

# WRI 3065

## Professional Writing: Spring 2025 Course Policies

**Section 1**  
**M/W/F 2:55-3:50 PM,**  
**Bond Academic Center (BAC) 155**  
**3 Units / LJWL Department**

**Professor:** *Jordan Hill*  
**Office:** *Bond Academic Center, 155*  
**Office Hours:** *M/W/F 12:30-2:30*  
*by appointment*

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### **PLNU MISSION**

*To Teach ~ To Shape ~ To Send*

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

### **COURSE DESCRIPTION**

WRI 3065 is an undergraduate course designed to grow your ability to communicate well in a professional capacity. We will study and practice a craft that blends critical thinking, transactional writing, uses of appropriate rhetoric, and common sense. The learning process also includes unlearning many assumptions about professional writing. Further, you will spend time workshopping each other's drafts which will teach you to not only respond and give outside critique, but also to look at your and others' work with an eye not only for grammar and effective communication but also for rigor in support, rhetoric, and aesthetic. Finally, good writers are good readers; though we have a set handbook that will cover the mechanics of effective business writing, we will also read various essays about aspects of professional writing.

### **WRI 3065 COURSE LEARNING OUTCOMES**

*Students who complete WRI 3065 will be able to:*

1. Identify appropriate transactional writing styles for specific professional situations.
2. Analyze professional writing to determine efficacy for target audience.
3. Craft a variety of transactional texts appropriate for audience and purpose.

4. Format texts in a genre-appropriate and professional manner for submission to workshop and publication.

### **WHY THIS CLASS?**

The short answer is that unless you are a writing major, you don't have to take this class. The better answer is that this class will make you a better critical thinker and writer—skills you can take from the classroom into many areas of your life. Being able to read, analyze, synthesize, and write effectively gives you agency in whatever field you may enter.

### **REQUIRED TEXTS**

1. Roman, Kenneth and Joel Raphaelson. *Writing that Works*. Harper Collins, 2000. ISBN: 9780060956431

2. Printouts from Canvas as well as your essays—plan your money accordingly (~\$50).

a. To lighten the cost of this class, I have placed additional readings on Canvas rather than constructing a course reader. You must read this material before class AND bring in printouts of the pages or a NON CELL PHONE device to read them on.

b. You will make physical copies of various pieces in your portfolios for the class to workshop.

c. Part of your grade will be printing out some essays/content on Canvas, annotating it, and turning them in to me.

### **ACADEMIC REQUIREMENTS**

Each of you will be responsible for preliminary drafts of writing assignments, copies of your own drafts submitted to your peers for workshop, written critiques of classmates' work, various reading and writing exercises that will aid our understanding of the discipline and craft of professional writing, two portfolios of your writing, and two presentations of your writing portfolios. Class time will be divided accordingly: lecture and discussion, guest visits and Q&A, small group workshop, whole class workshop, exercises, and in-class writing.

### **ASSIGNMENTS**

**Personal Portfolio (240 points total):** Think of the following assignments as components of a larger project:

- **Memo: Application Proposal (40 points):** A professional email memo explaining what specific job/internship/graduate program/etc. you are shaping your personal portfolio around.
- **Resume/CV (70 points):** A resume or curriculum vitae, depending on what you're applying toward.
- **Cover Letter (60 points):** You will write a cover letter that will accompany a resume/CV on a job application.
- **LinkedIn Profile (70 points):** Build a professional LinkedIn profile.

**Professional Portfolio (300 points total):** Think of the following assignments as components of a larger project:

- **Memo: Types of Professional Writing for Your Chosen Career (40 points):** A professional email memo that lists the types of writing done in your chosen career path. From that list you will put together your Action Plan/Proposal.
- **Action Plan/Proposal (50 points):** You will write an action plan for how you intend to choose material for and create your professional portfolio
- **Three Individualized Pieces—Thing 1, Thing 2, Thing 3 (210 points—70 points apiece):** Your professional portfolio will be unique to you and your chosen career path. Example, if you are going into science, your professional portfolio might include a grant proposal, a research paper, and scientific protocol. For clarity, I call these pieces Thing 1, Thing 2, and Thing 3. These pieces will be accompanied by a 1-pager describing the type and purpose of the piece, how it connects to your profession, its goals, and an outline as to how we are to critique it.

**Workshop and Critiques (160 points total):** You will be divided into groups to workshop each other's profession pieces. For each of you, we will workshop Things 1 and 2 in small groups (Thing 1 and Thing 2) and then whichever piece you deem most important (Thing 3) will be workshopped by the whole class. Workshop attendance is mandatory and written feedback is required for each workshopped piece from your classmates that you critique.

- **Small Group Workshops: Workshop 1—30 points (15 points apiece)**  
**Workshop 2—30 points (15 points apiece)**
- **Whole Class Workshops: Seven Workshops—100 points (15 points apiece)**

**Midterm Presentation Personal Portfolio (100 points):** You will present your personal portfolio, taking us through your LinkedIn account and explaining where you are interested in applying and how your portfolio meets their requirements.

**Final Presentation Exam Professional Portfolio (100 points):** You will present on one of three prompt options. See assignment on Canvas.

**In-Class Work and Participation (100):** Because writing is a process, you must engage in that process to get anything out of it; meaning, you must interact with the instructor and the other students in class and via email (when appropriate) as well as engage in the thinking/ writing/ drafting/revision process. All of you must talk and offer considered feedback in workshops to participate. Effective learning happens in a dynamic environment. Therefore, you must interact with the instructor and the other students regularly. If you wish to earn this grade, you must have a good attitude, engage with our guest visitors, read all of the readings, refrain from phone and laptop use outside of designated activities that call for use of a phone/laptop, and regularly contribute to class discussion. Make it your goal to come up with one good thought for every weekly module and share it.

**TOTAL = 1000 points**

## **HOW DO I PASS THIS COURSE?**

1. Participate regularly;
2. Do all the assignments;
3. Turn assignments in on time.

## **WRITER'S SYMPOSIUM**

Each spring PLNU hosts the Writers Symposium by the Sea which brings premier writers to campus. Though not required for this course, attendance is highly encouraged if you take your writing and your career seriously (see course schedule for dates). The evening events require you to purchase a ticket (\$5 per event with student code: STUDENT), and I'd recommend doing so ASAP since tickets can sell out.

<https://www.pointloma.edu/2025writers>

## **GENERAL COURSE POLICIES**

### **RESPECT**

Respect for other students and your instructor in our classroom is essential to a healthy classroom dynamic. We may discuss ideas and concepts that challenge your current thinking, so we all must respect one another and be open to new ideas. Show courtesy to other students and your instructor.

### **CANVAS**

Throughout this course, students will be required to utilize Canvas to post homework responses, receive course grades, and access any changes to the *Course Schedule* throughout the semester. If the *Course Schedule* is updated, students will be notified well in advance, but will need to download the updated schedule, which the instructor will post on Canvas.

### **CANVAS SUPPORT**

If you have questions about the content you find in my Canvas course or need clarification on assignment instructions please let me know. If you are unsure how to use any given feature in Canvas you will find the [Canvas Guides](#) to be a very helpful resource. If you cannot access something in my Canvas course or it appears that some part of the course is not working properly, please contact the Office of Instructional Technology for support at [oit@pointloma.edu](mailto:oit@pointloma.edu). Include specific information in the request (course ID, section, assignment or module name, etc.) to expedite the troubleshooting process. Screenshots are super helpful!

### **PLNU EMAIL**

Students must regularly check their PLNU email account for updates on assignments and scheduling.

### **TECHNOLOGY**

You are expected to refrain from using cell phones or other communication devices in the classroom. Use of iPads, phones, and laptops should be limited to times when I ask you to pull out your computers for in class use and in-class writing. If used beyond these times, this will count against your participation grade.

## ATTENDANCE

In order to learn most effectively and get as much as you can out of this course, I expect regular attendance. Though attendance is not taken, if you want to improve your writing ability, attendance is key. **Attendance is required for workshops and presentation days. Absences on such days will null your workshop grade and also decrease your participation grade for the course.** Missed in-class work may not be made up. It is also your responsibility to get workshop drafts to and from those in your group.

## WORKSHOP

Workshop participation, attendance, and written critiques are mandatory and graded. Throughout the semester we will be reading and critiquing one another's written work in small groups and as a whole class. As a professional writer, it is your responsibility to share feedback with your classmates just as they will be sharing feedback on your writing. Before workshop you will type up a ½ page, single-spaced critique for each classmate up for workshop; you will use this feedback to guide the discussion of the text during class; then, at the end of the workshop class period you will turn in the typed critiques for that day to me (to be graded), as well as providing your typed critique to each member of your group who was workshopped that day. Workshop is not a time to disparage or rudely comment on the work of others. Written critiques balance positive and critical comments, though criticism should certainly be constructive and focused on the writing, not on the writer or the writer's ability. If there are problems with feedback you receive, do not hesitate to contact me. Workshop should be a safe space where we work together to better one another's writing; thus, the amount of effort you put into commenting on the work of others should be just as much as you put into producing your own work. Workshop critique letter guidelines and expectations will be posted to Canvas.

## TURNING IN ASSIGNMENTS

All **major assignments** must be turned in on Canvas before the class period on the day they are due.

## PREPARATION

You will be expected to come to class prepared to discuss readings, share your work, and comment on other students' work. Being prepared for each class is vital in creating a classroom that is conducive to learning – take notes on the assigned readings as this allows you to remember the material more fully. Back up your work as you're responsible for turning work in on the due dates. You are also expected to regularly check your PLNU email for updates to the schedule and assignments.

## LETTER GRADE GUIDELINES

920 - 1000 points	A	900 - 919 points	A-
880 - 899 points	B+	800 - 819 points	B-
820 - 879 points	B	700 - 719 points	C-
780 - 799 points	C+	600 - 619 points	D-
720 - 779 points	C		
680 - 699 points	D+		
620 - 679 points	D		

## DUE DATES

Assigned work will have a due date and you will be expected to meet this requirement. Missed in-class work may not be made up unless you have an excused absence. I will accept

the major projects one class period late, but your paper will be penalized a letter grade for each day it is late (A→B as maximum grade). The major projects will NOT be accepted after a week past the due date and at that point the assignment scores as a 0. You must turn in all three major projects to pass this course. Failure to do so will result in a grade of F.

### **FINAL EXAMINATION POLICY**

Successful completion of this class requires taking the final examination **on its scheduled days**. The final examination schedule is posted on the [Class Schedules](#) site. No requests for early examinations or alternative days will be approved.

For this course, the final will be in-class presentations across the final week of regular class sessions and during the final exam period. **The final exam class periods are Monday, April 24 and Wednesday, April 26 at 1:30pm. Our scheduled final exam period is Friday, May 05, 1:30-4:00pm.** Since the final consists of three dates, they cannot be rescheduled, so make sure that you will be able to attend all three components of the exam. **To receive your final portfolio grade, you must attend all three final exam periods.**

### **ACADEMIC HONESTY**

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

### **PLNU COPYRIGHT POLICY**

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

### **PLNU ACADEMIC ACCOMMODATIONS POLICY**

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center ([EAC@pointloma.edu](mailto:EAC@pointloma.edu) or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate

accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

### **SPIRITUAL CARE**

PLNU strives to be a place where students grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith. If you have questions, a desire to meet with the chaplain, or if you have prayer requests, you can contact the [Office of Student Life and Formation](#).

### **PERSONAL NEEDS**

Counseling is available in the Wellness Center for undergraduate students at PLNU. They are open Monday through Friday during the academic school year to offer morning, afternoon, and evening appointments. Please call (619) 849-2574 to schedule a counseling appointment.