

DEPARTMENT Humanities and Social Sciences

COURSE OUTLINE – Spring 2025

WR1010 (EC): Professional and Academic Writing – 7.5 (4-3.5-0) 60 Hours for 8 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Dr. Ila Ahlawat

OFFICE: Virtual (Zoom)

OFFICE HOURS: By appointment

PHONE:

E-MAIL: IAhlawat@nwpolytech.ca

CALENDAR DESCRIPTION: This course focuses on principles of effective professional and academic writing and communication, including mechanics, style, tone, organization, and referencing. Specific topics include composing professional correspondence and writing academic reports and research papers.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS: Course Materials are available or linked through Brightspace myClass.

DELIVERY MODE(S): This type of course will be delivered online through NWP's learning management system. There are no set class times and students attend remotely and asynchronously. This is a paced self-study course and is delivered entirely online using MyClass (D2L) and Connect. You will be evaluated several times, so you can assess how you are doing as you work through the material. The assignments have specific due dates to help you finish the course on time. However, you may complete and submit these evaluations before their due dates.

LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to do the following:

- Apply the correct use of grammar, spelling, sentence structure and punctuation in writing.
- Research, plan, compose, edit, and reference a formal academic paper.
- Research, plan, execute and evaluate an effective oral presentation.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page

<http://www.transferralberta.alberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

EVALUATIONS:

Note: In order to pass WR 1010: All assignments and non-graded assigned work must be completed

Weekly Writing Exercises (Best 4 of 5)	30%
Academic Integrity Module	5%
Research Essay	
Thesis	5%
Outline with Source Annotations	15%
Essay	20%
Recorded Presentation	15%
Peer Feedback	10%
Total	100%

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Module/Week of	Topics	Assignments to Complete
1 – May 5	Academic and professional writing	
2 – May 12	Effective Communication, Formal and Informal writing	Academic Integrity Module
3 – May 19	Basics of writing and formatting, Defining Terms	Thesis
4 – May 26	Ethical Research Practices, Citations and References, Annotated Bibliography	Outline with Source Annotation
5 – June 2	Audience and purpose in academic and professional communication	Peer Feedback
6 – June 9	Using Rhetoric, Analyzing Arguments	Peer Feedback
7 – June 16	Summary, Abstract, Writing Essays	Recorded Presentation
8 – June 23	Observational Writing, Direct Message, Longer Essays	Final Essay

Please Note: Date and time allotted to each topic is subject to change. Similarly, the topics assigned for each week may be changed and students should expect to study additional topics/readings.

Student Conduct

It is the responsibility of each student to 'attend' all the recorded classes and keep up-to-date with the information posted on D2L regularly. Students are responsible for the information, material and assessments covered in those classes and on D2L, and such information will not be reshared.

STUDENT RESPONSIBILITIES:

Students are considered responsible adults and should adhere to the principles of intellectual integrity. Intellectual dishonesty takes many forms:

- Plagiarism or the submission of another person's work as their own,
- Usage of AI for any assessment in this course.
- The use of unauthorized aids in assignments or examinations (cheating),
- Collusion or the unauthorized collaboration with others in preparing work,
- Substitution in an examination by another person,
- Submitting unchanged work for another assignment

Late Work and Extensions

Extensions and late assignments are strongly discouraged, and are allowed only under exceptional circumstances. If you do require additional time to complete a course assignment, please request an extension via email to me, well prior to the scheduled due date (attach relevant documents where possible). Please note that a request for extension or other such requests will be dealt with on a case-by-case basis, and only valid and proven excuses will be considered.

Assignment Requirements

All assignments must be submitted on D2L Brightspace before 11:59pm on the due date, unless another time is specified. Your assignments should be polished final versions of your writing. You will use a combination of editing and revising in preparing your assignments for submission. Be sure to review the detailed instructions and guidelines for each assignment that may be uploaded on D2L in due time.

POLICY ON AI TOOLS

Please note: **ChatGPT and other AI platforms are not permitted for work in this class.** In cases where submitted work exhibits concerning patterns or raises questions for the instructor about its creation and the student's intellectual effort involved, students may be required to submit to an oral examination regarding the work at the discretion of the instructor. Failure to participate in the oral examination will result in an assigned grade of 0 for the assessment. If, following the oral examination, the instructor still has concerns about the work, the academic misconduct provisions of the Student Rights and Responsibilities policy (linked elsewhere in this outline) may be applied.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

****Note:** all Academic and Administrative policies are available on the same page.

Additional Information:

Instructors may include additional information here. Delete this section if not required.