# Graduate-Level Writing for International Students

# Fall 2014

**Course Information:**

**Course Numbers:** GRAD 6010/8010 **Class Time:** T & Th 1:00-2:30

**Credit Hours:** 3 **Class Location:** Cone 268/Classroom

**Instructor Information:**

**Instructor:** Lisa Russell-Pinson, Ph.D. **Office:** Cone 268/Office Suite

**Email:** lpinson@uncc.edu **Phone Number:** 704-687-5661

**Office Hours:** Th 11:00-12:00; by appointment **Mailbox:** Cone 268/Front Desk

**Pre-/Co-requisites:**

* Students must be currently enrolled in a graduate program terminating in a Master’s degree or a doctoral degree.
* This course is designed to meet the writing needs of non-native English speakers, so only those who do not speak English as a first language should enroll in it.

**Course Description**:

This course serves as an introduction to concepts central to graduate-level writing and is designed to benefit graduate students for whom English is not a native language. The focus is on improving students’ academic writing by increasing their awareness and use of common academic genres and part-genres (Swales and Feak, 2012), rhetorical concepts, writing strategies, library-based research skills, discipline-specific vocabulary and grammatical features common in academic writing; attention is also given to demystifying norms and practices associated with the U.S. notion of academic integrity (Abasi and Graves, 2008). The course takes a socioliterate approach (Johns, 1997) in that it positions graduate students as apprentice scholars within their respective fields and accords them with both the privileges and responsibilities of such as they become members of their respective academic discourse communities.

**Course Objectives:**

By the end of this course, students should be able to:

* Identify the purposes and features of common academic genres (research article, review article, book review, etc.);
* Analyze common academic part-genres (introductions, literature reviews, methodology sections, etc.) in their respective fields;
* Define rhetorical concepts, such as audience, purpose and organization, and utilize these concepts appropriately in their own writing;
* Employ strategies to develop ideas, produce drafts and revise and edit their work;
* Use grammatical features common in academic texts and discipline-specific vocabulary more effectively;
* Have better control over tasks fundamental to academic writing, such as defining, describing procedures and processes, presenting and commenting on data and making claims;
* Locate writing-related resources on campus and online;
* Identify and use discipline-specific databases and other resources for library-based research;
* Use computer-based tools, such as corpora and concordances, to determine vocabulary and grammatical features relevant to their disciplines;
* Understand the U.S. definition of plagiarism, the reasons why U.S. academics and other professionals cite sources, and the consequences of violating academic integrity policies.

**Textbook/Materials:**

**Required**

* Swales, J. & Feak, C. (2012). *Academic Writing for Graduate Students: Essential Tasks and Skills, Third Edition*. Ann Arbor, MI: University of Michigan Press.

NB: Please make sure that you purchase the third edition of the textbook, which was published in 2012.

* Readings and materials identified by the instructor and made available through Aktins Library and/or the Moodle page for GRAD 6010/8010.
* One two-pocket folder with fasteners and loose-leaf paper.
* One clear, plastic folder that can hold multiple papers and be sealed.

**Recommended**

* Caplan, N. (2012). *Grammar Choices for Graduate and Professional Writers*. Ann Arbor, MI: University of Michigan Press.

**Instructional Methods:**

A variety of instructional methods, including lectures, class discussions, group work and individual practice, will be used in the course.

**Course Requirements:**

The following criteria must be met in order for a student to pass the course:

## Homework 10%

You will have homework assignments each week. Daily homework assignments will be related to the topics covered in class and the readings in your textbook; additional grammar-based homework assignments will be given periodically. Your homework grade will be based on how many assignments you complete, as well as how thorough your work is. No late homework will be accepted.

## Class Work & Participation 15%

You will also complete class work—independently and as a part of a group—each class meeting. Class work assignments include in-class writings, peer reviews and textbook practice. Your class work grade will be determined by how many assignments you complete. Missed class work cannot be made up.

Additionally, participation is considered part of class work. Active participation in class discussions and group work is expected, encouraged and rewarded. You are expected:

* To be prepared for each class, which requires you to do all of the assignments and readings completely and on time.
* To contribute thoughtful comments and questions to class discussions.
* To collaborate effectively with your classmates during group work.
* To give to your classmates, as well as to receive from them, constructive criticism.
* To show respect to your classmates, instructor and guest speakers.

## Mini-Projects 30%

You will have three writing-related mini-projects to complete this semester. The mini-projects for this semester include:

* + Vocabulary journal
	+ Interview with a scholar
	+ Report of the communication-based academic and professional development activities that you have participated in over the course of the semester

You will receive specific guidelines for each mini-project approximately 2-3 weeks before the due date. Late mini-projects will not be accepted.

## Final Writing Project 45%

In lieu of a final exam, you will complete a final writing project. For this project, you will produce an original part-genre (introduction, methods, etc.) in your discipline. You will work on this project throughout the semester and are expected to meet deadlines along the way. Specific guidelines for this assignment will be given during the first week of classes. **No final draft writing projects will be accepted after 1:30 on 12/11.**

**Grading:**

This course is pass/fail for all doctoral students. All students taking the course pass/fail must achieve a 70% or higher on the course requirements in order to pass the course. Master’s-level students will take the course for a letter grade unless they petition to take it pass/fail at the beginning of the semester (**This is** **strongly suggested!**).

**Make-Up Work:**

Assignments due on a specified day will not be accepted after that class is over unless accompanied by a pass (see below). However, with my permission, you may turn in assignments ahead of the due date.

**Pass:**

Each student is allowed one pass/semester. The pass allows the student to turn in one assignment up to one week past the due date without explanation or penalty, ***except for the final draft of the writing project (due on the exam day)***. The pass must be requested by email either before or on the day that the assignment is due. It is up to you to determine for which assignment you will use the pass. Choose wisely.

**Attendance Policy:**

Attendance is required. Missing more than 4 classes may result in a failing grade.

**Other Course Policies:**

* All major assignments (mini-projects and final writing project) must be completed and submitted in a timely manner in order for you to pass the course.
* All homework and class work assignments must be done completely in order for you to receive credit.
* Your participation is vital to the success of this course. Our classroom is a community and in order to function as a community, it is important that each student be present at and on time for every class; if you are absent or late, you will not only miss important material covered in class, but you will also lessen your opportunities to contribute to and participate in class discussions and activities.
* In the event that you must miss a class, it is your responsibility to get class notes, assignments, etc. Homework assignments will be posted on Moodle after that day’s class. You should also have at least one classmate’s phone number/e-mail address in order to get additional information on missed classes.
* I understand that many of you may use your phones and/or other electronic devices to access English-learner dictionaries and other related applications. Accessing such information during class is fine, as long as the sound is turned off, and the devices do not pose a distraction for you, your classmates or instructor. However, you may use these devices in class **only for educational purposes** **related to the topics we are currently working on**. This means that you may not use these devices for any other purposes, such as texting, tweeting, accessing websites (such as Facebook), doing work for other classes, or talking on the phone, during class time. **Failure to follow this policy will result in dismissal from class, which is equal to one absence.**
* Please silence your phones upon entering the classroom.
* The best way to reach me is via email: lpinson@.uncc.edu
* You are required to follow the university’s guidelines on academic integrity (see below).
* Please leave all paper-based assignments, correspondences, etc. at the CGL front desk if I am not in my office.

**Applicable University Policies**

**1. Academic Integrity**

Academic honesty and integrity are essential to the existence and growth of an academic community. Without maintenance of high standards of honesty, members of the instructional faculty are defrauded, students are unfairly treated, and society itself is poorly served. Maintaining the academic standards of honesty and integrity is ultimately the formal responsibility of the instructional faculty; and this responsibility is shared by all members of the academic community.

All UNC Charlotte students have the responsibility to be familiar with and to observe the requirements of The UNC Charlotte Code of Student Academic Integrity (see the Catalog). This Code forbids cheating, fabrication or falsification of information, multiple submission of academic work, plagiarism, abuse of academic materials (such as Library books on reserve), and complicity in academic dishonesty (helping others to violate the Code). Any further specific requirements or permission regarding academic integrity in this course will be stated by the instructor, and are also binding on the students in this course. Students who violate the Code can be punished to the extent of being permanently expelled from UNC Charlotte and having this fact recorded on their official transcripts. The normal penalty is zero credit on the work involving dishonesty and further substantial reduction of the course grade. In almost all cases, the course grade is reduced to “U.” If you do not have a copy of the Code, you can obtain one from the Dean of Students Office or access it online at [http://www.legal.uncc.edu/policies/ps-105.html](http://www.legal.uncc.edu/policies/ps-105.html%22%20%5Ct%20%22_blank) Standards of academic integrity will be enforced in this course. Students are expected to report cases of academic dishonesty they become aware of to the course instructor who is responsible for dealing with them.

**2. Disability Services**

Students with documented disabilities are eligible to receive assistance from the Office of Disability Services located in Fretwell 230.

**3. Diversity**

UNC Charlotte strives to create an academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

**4. IT Needs**

UNC Charlotte students may utilize the computer labs at various sites across campus. For information on locations of computer labs and equipment availability, call 547-3100 and select option one (1) or check UNC Charlotte on the World Wide Web: <http://www.uncc.edu/lis>.

**5. Code of Student Responsibility**

The primary purposes for the imposition of discipline in the University setting are to protect the campus community and to maintain an environment conducive to learning. Consistent with those purposes, efforts also will be made to foster the personal and social development of those students who are held accountable for violations of University regulations. The complete code is available at: <http://legal.uncc.edu/policies/ps-104.html>

**Tentative Weekly Schedule**

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| **Week & Dates** | **Notes** | **Topic(s)** | **Major Assignments Due** |
|  1: 8/19 8/21 |  | **Introduction to Course; Overview of Academic Writing** |  |
|  2: 8/26 8/28 |  | **Overview of Academic Writing** | ***Part-Genre Writing Project:*** *Identification & Understanding (8/28)* |
|  3: 9/2 9/4 |  | **Writing Process**Guest Speaker:Dr. Meg Morgan, Department of English & Center for Teaching and Learning (9/4) |  |
|  4: 9/9 9/11 |  | **General-to-Specific Organization** | ***Vocabulary Journal*** *(9/11)* |
|  5: 9/16 9/18 |  | **General-to-Specific Organization** | ***Part-Genre Writing Project:*** *Report and Outline—peer review (9/18)* |
|  6: 9/23 9/25 |  | **General-to-Specific Organization** **Catch up/Move ahead…** | ***Part-Genre Writing Project:*** *Report and Outline (9/25)* |
|  7: 9/30 10/2 |  | **Problem, Process, Solution Texts** |  |
|  8: 10/9 | Fall Break (No class on 10/7) | **Problem, Process, Solution Texts** | ***Interview with a Scholar*** *(10/9)* |
|  9: 10/14 10/16 |  | **Data Commentary**Guest Speaker:Dr. Lynne Harris, Counseling Center (10/14) |  |
| 10: 10/21 10/23 |  | **Data Commentary**  | ***Part-Genre Writing Project:*** *First Draft—peer review (10/23)* |
| 11:  | No classes on 10/28 & 10/30; individual conferences | **Writing Conferences:** Sign-up sheet will be made available the previous week. | ***Part-Genre Writing Project:*** *First Draft (day of conference)* |
| 12: 11/4 11/6 |  | **Writing Critiques**  |  |
| 13: 11/11  | SSLW 2014 (No class on 11/13) | **Writing Critiques** |  |
| 14: 11/18 11/20 |  | **Catch up/Move ahead…****Writing a Research Paper** | ***Part-Genre Writing Project:*** *Second Draft—peer review (11/20)* |
| 15: 11/25  | Thanksgiving Break (No class on 11/27) | **Writing a Research Paper** |  |
| 16: 12/2 |  | **Writing a Research Paper/Course Wrap-Up** | ***Academic & Professional Development Report*** *(12/2)* |
|  12/11 | 11:00-1:30 | Finals Week | ***Final Part-Genre Writing Project—all materials due*** |