

English 207

Health Science Writing

Overview

This course will introduce students to the theories and practices of communicating about health and medicine. Students will examine various genres of communication related to health and medicine and gain skill in speaking and writing about health and medicine for multiple audiences.

Course Goals

In this course, students will

- Build on and extend oral and written communication skills
 - Acquire precise tools for analyzing and adapting to a variety of audiences
 - Produce genre-appropriate responses to health and medicine related communication situations
 - Employ writing as a process, including researching, drafting, revising, reviewing, and editing
 - Gain rhetorical awareness
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Prerequisites

In order to enroll in this course, you must have fulfilled one of the following two conditions:

- A score of 4 or higher on the English Placement Test (EPT)
 - Completion of English 102 with a grade of C or higher
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Course Policies

I maintain the right to revise the syllabus at any time. If there are any changes to the syllabus, including changes to assignments and due dates, I will alert students about the change in writing and with ample amount of time.

Section 207

Fall 2017 Online

Instructor: Louise Zamparutti
Email: zamparu2@uwm.edu
Office: Curtin 519
Office Hours: By Appointment

Materials

Writing for Today's Healthcare Audiences
Author: Bonk, Robert J.
Broadview Press 2015
Isbn: 155481149X

Additional readings assigned on D2L

Important Dates

September 5
Classes Begin

September 18
Last day to add, change section, or change grading basis without approval

October 2
Last day to drop a class without "W" on record (tuition and fees apply)

October 27
Last day to drop a class (tuition and fees apply)

November 22-26
Thanksgiving Break

December 14
Last day of classes

Oral-Writing Communication Requirement

This course satisfies the OWC-B requirement for UWM students.

It combines a series of speaking and writing assignments, based on research and course materials, that adapt to specific audiences and purposes. Assignments throughout the semester build towards a final research project. Three course assignments receive feedback in draft form, and each student will have a conference with the instructor in preparation for the final speech and paper.

Course Completion

Students should expect to spend 4-6 hours per week on assigned readings and researching examples. When written assignments are due, students should expect to spend an additional 2-3 hours that week. See Addendum A at the end of the syllabus for more information on the university's time commitment policy.

Participation

Active participation is required! Because this course is online, you must be proactive in checking the course website on a regular basis and participating in online activities and discussion boards. Participation will be evaluated as part of your "commitment" grade (discussed in more detail below). This is not a self-paced course and you are expected to keep up with the course calendar. If you are having difficulty keeping up or have a situation arise that causes you to fall behind, please contact me right away.

Lateness policy

Meeting the assigned due dates for all assignments and activities is crucial for demonstrating progress and for ensuring appropriate time for feedback. You are expected to submit assignments on or before the due date posted in the course calendar. If you are unable to submit an assignment by the due date, the following policy applies:

- For every day past the deadline that an assignment is late, one letter grade will be deducted from the grade. Please notify if you submit an assignment late so I can give feedback promptly.
- D2L requires that you submit assignments to the appropriate Dropbox and then click submit. You will then receive an email confirming successful submission of that assignment. If you don't get that confirmation email, go back to the Dropbox and check to see what happened. I do not accept "I forgot to click submit" as an excuse for assignments that are not submitted.
- If you have a life circumstance that will prevent you from submitting an assignment on time (such as hospitalization, child birth, or a major life incident), it is your responsibility to contact me at least one day before the assignment is due and let me know a) approximately how long you expect to be away from your course work and from D2L, and b) when you expect to resume course work and submit the assignment. If I approve your absence and extension on the assignment, we will work together to come up with a new deadline and you will receive full credit. If you prefer to speak with me personally about your circumstances (rather than communicating through email), we can arrange an office appointment time or talk via Skype or What's App.
- If at any time you feel that you are struggling to keep up, please communicate with me. I am happy to converse via email, meeting in person, Skype, or What's App if you are having concerns about deadlines, or about anything related to your work and progress in this course.

How to Succeed in this Course

Here are my suggestions for successfully passing and doing well in this course:

1. **Do all the assignments.** You will have a number of writing assignments for this course, and missing any one of them will take points off of your grade.
2. **Take peer review seriously.** This course involves several opportunities for peer review, which means giving feedback to your classmates. Grades for peer review are based on you giving thoughtful, useful feedback to your peers, and responding to your peers' feedback on your work in a thoughtful manner. This doesn't always mean following their advice; it can also mean critically assessing a suggestion and choosing not to follow it.
3. **Do not plagiarize.** Plagiarism is a serious offense and will result in failing the assignment and possibly the entire course. Be sure to cite all sources accurately and thoroughly. Review the English Department "Academic Dishonesty and Grievances" policy, which is found at <http://www.uwm.edu/Dept/English>.
4. **Contribute to class discussions substantially.** This means posting comments that address the discussion forum prompts and questions in a thoughtful, thorough, well-crafted response. If you are asked to post an initial response and at least two responses to your peers' posts, that means writing at least three posts. A substantial response to a post is not something like "Yes, I agree!" or "Great response!" You need to engage with your peers' comments as you would in a discussion or conversation.

Email and Netiquette

If you need to email me regarding an assignment, I reserve the right to a 24-hour response time. I will probably respond sooner, but please do not expect immediate responses all the time. Your concern will be answered within the 24-hour time period. I am happy to work with you to answer questions, set up meetings, and help you with any trouble you might be having, and I ask that you respect my time constraints as I will respect yours ☺.

UWM requires staff to use UWM email accounts to email students. I will never send information about grades through email (grades can be seen through D2L). My expectation is that you will be professional in your email interactions with your classmates and with me.

Because this is a writing course, I expect you to use proper format, grammar, spelling, punctuation, and appropriate capitalization in your emails and discussion board postings, as well as your assignments. Do not do something like this:

To: zamparu2@uwm.edu
From: s0mEWEird_ad@hotmail.com

wt did I ms?

If I get an email like that, I have no idea who is writing to me or what assignment or what course they are talking about. The most likely result is I will not respond ☹

Department Policy

The UWM English Department reserves the right to administratively drop students who have not attended the first week of classes. In an online course, this means that if you have not completed the assignments and discussions for the first week of class, it is viewed as not attending class. More University Policies are found below in Addendum A.

Course Structure

This course uses the most basic features of D2L; nothing super fancy. The basic structure of the course is

Content || Discussions || Quizzes || Dropbox || Grades

Content is where you will find all the documents for this course. On the first day of classes (or before), please read the “General Course Documents.”

Discussions leads to our discussion forums. You’ll need to go here when you are instructed to post in a particular forum or to respond to your classmates’ posts.

Quizzes is where, surprise, you’ll take all of our course quizzes. There won’t be quizzes every week, but you’ll need to check the course schedule to see if there is a quiz for a particular week. Be sure to check ahead of time to avoid finding out about a quiz two minutes before the deadline 😊.

Dropbox is where you’ll submit all your assignments. Remember to submit and click submit. And watch for that confirmation email!

Grades is where you can check your grades at any time. I will do my best to grade in a timely manner.

Course Structure

This course has three main grading areas: 1) commitment, 2) weekly work, and 3) assignments.

Commitment

20% of your grade in this course is based on your commitment to improving the learning environment for yourself and your students. This is evident in class discussion posts, responses to your classmates’ posts, and peer reviews. Included in the assessment of your commitment are:

1. Reading all required reading
2. Checking the course site regularly
3. Reading assignment sheets and following directions accurately
4. Participating in discussions
5. Completing weekly activities
6. Providing though-provoking, original, and useful comments feedback
7. Submitting assignments on time and using appropriate formats
8. Treating your classmates and instructor with respect
9. Participating with enthusiasm and interest (for instance, telling me you can’t complete an assignment on time because you have a test in another class does **not** show enthusiasm and interest in this class).
10. Communicating with me in a respectful and timely manner

Quizzes

You will have online quizzes to assess your progress in this course. The quizzes will cover assigned readings from the textbook and from D2L. No late quizzes will be accepted. **All quizzes are due by Sunday at 11:59 p.m. of their assigned week.**

Assignments

Each assignment will have an assignment sheet posted on D2L. **All assignments will be due at 11:59 p.m. the week that they are due.** Specific due dates are on each assignment sheet and can also be seen in the Dropbox. Please adhere to the following rules for submitting assignments:

1. Please submit all assignments as a .doc or docx file. Please no PDFs or other types of file.
2. Name your assignments as your lastname_assignment name. For example Zamparutti_audience analysis.docx.
3. Save and back up your work! There are many options for backing up files, such as cloud, email, or flash drive. Save often as you're working so you don't lose your work!

Evaluation and Grading

There will not be a "points" system in this course. Instead, you will be assigned a letter grade for each assignment. The letter grade is based on the general criteria below, and additional criteria specific to each assignment.

Assignment	% of Grade	Grading Scale	
Commitment	20%	A 94-100%	C 73-76%
Quizzes	15%	A- 90-93%	C- 70-72%
Fundraising Letter	10%	B+ 87-89%	D+ 67-69%
Instructional Doc.	10%	B 83-86%	D 63-66%
Job Packet	15%	B- 80-82%	D- 60-62%
Literature Review	10%	C+ 77-79%	F 59% and below
Research Project	20%		

Grading Criteria

- A** Outstanding work. Shows superior analysis of assignment. Provides excellent selection of content, organization, and wording of material to fit the rhetorical needs of the particular situation. Uses a writing style that is fluent and coherent, with no mechanical errors. Shows great insight, perceptiveness, originality, and thought.
- B** Good work, significantly above level necessary to meet course requirements. Shows thorough, well-organized analysis of assignment. Shows judgment and tact in presentation of material appropriate for the intended audience and purpose. Supports ideas well with concrete details. Writing is precise and clear in style and free from major mechanical errors. Strong and interesting work, with a few areas for improvement.

- C** Meets all basic requirements of the course and assignment. Provides satisfactory analysis of writing task, subject, and audience. Assignment accomplishes its purpose with adequate content and detail. Organization and expression are appropriate for rhetorical context. Mechanical errors are present but document is still understandable.
- D** Meets assignment but is weak in one or more major areas such as content, organization, style, or mechanics. Work is generally substandard and shows inadequate and incomplete treatment of subject.
- F** Unacceptable work. Fails to meet one or more of the basic requirements of the assignment. Fails to cover essential points and may digress into nonessential material. Generalizations are unsupported and relationships among examples or details are unclear. Lacks organization and may use inappropriate tone, word choice, format, or sentence structure. Mechanical errors interfere with legibility of document.

Completion Requirement

A passing grade in English 207 requires course completion. All assignments must be submitted prior to the end of the semester. Even if an assignment was not completed in time, it must be completed and submitted by the end of the semester in order to receive a passing grade in this course.

Addendum A

Credit Hours

The university has asked departments to provide students with details on how much time commitment is expected for various aspects of each course.

The UW System assumes “that study leading to one semester credit represents an investment of time by the average student of not fewer than 48 hours” (UWS ACPS 4). Therefore, a 3-credit course such as this one will require a minimum of 144 (3 X 48) hours of your time.

The UWM Credit Hour Policy, University of Wisconsin-Milwaukee Faculty Document No. 2838, can be found at http://www4.uwm.edu/secu/docs/faculty/2838_Credit_Hour_Policy.pdf.

UWS ACPS 4, the University of Wisconsin System Policy on Academic Year Definition and Assorted Derivatives, can be found at <https://www.wisconsin.edu/acss/acps4.pdf>.

UWM Policy Links

See <http://uwm.edu/secu/syllabus-links/> for university policies on religious observances, military duty, and other related issues.

1. Accessibility Resource Center (ARC). Students requiring accommodation should contact the ARC as soon as possible to secure the necessary documentation. Information is available at <http://uwm.edu/arc/>.

2. Religious observances. Accommodations for absences due to religious observance are made available according to applicable UWM policies. <http://www4.uwm.edu/secu/docs/other/S1.5.htm>.
3. Active military. Accommodations for absences due to students called to active military duty are made available according to applicable UWM policies. <http://uwm.edu/active-duty-military/>.
4. Incomplete grades. An “incomplete” may be given instead of a final grade to any student who has attended and produced required coursework through the semester but, due to illness or any other unusual and substantiated life circumstance, is unable to complete the course by the end of the semester. <http://www4.uwm.edu/secu/docs/other/S31.pdf>.
5. Discriminatory conduct. Discriminatory conduct (including sexual harassment) is not tolerated by the university. Resources and information on dealing with discrimination and harassment are found at <http://www4.uwm.edu/secu/docs/other/S47.pdf>.
6. Academic misconduct. Academic misconduct, including cheating on exams and plagiarism, are violations of the academic honor code and carry severe sanctions, including failing a course, suspension, or dismissal. <http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/>.
7. Complaint procedures: students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the academic unit or department in which the complaint occurred or to the appropriate university office responsible for enforcing the policy. <http://uwm.edu/hr/home/managers-and-hr-partners/guidelines-and-policies/university-staff-complaint-procedures/>.
8. Grade appeal procedures. A student may appeal a grade on the grounds that it is arbitrary, and such an appeal must follow the established procedures adopted by the department, college, or school in which the course resides these procedures are available in writing from respective department chairperson or the Academic Dean of the College or School. <http://www4.uwm.edu/secu/docs/other/S28.htm>.
9. Final Exams. Please review the Final Exam Schedule and final exam policies. <http://uwm.edu/secu/calendars/>.

UWM Writing Center

Students are encouraged to make use of the peer tutoring services offered in the UWM Writing Center. One-on-one tutoring is available for all students at two locations: Curtin Hall 127 and the Library East Wing. Online tutoring sessions are also available. Information on in-person and online tutoring can be found at <http://uwm.edu/writing-center/>.

Tentative Course Schedule (this is subject to change)

Week 1 9/04 – 9/10	Introductions Rhetorical Situation	<ul style="list-style-type: none"> • Syllabus • Tips for Success in Eng 207 • Netiquette Guidelines • Submitting Assignments • Bonk, Chapter 1
Week 2 9/11 – 9/17	Rhetorical Situation continued: Audience, Purpose, and Context	<ul style="list-style-type: none"> • Bonk, Chapter 2 • Bonk, Chapter 3 • Writing the Basic Business Letter (Purdue OWL) • Four Point Action Closing (Purdue OWL) • Eight things you should never do in a fundraising letter (link) • Fundraising Letter assignment sheet
Week 3 9/18 – 9/24	Building Arguments Intro to Rhetoric	<ul style="list-style-type: none"> • Bonk, Chapter 6 • Mini-Lecture: The Modes of Persuasion • Tone (Purdue OWL) <p>** Due: Fundraising Letter **</p>
Week 4 9/25 – 10/01	Writing for Laypersons	<ul style="list-style-type: none"> • Bonk, Chapter 9 • Bonk, Chapter 13 • Instructional Document assignment sheet • Writing Effective Instructions handout
Week 5 10/02 – 10/08	Visual Design	<ul style="list-style-type: none"> • Bonk, Chapter 7 • Visual Design mini-lecture <p>** Due: Instructional Documentation **</p>
Week 6 10/09 – 10/15	Ethical Considerations of Health Writing Communicating with Professionals	<ul style="list-style-type: none"> • Bonk, Chapter 11 • Batova article (2010)
Week 7 10/16 – 10/22	Writing to Get the Job 1	<ul style="list-style-type: none"> • Writing that Works 565-600 (skim) • TED Talk: Why the best hire may not have the perfect resume • Job Packet Assignment Sheet
Week 8 10/23 – 10/29	Writing to Get the Job 2	<ul style="list-style-type: none"> • NPR on resume type font • Resume and Cover Letter examples <p>** Due: Job Packet **</p>
Week 9 10/30 – 11/05	Introduction to Research Project and Proposal Writing	<ul style="list-style-type: none"> • Writing that Works 444-449 and 463-470 • Bonk, Chapter 10

		<ul style="list-style-type: none"> • Sample Proposals • Final Research Project assignment sheet
Week 9 (continued) 10/30 – 11/05	Intro to Research Project and Proposal Writing	<p>** Due: Final Research Project brainstorming discussion board **</p> <p>** Due: Topic selection for Final Research Project – write a summary to me **</p>
Week 10 11/06 – 11/12	Citations and Summary Writing	<ul style="list-style-type: none"> • Bonk, Chapter 5 • Google Scholar Search Tips • UWM Library Information Literacy Modules • Quoting, paraphrasing, summarizing • Sample Essay for quoting, paraphrasing, and summarizing
Week 11 11/13 – 11/20	Writing Strategies: Analysis and Synthesis	<ul style="list-style-type: none"> • Bonk, Chapter 8 • Summary and Synthesis handout • Synthesis handout • Literature Review assignment sheet
Week 12 11/21 – 11/26	THANKSGIVING BREAK	NO CLASSES – RELAX, EAT, SLEEP, BREATHE
Week 13 11/27 – 12/03	Swales’ Moves	<ul style="list-style-type: none"> • Bonk, Chapter 4 • Swales’ Moves overview • Using research evidence (Purdue OWL) <p>** Due: Literature Review **</p>
Week 14 12/04 – 12/10	Research Week	Work on Final Research Project Communicate with me if any concerns, questions, problems, etc.
Week 15 12/11 – 12/17	Peer Review of Final Research Project	<ul style="list-style-type: none"> • Peer Review handout • Bonk, Chapter 12
Week 16 12/18	Revise and Submit Final Research Project	** Due: Submit Final Research Project by 12/18 at 11:59 p.m. Don’t forget to click “submit!” **