

California State University, Sacramento

2021 Summer Program

ENGL 2025 Foundations of Professional Writing

Course Outline

Course Code: ENGL 2025

Instructor: Dr. Brendan Prawdzik

Home Institution: Pennsylvania State University

Office Hours: by appointment

Email: bmp16@psu.edu

Credit: 3

Course Description: This course prepares students to conduct the types of researched and professional writing common to their disciplines. Since our class will accommodate multiple academic and professional interests, students can expect to learn about researched writing across the disciplines. Students will work through stages of a formal research paper: a proposal, a progress report, a findings presentation, as well as a final draft that closely follows the formal and stylistic conventions of the discipline. Our researched writing will communicate effectively to specific audiences based on specific professional conventions; it will support arguments through analysis and interpretation of data and textual/visual evidence. We will learn principles and strategies of persuasive writing, including research, planning, drafting, organization, paragraphing, sentence-level style, and documentation. Students will sharpen their critical writing skills through cooperative discussions and critical peer assessment.

Course Objectives: Students can expect to achieve the following goals:

- Understand conventions of researched writing in one's discipline.
- Develop effective rhetoric for professional correspondence.
- Gain familiarity with research methods and practice them effectively.
- Acquire responsible note-taking, citation, and documentation skills.
- Practice principles of planning, outlining, drafting, revising, editing, and proofreading.
- Practice principles and strategies of organization and formatting.
- Construct effective paragraphs.

- Demonstrate sharp grammar and effective sentence-level style.

Required Textbook:

James D. Lester Sr. and James D. Lester Jr., *Writing Research Papers: A Complete Guide*, 15th edition (Pearson: 2015). // ISBN-13: 978-0321952950

Grading & Evaluation:

Final Draft of Research Paper:	25%
Proposal for Research Paper:	10%
Reading List:	7.5%
Annotated Bibliography:	10%
Outline:	7.5%
Rough drafts:	10%
Professional Email Assignment:	15%
Quizzes:	5%
Exercises:	5%
Attendance and Participation:	10%

Final Draft: You will complete a formal research paper that pursues a question relevant to your discipline and that follows conventions of formatting and documentation properly. The Final Draft is due on the last day of class.

Proposal: After some preliminary research, you will develop a proposal that 1) identifies the problem or question under consideration; 2) locates the inquiry within a scholarly context; and 3) outlines a research and drafting process.

Reading List: You will develop a list of 10-12 sources most relevant to your research, with the understanding that you will read and document these sources independently.

Annotated Bibliography: You will describe the core claims of 8-10 sources and specify what you see as information relevant to your project. These entries will include correct citations in the format appropriate to your discipline.

Outline: Having researched the organizational strategies appropriate to your discipline, you will draft an outline of the paper's sections, claims, and significant evidence/findings.

Rough Drafts: You will complete all stages of the drafting process productively and on schedule.

Professional Email Assignment: Write three rhetorically effective emails within your professional area based on a provided situation, goals, and constraints

Quizzes: At the start of some classes, there will be a brief quiz (three questions) on the assigned reading.

Exercises: There will be three in-class group exercises, about: 1) concision; 2) finding sources; and 3) documentation.

Attendance and Participation: Points will be awarded for level of engagement during class, meaningful contributions to class discussion, and effective work in groups. Attendance is required.

Grade Grade Points

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Course Schedule

Note: All course readings, which are written in *italics*, are to be completed before class on the day for which they are listed.

Week1

Tuesday – Course introduction

Wednesday – *Chapter 2* / Plagiarism; writing professional emails I

Thursday – *Chapter 1* / Topic workshop

Friday – *Chapter 3* / Writing Workshop

Week2

Monday, June 10 – *Chapter 4*; **Research Proposal Due**

Tuesday – *Chapter 5*; Source Location Exercise

Wednesday – *Chapter 6*; writing professional emails II

Thursday – *Chapter 6* / Concision Exercise; **Reading List Due**

Friday – Workshop / Peer Review

Week3

Monday, June 17 – *Chapter 7*; **Professional Emails Due**

Tuesday –*Chapter 9* / mentoring

W – *Chapter 8* / mentoring, in-class workshop; **Outline Due**

Th – *Chapter 10* mentoring, in-class workshop;

F – Workshop / Peer Review; **Rough Draft Due**

Week4

Monday, June 24 – *Chapter 12*

Tuesday – *Chapter 14* / Documentation Exercise

W – *Chapter 15* / mentoring, in-class workshop

Th – *Chapter 13* / mentoring, in-class workshop

F – Final Paper Due