

ENG 119—ENGLISH FOR INTERNATIONAL GRADUATE STUDENTS • SPRING 2014

Office hours: Tuesdays and Thursdays 1:15 p.m. – 3:00 p.m., Wednesdays 10:00 a.m. – 1:00 p.m., no appointment necessary; *for other days/times, contact me to make an appointment*

Required: 1) A **college-level English-English dictionary** of your own (paper or digital), 2) a **thesaurus** (paper or digital), and 3) a **full version of Microsoft Word for your personal computer** (*not* a trial version or a word processor other than MS Word)

Course Description

ENG 119 is a 3-credit academic writing course that emphasizes field specific research and the development of skills in addressing the demands of graduate level work and professional communication. The course serves as an American academic orientation and helps graduate students develop advanced skills in academic writing and research. Assignments in research and in English grammar complement the aims of the writing assignments; all course work is intended to increase student awareness and mastery of successful academic writing.

Objectives

By the end of ENG 119, you will be able to read and write a variety of genres in your field that summarize, synthesize, and evaluate information derived from reading, research, and experience. You will be able to identify and analyze important information and ideas in source texts and discuss reactions to or opinions about what you have read, ultimately informing your own work.

The major objectives of the course include becoming acquainted with the range of organizational patterns and rhetorical moves that are appropriate for academic writing, and becoming acquainted with lexical, idiomatic, and syntactic patterns that are appropriate to the above-mentioned organizational patterns and rhetorical moves. Specifically, the most successful students in ENG 119 will be able to

- Create and sustain clear, workable theses in a variety of genres
- Write summaries, syntheses, and critiques of source texts so as to give readers a clear sense of the purpose(s) of those texts and the most important information and ideas contained in them
- Understand intended audiences and purposes related to different genres
- Position themselves as junior scholars (“legitimate peripheral participants”) in their academic communities
- Integrate relevant data from source texts into their own writing
- Edit papers carefully for grammatical errors
- Avoid careless mistakes
- Develop interesting and thought-provoking analyses and responses to what they have read

Conferences

Conferences are a valuable part of ENG 119. They are your chance to focus one-on-one and in small groups on the strengths and weaknesses of your own text, and to deal with issues that cannot be addressed in whole class sessions.

Conference schedules will be drawn up early in the semester.

Before each conference, **you will need to review the comments you received on your most recent project draft**. Think about your writing beforehand, and be ready to discuss what YOU think are the strong and weak points, and your ideas for making things better. The best conferences are those that are driven by **your questions!**

Grading

The early drafts of the projects will not be graded—these are opportunities for you to try new things, to learn, and yes, to make mistakes. If you do not submit a draft or you do not submit a draft on time, however, you will lose the opportunity to receive feedback, which will affect your grade on *final* drafts. Here is the breakdown of each project’s weight toward the semester grade:

Project 1: Argumentative Essay	10%
Project 2: Annotated Bibliography	20%
Project 3: Research Report	20%
Project 4: Research Proposal	30%
Project 5: Presentation Slides	10%
Participation	10%

Grading scale for this course:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69
A = 93-96	B = 83-86	C = 73-76	D = 63-66
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62
F = <60			

If you receive a semester grade lower than C-, you must retake 119.

Major Writing Assignments

1. **Argumentative Essay**– Argumentation is the most useful and common rhetorical mode you will need in your academic and professional career, and argumentative essays use many of the basic standards for graduate-level academic writing that you will encounter in many genres. For this assignment, you will write an argumentative paper on a particular topic of your choice.
2. **Annotated Bibliography** – For this assignment, you will critically approach selected literature from your field—a vital part of successfully writing about your work. You will briefly summarize your source and evaluate its quality from multiple perspectives.
3. **Research Report** - This assignment will give you practice analyzing and understanding the format of research articles that are accepted across disciplines, as well as the specifics of research writing in your field.
4. **Research Proposal** – This final project resembles the research report in some ways, but rather than analyzing the research of others, you will have the chance to write a proposal (no more than 5 pages) for your own research interests.
5. **Presentation slides** – Presenting will continue to be a key part of your ongoing work, and having rhetorically effective visual aides can be crucial. The last project of the semester will allow you to design visuals for a (hypothetical) presentation based on your research proposal. You will have the choice of using PowerPoint or Prezi.

One important note: *keep all intermediate drafts in your personal files!* You will need to refer back to these at different times in the semester, so that you get a fuller idea of your progress and issues to focus on in the future.

Project Format

All drafts of these projects (except for your professional homepage) will be e-mailed or uploaded to Niihka as Microsoft Word documents. You may also be asked to bring a copy to class on the due date, to use in peer review and other class activities. Before submitting the intermediate or final draft of any project, always format them this way:

- a) typed in Times New Roman 12 point;

- b) double spaced (***if you are using East Asian Word, set it to “Exactly 28 pt.” rather than “double spaced,” since “double” in East Asian Word is bigger than in North American Word***);
- c) make sure the paper size is set to letter (8 ½ inches x 11 inches)—not A4; and
- d) have 1 inch (2.54 cm) margins on all sides

It's a good idea to make these the **default settings** on your home computer. These measurements are standard for US university courses, and A4 size paper just doesn't exist in the United States. *However*, for your presentation slides and handout, *do not use Times New Roman or Times New Roman-like fonts*.

MS Word: Two Important Points

In this class, Microsoft Word refers to .docx format, the default version of Word files generated by Word 2007 and later versions. Only .docx format will be accepted for Word files—**the older file format generated by Word 1997-2003, .doc, will not be accepted.**

Whenever you read a Word file, make sure that you do **not** use Google Docs or Document Preview on Macintosh computers. For some reason, these services do not display some comments made in a document—but these comments are where most of your feedback for revision will be. Download and view all Word files sent to you directly through Microsoft Word.

Attendance

This class requires you to participate in discussions, conferences, and hands-on writing activities. For the course to be a success, everyone's presence and participation is necessary. For that reason, attendance is mandatory. You will be allowed 3 absences. **ALL ABSENCES COUNT, REGARDLESS OF THE REASON**, so don't bring a doctor's note or anything other kind of evidence (although an e-mail message will be appreciated as a courtesy). With the 4th absence, your semester grade will drop by one full letter grade (10 points). Each absence after that will lower it another letter grade. Conference attendance is also mandatory; if you miss a conference, it will count as an absence.

We have only a limited amount of time, so make sure that you can come on time. Being late by more than 10 minutes for a class or 5 minutes for a conference will count as half an absence.

Late Work

Generally, late work will not be accepted—this means that I will not review late drafts, and late final drafts will be graded based on your most recent on-time draft.

Unless otherwise noted, the **due time** for all major project drafts and other assignments **is 8:00 a.m. on the due date**. Anything not delivered by that date **and time** will be considered late. In order to avoid this, make sure you give yourself enough time to submit your work.

E-Mail

One of the most valuable resources for this class will be your Miami University e-mail. Check it at least three a day, every day. Don't worry, I won't be sending you a flood of e-mails, but I will be in contact with feedback, questions, and important information. Other university instructors and colleagues in the professional world expect you to be in frequent and regular contact with e-mail, so it's a good time to start getting into the habit.

Cell Phones and Other Portable Hi-Tech Devices

Unfortunately, the inevitable potential for distraction that cell phones and most other devices create makes this policy necessary. Make sure your cell phone and any other device (except for a laptop, a *non-cell phone* electronic dictionary, or another appropriate device at an appropriate time) is turned off before you arrive. If your cell phone rings during class/conference time, you will be asked to leave and you will be counted as absent.

Disabilities and Other Needs

If you have a disability that requires special accommodations, or if you have a university-associated activity that will require your absence at some point in the semester (team sports or a course-related activity in another class, for example) please see me privately **during the first week of class** to make arrangements. You may also contact the Office of Learning Disabilities Services in the Rinella Learning Center at **513-529-8741**.

Writing Centers

The Howe and Windate Writing Centers provide free individual writing tutorials to all students of Miami University. The writing consultants are available to help you at any stage of your writing for our class and other classes you are taking this semester. The consultants, however, DO NOT edit papers; you work with them and discuss how to improve your writing by bringing an assignment you are working on. For more information, please visit <http://writingcenter.lib.muohio.edu> or call **513-529-6100**

Plagiarism

More than any other form of academic dishonesty, you need to watch for plagiarism in this writing class, and whenever you engage in academic writing. Put simply, plagiarism is use of the work of another person (written, recorded, or spoken in face-to-face situations) for personal gain without giving credit to the original creator—whether or not it was done intentionally. Plagiarism is not limited to inappropriately using the work of others from outside your course, but also includes writing done by others for the course, or for other courses. Students who plagiarize are subject to serious penalties (see the following section), so it is vital that you acknowledge all sources that you use in your own writing, even when you are not using someone else’s exact words.

In your writing for this class and elsewhere, you will use (and credit) other people’s words and ideas, but the writing that you present must be yours. Therefore, other than utilizing feedback from your instructor, all writing and editing done under your name must be yours and yours alone. You may collaborate with others, but only in limited situations: writing assignments that are designed as collaborations, peer review, course reading discussions, and initial ideas on how to start work on an assignment. Working together on the actual writing and revising of non-collaborative assignments will be counted as plagiarism.

Lastly, note that rules against plagiarism are not meant only to protect other people’s property—they are also meant to help you learn and grow. The primary goal of ENG 119 is to give you tools for learning and mastering academic writing. If you simply re-use other people’s work and you do not write and revise on your own, you will not learn, and your time spent in this writing course will have been wasted! ENG 119 will address plagiarism in greater detail, and I will answer any questions you may have about when and how to use another person’s work appropriately.

Penalties

All acts of academic dishonesty, including plagiarism, are covered by Miami’s university-wide standard policy; read the Integrity for Graduate Students section of the University’s Academic Integrity website and the Handbook for Graduate Students and Faculty for more specifics. The required penalties for academic dishonesty in any ENG 119 assignment committed by a student range from a failing grade (an F or a 0) for the assignment to a failing grade for the course; any transcript course grade may also be appended with an “AD” (Academic Dishonesty) mark. In cases where another person is found to have written an ENG 119 assignment for a student, the minimum penalty is suspension from the University. Suspected misconduct will be reported to the English Department chair for a hearing, and official written notice if the hearing determines that misconduct occurred.