than one page, please make sure you use page numbers.
3. 1 inch margins on all sides, 12pt font (Arial or Times New Roman)
4. 1.5 spacing, no right justification
5. Papers should range from 500 to 750 words. (2 to 3 pp.)
6. Paragraph format either block (skip line between blocks) or indent first line (don't skip lines)

An assignment is late if it is not in my hand in a hard copy by the start of the class when it is due. Late papers automatically lose one point per week, unless other arrangements have been made.

Text Reading Requirements:

<u>Session</u>	<u>Read</u>	<u>Unit</u>	<u>Due</u>
1 – 3/15		One – pp. 1-37	(see p.1)
2 - 3/22		Two – 39-117	
3 - 3/29		Three – 120 – 171	
4 – 4/5		Four - 174 – 246	
5 - 4/12		Five – 247 – 289	
6 - 4/19		Six – 291 – 358	
7 - 4/26			