

HSC 5956 – Writing for Professional Publications
Department of Health Education & Behavior
University of Florida
Spring Semester 2011

Section 1356, Tuesday 8-9/Thursday 8, FLG-260

A. CONTACT INFORMATION

Instructor:

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B. COURSE DESCRIPTION

HSC 5956 – *Writing for Professional Publications* (3 credits). Procedures and practices in scholarly writing for health-related professional publications including topic selection, literature searches, Internet applications, documentation, manuscript preparation, reasons for rejection, and legal and ethical considerations.

C. COURSE OBJECTIVES

Examine reasons why health professionals (and students) sometimes avoid professional writing.
Contrast ways that technical writing and creative writing differ.
Review basic rules of grammar and usage that guide the writer.
Locate traditional and electronic sources of health-related information.
Define the scholarly writer's "audience".
Discuss ways scholarly writing influences career advancement in the health professions.
List selected journals that serve the health professions.
Compare style requirements for selected journals from the health professions.
Describe several types of manuscripts a writer might prepare.
Use several approaches to generate ideas for manuscript topics.
Indicate situations in which professional writing requires documentation.
Understand how the peer review process operates.
Analyze common reasons why professional journals reject manuscripts.
Study legal and ethical considerations that guide the scholarly writer.
View scholarly writing as a source of personal accomplishment.

D. RECOMMENDED RESOURCES

Lanham, Richard A., *REVISING BUSINESS PROSE*, Longman Publishing Co., NY (*Provided by instructor*)

Access to a comprehensive dictionary in print or electronic form

Access to a thesaurus or equivalent resource in print or electronic form

E. COURSE ACTIVITIES

1. Compile a **Resource Bibliography** of at least 10 sources (e.g. articles, books, websites) on the topic of writing for professional publications. You can use print and online sources.
2. Complete an **In-Class Quiz** over the review of grammar, usage, and fundamental writing skills.
3. Write a 1-page **News Item** (about 250 words) describing an event on campus or in your profession. Submit a standard course activity cover sheet with your document.
4. Compose a 1-page **Letter to the Editor** (about 250 words) about a contemporary issue confronting your profession. Submit a standard course activity cover sheet with your document.
5. Write a 1-2 page **Book Review** (about 500 words) of a current book in your profession. Submit a standard course activity cover sheet with your document.
6. Prepare a 1-2 page **Award Citation** (about 500 words) that summarizes your personal and professional accomplishments to date. Submit a standard course activity cover sheet with your document.
7. **Visit With a Faculty Member** and discuss his or her approach to professional publications. Prepare a brief written list of recommendations you received from the faculty member. Share the reprints, the recommendations, and your impressions from the meeting with the class.
8. Conduct an **Interview** with a health professional, then write a 4-5 page manuscript (about 1,250 words) reporting the interview. Include one example of an actual interview, and a copy of your outline.
9. Draft an 8-10 page **Article** manuscript (about 2,500 words) for potential submission to a specific professional journal. Include a formal cover letter to the editor, abstract, manuscript, references, visuals, journal author guidelines, and a copy of your outline.
10. Complete additional activities assigned by the instructor.
11. Complete an evaluation of the course.

F. STUDENT ASSESSMENT

Point scale (not a percent scale) for determining final grades:

A	= 60 – 65
A-	= 50 – 59
B+	= 40 – 49
B	= 30 – 39
B-	= 20 – 29
C+	= 15 – 19
C	= 10 – 14
C-	= 07 – 09
D+	= 05 – 06
D	= 03 – 04
D-	= 01 – 02
E	= <i>Below 1</i>

Sources of points for determining final grades:

	Low			High	
Resources on Writing	1	2	3	4	5
In-Class Quiz	1	2	3	4	5
News Item	1	2	3	4	5
Letter to Editor	1	2	3	4	5
Book Review	1	2	3	4	5
Award Citation	1	2	3	4	5
Faculty Visit/Publication Samples	1	2	3	4	5
Interview	2	4	6	8	10
Article	3	6	9	12	15
Instructor's Assessment of Progress	1	2	3	4	5
<i>Maximum Point Totals</i>	13	26	39	52	65

G. IMPORTANT DATES *

Classes Begin (UF)	January 5, 2011 (W)
First Class (HSC 3032)	January 6, 2011 (R)
Writing Resources Due	January 13, 2011 (R)
Holiday (M.L. King)	January 17, 2011 (M)
In-Class Quiz	January 20, 2011 (R)
News Item Due	January 27, 2011 (R)
Letter to Editor Due	February 3, 2011 (R)
Book Review Due	February 10, 2011 (R)
Award Citation Due	February 17, 2011 (R)
Spring Break	March 5-13, 2011
Faculty Visitation/Publication Samples Due	March 17, 2011 (R)
Interview Due	March 24, 2011 (R)
Article Due (Draft Version)	April 7, 2011 (T)
Article Due (Final Form)	April 14, 2011 (T)
Last Class (HSC 5956)	April 19, 2011 (T)
Classes End (UF)	April 20, 2011 (W)
Course Evaluation Ends	April 20, 2011 (W)
Reading Days	April 21-22, 2011 (R, F)
Final Examinations (UF)	April 23, 25-29, 2011 (Sa-F)
Final Examination (HSC 5956/28C)	12:30pm-2:30pm, Thursday, April 28, 2011
Commencement/UF	April 28-30, May 1, 2011 (R, F, Sa, Su)
Commencement/CHHP	To Be Determined

**Due dates may change.*

H. TOPICAL OUTLINE

A. Fundamental Approaches to Writing

The nature of scholarly writing
 Review of grammar and usage
 Identifying sources of information
 The concept of "audience"
 Writing effective, readable sentences
 Writing unified, logical, coherent paragraphs
 Preparing an outline
 Overview of the writing process

B. Writing for Professional Publications

Writing and career advancement
Selected journals in the health professions
Journal manuscript style requirements
Types of manuscripts
Sources of manuscript topics
Appropriate use of documentation
Understanding the peer review process
Common reasons for manuscript rejections
Legal and ethical considerations in writing
Writing as personal accomplishment

C. Additional Activities

Completed as time and interest permit

I. GENERAL COURSE INFORMATION

Attendance. I expect you to attend class and participate in all course activities. If you cannot attend class, please let me know in advance if possible, or as soon as feasible. University policy requires that classes meet at the published final examination period. Please do not make travel plans until you review the final examination schedule for this semester.

Accommodations. If you registered through the Disabilities Resource Program in the Dean of Students Office (392-1261), and you need specific accommodations for the course, I will gladly provide those accommodations. If you did not register formally, but you know you have behavioral or learning disabilities or other issues that might affect your performance in the course, tell me and I will help you.

Classroom Courtesies. You may leave the classroom at any time if necessary. Turn cell phones off or place them on vibrate, visual alert, or text messaging. Do not talk to your classmates during films, guest presentations, or course lectures. University policy does not allow eating or drinking in any classroom. (You can drink water.)

Due Dates. Submit assignments on or before the due date. Work submitted late may not receive the maximum point value. Keyboard all assignments, and double-space your work. I may need to keep the original document for my files, so keep a copy of all the work you submit. If you have a problem with an assignment, talk with me about it. If you must miss a test, tell me in advance if possible, and I will arrange a make-up test for you.

Office Hours. My office hours are posted in the Department suite at FLG-5. You can schedule an appointment to make sure I am available. Contact me in the way that best suits you: in person, regular mail, email, telephone, or notes.

Personal Integrity. I expect and assume that you will be honest with me in all aspects of your conduct regarding our course. In return, I will do the same with you. By formally registering for coursework at the University of Florida, you agreed to abide by the following statements:

"I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."

"All faculty, staff and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate."

"We, the members of the University of Florida, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."

Student Organizations. Obtain information about student professional organizations in FLG-6.

Policy on Recommendations. I will consider preparing recommendations for graduate programs, professional schools, internships, scholarships, and jobs if you receive an A- or an A grade in the course.

J. RESOURCES FOR PERSONAL AND CAREER COUNSELING

Career Resource Center, J. Wayne Reitz Union, 392-1601

Counseling and Wellness Center, 3190 Radio Road, 392-1575