



EFFECTIVE: SEPTEMBER 2003
CURRICULUM GUIDELINES

A. Division: Instructional Effective Date: September 2003

B. Department / Program Area: Language, Literature and Performing Arts / PRINT FUTURES Revision New Course

If Revision, Section(s) Revised: D, F, G, M to R

Date of Previous Revision: November 20, 1997

Date of Current Revision: March 3, 2003

C: PRFU 100 D: Fundamentals of Professional Writing E: 3

Subject & Course No.	Descriptive Title	Semester Credits									
<p>F: Calendar Description: This course provides a broad overview of the context and practices of professional writing. Students will focus on descriptive grammar and writing practice. They will develop an awareness of the professional and ethical responsibilities required for this field. They will also interview and write a profile of a professional writer.</p>											
<p>G: Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings: Lecture Seminar Workshop</p> <p>Number of Contact Hours (per week / semester for each descriptor): 1 hour lecture per week 2 hours seminar per week 1 hour workshop per week</p> <p>Number of Weeks per Semester: 15 weeks</p>	<p>H: Course Prerequisites: Acceptance into program or permission of the coordinator</p>										
	<p>I: Course Corequisites: None</p>										
	<p>J: Course for which this Course is a Prerequisite: PRFU 230</p>										
	<p>K: Maximum Class Size: 40</p>										
<p>L: PLEASE INDICATE:</p> <table border="0"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="padding-left: 5px;">Non-Credit</td> <td></td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="padding-left: 5px;">College Credit Non-Transfer</td> <td></td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px; text-align: center;">X</td> <td style="padding-left: 5px;">College Credit Transfer:</td> <td style="padding-left: 20px;">Requested Granted X</td> </tr> </table> <p style="text-align: center;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)</p>				Non-Credit			College Credit Non-Transfer		X	College Credit Transfer:	Requested Granted X
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M: Course Objectives / Learning Outcomes

Students will learn how to recognize and describe grammatical concepts; write intensively to develop skill, style, and facility; and become aware of the professional and ethical responsibilities of professional writers.

N: Course Content**1. Analyzing Professional Writing**

Successful students will:

- a) analyze selected genres for their textual and situational features
- b) develop and use the vocabulary of descriptive grammar
- c) apply that vocabulary to the analysis of sentence types and clauses, phrases, and parts of speech
- d) review the relationship between grammar and punctuation
- e) demonstrate their understanding of descriptive grammar, punctuation, and style in their own written work

2. Contexts for Professional Writing

Successful students will:

- a) examine concepts of language as a political, social, and cultural activity
- b) examine the functional importance of recurring patterns within selected genres
- c) assess the appropriateness of language choices
- d) understand how technological change affects writers

3. Producing Professional Writing

Successful students will:

- a) examine models of the writing process and enhance their own process
- b) interview a professional writer regarding his or her writing process and the influence of workplace culture
- c) write a profile based on the interview

O: Methods of Instruction

Classes will be a combination of lecture, seminar, and workshop. Students will be required to submit drafts of assignments for peer feedback and discussion.

P: Textbooks and Materials to be Purchased by Students

Texts may include one or more of the following:

Osborn, Patricia. *How Grammar Works*. 2nd ed. Wiley, 1999.

Williams, Joseph M. *Style: Ten Lessons in Clarity and Grace*. 7th ed. Longman, 2003.

Fundamentals of Professional Writing [coursepack]

Students will also be required to purchase the program-recommended dictionary (*ITP Nelson Canadian Dictionary of the English Language*) and style guide (Hacker, Diana. *A Canadian Pocket Style Manual*. Nelson, 1995).

Q: Means of Assessment

Students are expected to be self-motivated and to demonstrate professionalism, which includes active participation, good attendance, punctuality, effective collaboration, ability to meet deadlines, presentation skills, and accurate self-evaluation.

Evaluation will be based on this general format:	
Grammar exercises	20%
Writing exercises	10%
Genre samples (2)	25%
Interview-based profile	20%
Final exam	15%
Professionalism (as defined)	10%
	100%
R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR	
Yes.	

Course Designer(s)

Education Council / Curriculum Committee Representative

Dean / Director

Registrar