

ENC 4260-0976

Advanced Professional Writing

Spring 2017 MAT 116 T 5-6 R 6

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Description

This course builds on the principles and practices of ENC 3250 (Professional Communication). It emphasizes finer points of prose style in specific professional writing contexts. It focuses on longer-form documents and the challenges of maintaining good prose style throughout them. It tailors these concerns to individual students' professional aspirations. Students taking this class should have a research project underway or in mind. It does not have to be academic, though it can be.

First, students will learn about the idea of research as well as its role in various kinds of professional life. Then, they will study the kinds of research that their chosen field values, as well as the forms in which that research is presented. Finally, students will write up their research, or a portion of it, for an audience of professionals in their chosen field.

Books

- *The Craft of Research*, 4th ed. Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, William T. Fitzgerald

Work

- One 1000-word Essay on relevant chapters in *The Craft of Research*. **20 points**
- One 2000-word Description/Analysis of how research is practiced and presented in a student's chosen field. **20 points**
- One 5000-word Portfolio of documents presenting research in a student's chosen field. The number of items in the portfolio will vary. **60 points**

Scale

	<u>Essay</u>	<u>Description/Analysis</u>	<u>Portfolio</u>	<u>Total</u>
A	19-20	19-20	57-60	94-100
A-	18	18	54-56	90-93
B+	na	na	52-53	87-89
B	17	17	51	84-86
B-	16	16	48-50	80-83
C+	na	na	46-47	77-79
C	15	15	45	75-76
C-	14	14	42-44	70-73
D+	na	na	40-41	67-69
D	13	13	39	64-66
D-	12	12	36-38	60-63

Grading

The grade you earn on the Essay will depend on how well you can articulate the approach to research presented in *The Craft of Research*.

The grade you earn on the Description/Analysis will depend on how thoroughly and skillfully you can articulate your chosen field's research and writing practices.

The grade you earn on your Portfolio will depend on how well you can enact, in your own research, the information you will have gathered and developed in the Essay and Description/Analysis.

In all three cases, your grade will also depend on the quality of your prose style.

This is how the above criteria will translate to specific grades:

A range:	extremely well done, approaching the level of a first-year graduate student
B range:	very well done, at the level of an advanced undergraduate student
C range:	well done; not outstanding but not struggling; adequate to the task
D range:	struggling to meet the demands of the task
E (zero points):	assignment is incomplete, or was not submitted

Late Work Policy

I don't accept late work, so please plan ahead for technical difficulties such as failed printers, crashed hard drives, lack of Internet, and so on.

Attendance

Your course grade drops by one full letter for each “unacceptable” absence after three. Please see this [link](#) for details.

Academic Honesty and Definition of Plagiarism

If you plagiarize a draft or final version of any assignment (including the Daily Question), you will earn an E for the course, and I will report the incident to the [Dean of Students](#) for further action. In other words, you must abide by the [Student Conduct and Honor Code](#). For more information about academic honesty, including definitions of plagiarism and unauthorized collaboration, please visit [this link](#).

Course Grade Appeal

You may appeal your course grade by consulting Prof. John Cech, Associate Chair, [Department of English](#).

Grade Points

This [link](#) explains how UF assigns points to your course grades.

Online Course Evaluations

Toward the end of the semester, you will receive email messages asking you to go online and evaluate this course. [Here](#) is a link to the course evaluation website. [Here](#) is a link to past evaluations.

Student Disabilities

The [Disability Resource Center](#) in the Dean of Students Office provides information and support regarding accommodations for students with disabilities. For more information, please visit [this link](#).

Sexual Harassment

UF provides an educational and working environment that is free from sex discrimination and [sexual harassment](#) for its students, staff, and faculty.

Schedule

Intro Week	
1/5	No class (Sánchez at MLA Convention)
Week 1	
1/10	Introduction
1/12	<i>The Craft of Research</i> (1-26)
Week 2	
1/17	<i>The Craft of Research</i> (29-104)
1/19	<i>The Craft of Research</i> (107-154)
Week 3	
1/23	Draft of <i>Craft of Research</i> Essay due at 11:59pm
1/24	No class (individual conferences for <i>Craft of Research</i> essay)
1/26	Individual conferences, continued
Week 4	
1/30	Final of <i>Craft of Research</i> essay due at 11:59pm
1/31	1 st Individual conferences for Description/Analysis—Planning
2/2	Conferences continued
Week 5	
2/7	2 nd Conferences for Description/Analysis—Professional Documents
2/9	Conferences continued
Week 6	
2/14	3 rd Conferences for Description/Analysis—Document Features
2/16	Conferences continued
Week 7	
2/20	Draft of Description/Analysis due at 11:59pm
2/21	4 th Conferences for Description/Analysis—Draft
2/23	Conferences continued
Week 8	
2/27	Final of Description/Analysis due at 11:59pm
2/28	1 st Conferences for Portfolio—Planning
3/2	Conferences continued
Week 9	
3/7	No class (Spring Break)
3/9	“ “ “ “

Week 10	
3/14	No class (Sánchez at CCCC Convention)
3/16	“ “ “ “ “ “
Week 11	
3/21	2 nd Conferences for Portfolio—Document Selection
3/23	Conferences continued
Week 12	
3/27	First Draft of Portfolio due
3/28	3 rd Conferences for Portfolio—First Draft
3/30	Conferences continued
Week 13	
4/3	Second Draft of Portfolio due
4/4	4 th Conferences for Portfolio—Second Draft
4/6	Conferences continued
Week 14	
4/10	Portfolio due at 11:59pm
4/11	Review conferences
4/13	Review conferences, continued
Week 15	
4/18	To be announced