

ENGL 379: Introduction to Professional Writing - Course Calendar (Toomey)

September	T 8	introduction to the Professional Writing and Technical Communication program, the Nonfiction Writing specialization; brief definitions of types of writing within the purview of the course (technical writing, science writing, medical writing, general non-fiction writing), and writing outside the purview of the course (business writing, journalism and memoir).
	Th 10	prep: familiarize yourself with course website and bookmark it: http://www-unix.oit.umass.edu/~pwtc/tw/ class: correspondence (memos, email and formal letters); cover letters.
	T 15	prep: look at resumes of last year's class at: http://www-unix.oit.umass.edu/~pwtc/software/ . Print out two resumes on which you might model your own. class: resumes.
	Th 17	prep: none. class: the job application process: references, portfolios and interviews.
	T 22	prep: draft of cover letter and resume due. class: in-class workshop of cover letter and resume; introduction to functional description and physical description.
	Th 24	prep: (short assignment #1: COVER LETTER and RESUME due); read Williams, <i>Part One: Style as Choice</i> (pp. 3-30); review <i>Appendix</i> (on punctuation) and <i>Glossary</i> (pp. 236-268); please bring the Williams text to class. class: review of Williams; punctuation; passive and active voice; misplaced modifiers and dangling modifiers.; introduction to scientific research and review articles; overview of scientific journalism.
	T 29	prep: read Williams, <i>Part Two: Clarity</i> (pp. 31-108). Give special attention to the "Here's the point" boxes; please bring the Williams text to class. class: review of Williams; abstracts; book reviews.
	October	Th 1
T 6		class: research exercise; class meets in DuBois Library in Learning Commons.
Th 8		class: research exercise; class meets in DuBois Library in Learning Commons.
T 13		<i>Monday class schedule – no class meeting.</i>
Th 15		class: research exercise; class meets in DuBois Library in Learning Commons.
T 20		prep: (short assignment #2 -- LIBRARY RESEARCH ASSIGNMENT due)

		class: 1) review and discussion of research answers; 2) introduction to FORMAL GRANT PROPOSAL and FEASIBILITY STUDY assignments, introductions to foundations, nonprofits, formal grant proposals and the grant-seeking process; 3) video "Spider."
	Th 22	<p>prep: look at FORMAL GRANT PROPOSAL page on course website. Read pp. 1-108 in Brown and Brown's <i>Demystifying Grant Seeking</i> and skim the rest of the book to familiarize yourself with its range and subject coverage. Note especially the "complete sample proposal" that begins on p. 221. Come to class prepared to present three ideas for grant proposals.</p> <p>class: presentation and discussion of ideas for grant proposals.</p>
	T 27	<p>prep: read Williams, <i>Part Three: Grace</i> (pp. 109-182). Please bring the Williams text to class.</p> <p>class: review of Williams; nonfiction books; the publishing process; careers in publishing.</p>
	Th 29	<p>prep: none.</p> <p>class: group brainstorming of scientific, medical and/or technical controversies; controversy topics and teams are chosen.</p>
November	T 3	<p>prep: (short assignment #3: FEASIBILITY STUDY due)</p> <p>class: research day for controversy presentation teams</p>
	Th 5	<p>prep: none.</p> <p>class: a crash course in public speaking; using Microsoft PowerPoint.</p>
	T 10	class: rehearsal day or research day (as necessary) for controversy presentation teams.
	Th 12	class: PRESENTATION ON A SCIENTIFIC, MEDICAL AND/OR TECHNICAL CONTROVERSY #1
	T 17	class: PRESENTATION ON A SCIENTIFIC, MEDICAL AND/OR TECHNICAL CONTROVERSY #2
	Th 19	class: PRESENTATION ON A SCIENTIFIC, MEDICAL AND/OR TECHNICAL CONTROVERSY #3
	T 24	class: PRESENTATION ON A SCIENTIFIC, MEDICAL AND/OR TECHNICAL CONTROVERSY #4
		THANKSGIVING RECESS
December	T 1	<p>prep: Look at online proposal guidelines and examples on the course website.</p> <p>class: intellectual property: patents.</p>
	Th 3	prep: (short assignment #5: PROGRESS REPORT due)

class: more intellectual property: copyright and trademarks.

T 8 prep: read Williams, *Part Four: Clarity of Form* (pp. 183-210).

class: review of Williams; in-class workshop of proposals.

Th 10 prep: (First draft of FORMAL GRANT PROPOSAL due). This draft will not count toward your final grade.

class: conclusions; evaluations.

F 11 I will examine and comment upon your FORMAL GRANT PROPOSAL first drafts and leave them (for you) in my mailbox by 4 PM.

(reading period: Dec 12-13; exams: Dec 14-19)

W 16 Final draft of FORMAL GRANT PROPOSAL due in my mailbox in Bartlett (corridor outside the main offices on the first floor) before 4 PM.