**Spring 2020 English 4373: Directed Study (The Professional Writer)**

**Instructor:** Dr. Nicole Dilts  
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**Office hours**  
- W: 8am-11am  
- TR: 8am-12pm  

**Purpose:** English 4391 provides the students with intensive study and practice of advanced writing skills. Strong emphasis is placed on mastering the diverse technological, analytical, and research-based skills needed to succeed as a professional writer. The course explores the cultural roles of and the professional opportunities for writers and culminates in the development of a professional, web-based portfolio.

Please note that you will have TWO portfolios to turn in: one for the English Department (due April 15) and one for me (due finals week). Please note that some of the items required are DIFFERENT for each portfolio.

**DO NOT assume that you will simply be awarded an “A” on this portfolio.** These portfolios are very important because they are used to assess the effectiveness of our program, and also because they are designed to give you polished work samples to present to graduate school selection committees and/or potential employers. Therefore you must edit THOROUGHLY and revise these pieces until they are as perfect as you can make them. I will compare the original document and the revision to make sure that you are doing this. Don’t assume that just because you got an A on the original means that you shouldn’t, or can’t, revise. You are ready to graduate and you know a lot more now than you did previously when you took these courses. I may require additional revisions before you turn in the final portfolio.

The criteria for the English Department Portfolio is found here:  

The elements required for my portfolio are in the list below. All items must be presented in a professional e-portfolio (similar to what you produced in 3353). Please review the items on this list and THOROUGHLY revise them. Each week I will give you one item to revise that will be due the following Friday. **Please adhere to this schedule:**

**Assignments for E-Portfolio:**  
**Technical/Professional Writing**  
1. Proposal (10%) - due Friday, January 24
2. Investigative Report (10%) - due Friday, January 31
3. Intercultural communication letter or other intercultural assignment from English 3354 (10%) - due Friday, February 7
4. Instructions (10%) - due Friday, February 14
5. Resume (10%) - due Friday, February 21

**Web Publishing**
1. Blog (5%) - due Friday, March 6
2. Client web site (10%) - due Friday, March 27

**Professional Editing**
1. Edited document 1 (10%) - due Friday, April 3
2. Edited document 2 (5%) - due Friday, April 10

**Final Deliverable**
E-Portfolio 20% - due Monday, May 4 at 12 noon.

**Methods:** Unless a face to face meeting is necessary, upload the requested item for the portfolio onto Blackboard or email them to me by noon each Friday. Promptness as well as the thoroughness of the revisions/quality of the final projects for the portfolio are considered when evaluating the work for a course grade.