ENGL 4893.81G: Research Writing for International Graduate Students
Fall 2014

Course Syllabus

GENERAL INFORMATION

Required textbooks
- Swales, J. B. & Feak, C. B. (2012). *Academic writing for graduate students: Essential texts and skills* (3rd ed.). Ann Arbor, MI: University of Michigan Press.
- Weissberg, R. & Buker, S. (1990). *Writing up research*. Boston, MA: Pearson Custom Publishing.

Recommended books
- Swales, J. & Feak, C. (2000). *English in today's research world*. Ann Arbor, MI: University of Michigan Press.

Other required materials
Students are required to make copies of scientific journal articles at the library, in both paper and electronic versions of each article. I may also require additional materials from time to time, but I will let you know what those are when and if the time comes.

Course Objectives
ENGL 4893 is designed to enable the student to:
  I.   Understand the purposes of discipline-specific academic writing.
 II.   Develop knowledge of writing requirements in the student's academic discipline.
III.   Write research reports, annotated bibliographies, conference paper abstracts, and other academic documents using discipline-specific writing standards.
 IV.   Learn and follow the academic integrity guidelines in the student's discipline.
  V.   Plan and present a professional conference presentation talk.

Evaluation

Assignment	Points
Homework	100
Writing Assignments	350
Writing Portfolio	400
Final Exam	150
Total	**1000**

Course Grading Scale
A = 100.00% to 90.00% (1000 to 900 course points)
B = 89.99% to 80.00% (899 to 800)
C = 79.99% to 70.00% (799 to 700)
D = 69.99% to 60.00% (699 to 600)
F= 59.99% and below (599 and below)

Attendance
Students are expected to attend class regularly and arrive on time. If the student is not present when I take roll, he/she will be marked absent**.** Students are expected to be present in every class. In case of unavoidable emergencies, students are allowed up to four absences from class without penalty. However, for each class period the student is absent after four absences, 50 points (5.0% of the final grade) will be deducted from the student's final grade.

Electronic Devices Policy
In general, electronic devices should not be used in class. You will not need to use a translating dictionary because you are always welcome and encouraged to ask me to clarify anything you find confusing or don't understand. You usually won't need a computer as most assignments in class can be done on paper. At the beginning and/or end of each class I will remind you of impending assignments, but these should already be given to you in the "course schedule", so you shouldn't need to note them on your electronic calendar, not during class time at least.

Academic Integrity
It is the responsibility of the student to be familiar with OSU's academic integrity policies.

Academic integrity is essential to life at the university and this course is no exception. Students who engage in the following behaviors are violating academic integrity (see http://academicintegrity.okstate.edu for full policies and procedures): Unauthorized collaboration, plagiarism, multiple submissions, cheating on tests and exams, fabricating information and more. Students who engage in violations of academic integrity will be subject to action as defined in the policies and procedures.

It is especially important that students understand the concept of plagiarism. The following definition is by no means exhaustive; we will be discussing this further in class as well: Plagiarism consists of presenting someone else's written work, published or not, as one's own. Whenever wording or ideas are used from another source, they must be appropriately cited- the citation must clearly indicate which parts are from the original and which are not. This means, for example, that if something is copied verbatim and is cited, but there are no quotation marks, this is plagiarism. Plagiarism is a serious offense and could result in an 'F' for an assignment or an 'F' or 'F!' for the course.

Late work

Students are expected to turn in all assignments on time in order to receive full credit. However, if work is turned in late, the following rules apply:

- You will be given a penalty of 10 percent of the assignment grade if the assignment is turned in up to one day (24 hours) late. After one late day, the late assignment will receive a grade of zero (0).
- No homework assignments will be accepted beyond one day late.

Penalties

A zero (0) will be given for an assignment when a student:

- fails to turn in the assignment;
- turns in the A draft but does not hand in the B draft;
- turns in the assignment more than one day late;
- turns in a paper which does not meet the specific requirements of the assignment.

Assignments

Unless otherwise directed, all assignments will be due at 5 pm in their proper OC Dropbox folders on their due dates as listed on the course schedule.

In ENGL 4893, there are several different types of assignments that students are required to complete. Remember, the overall goal of the course is to *develop knowledge and skill in writing discipline-specific research documents*.

Assignments that support the overall goal *directly* include the Research Paper, the Annotated Bibliography, and the Genre Analysis assignments. In addition, some assignments are designed to teach *sub-skills* that *indirectly* meet the overall goal, such as the Summary assignments. Regardless of the specific focus of an individual assignment, all of the course assignments are designed to help meet the overall goal.

Below are short descriptions of the major assignment areas (Homework, Writing Assignments, Writing Portfolio, and Final Examination), the major assignments in each area, and some of the sub-skill assignments within each area. I may assign additional work as needed. See me for more information on the assignments, including grading, deadlines, and specific assignment requirements.

Homework (100 pts. total)

These assignments are often sub-skill assignments; as a result, they generally take less time to complete and any writing required is usually brief. The overall purpose is to *practice* a skill that has been learned in the course, so that the student can demonstrate knowledge of and ability in using the skill or sub-skill.

1. Summaries (20 pts. total): Two assignments allow students to practice writing academic summaries (about 150-250 words) of articles, and summaries of the sections in research

papers. These assignments will also help students prepare for the Annotated Bibliography assignment (see Writing Assignments, below).

2. Genre Analysis Checklists (20 pts. total): These assignments involve the systematic analysis of articles in the student's field in order to learn how to write research articles. The student will fill out one Checklist for each major section of a typical research article—the Introduction, Method, Results, and Discussion sections. I will make Checklists available on the OC.

3. Other assignments (60 pts. total): These are typically short (10 pt.) homework or in-class assignments designed to help students develop specific skills and sub-skills. One example of these assignments will be an ongoing series of focused free-writes to be conducted in-class to synthesize concepts from the readings and to generate topics for class discussion. Additionally, as noted earlier, individual students may be assigned other work as needed to reinforce skill; examples of this type include reading response papers, additional homework exercises, and library research exercises. These assignments will be announced in advance and will be graded like all other homework.

Writing assignments (350 pts. total)

These assignments are major, formal writing assignments which are intended to show the student's knowledge and skill in writing discipline-specific research documents. These will be assigned in advance of the deadline date. Revised versions of some of these assignments will be placed in the Writing Portfolio (see below) for the Portfolio grade.

1. Annotated Bibliography (150 pts. total): In this is two-draft writing assignment, students will adhere to the content and format conventions of their academic discipline.

2. Research Paper (100 pts. total): This is a series of formal writing assignments; students will write two sections of a research paper (i.e., the Introduction and Discussion sections) using the content and format used in their own academic discipline.

3. Analysis Reports (100 pts. Total): These two formal reports will help the students learn how to succeed as academic writers in their discipline. One, the Needs Analysis, helps students to identify key skill areas needed in their academic discipline. The other, the Genre Analysis, helps to identify writing conventions within the discourse community.

Writing Portfolio (400 pts. total)

The Portfolio is a 15-20 pages long document which displays the knowledge of discipline-specific writing that the student has gained in the ENGL 4893 course, and the Portfolio also demonstrates the student's skill in academic writing. The Portfolio includes a table of contents, a cover letter, a Needs Analysis Report, a Genre Analysis Report, two revised Research Paper sections, and a Reference page. Some of the portfolio documents are based on assignments completed during the course; others are written specifically for the portfolio. Once the Portfolio is completed and graded, the student may keep a copy to serve as a model for writing research documents in the student's department and field. Hence, the Portfolio will be a valuable resource for the student's future graduate school and professional work.

1. Table of Contents: This is a one-page document which provides an outline of the documents included in the Portfolio, the order of their appearance, and page numbers.

2. Cover Letter: This is a two to three-page document in which the student describes what knowledge was learned in the ENGL 4893 course and how the student's writing skills have changed as a result of taking the course. The purpose is to provide an overview of the Portfolio and to demonstrate the growth in the student's discipline-specific writing abilities. Information from course assignments can be used in the cover letter, including the Literacy Autobiography (i.e., the ungraded Diagnostic Essay completed the first week of class).

3. Needs Analysis Report: This document is a three to five-page systematic analysis of the types of writing which are done in the student's academic discipline. A structured interview is used to gather information for the Report (see the "Interview Questions for the Needs Analysis Report," which I will make available on the OC).

4. Genre Analysis Report: This report is a three to five-page systematic analysis of one research article from the student's academic discipline. The purpose is to discover the writing standards and practices used to write research documents. The Report is written using information gathered from the Genre Analysis Report Checklist, which I will make available on the OC.

5. Revised assignments: This includes rewritten drafts of two Writing Assignments—the Introduction and the Discussion sections of the Research Paper written in the ENGL 4893 course. The student provides revised drafts of these assignments. The purpose of this section of the Portfolio is to demonstrate the student's skill in writing in their academic discipline.

6. Reference page: This bibliographical page compiles all the references in the portfolio and is formatted according to the student's academic discipline and/or target journal.

Final examination (150 pts. total)
The Final Exam in ENGL 4893 is not designed as a comprehensive test of the student's knowledge of the course content; the Writing Portfolio fulfills that goal. The purpose of the Final Exam is to test the student's skills in sharing discipline-specific knowledge with colleagues, both in writing and in speaking, at an academic conference. Thus, the assignments are designed to practice several types of communication found at academic conferences.

1. Conference Abstract (50 pts.): The assignment requires the student to write a formal conference abstract for their course Research Paper and submit it as a "conference presentation proposal." The length of the abstract (in words or pages) follows the standard length required by the major professional conference(s) in the student's academic field.

2. Conference Media (50 pts.): The assignment requires the student to design and create **one** of the following: a 3-5 pages long conference presentation handout; a conference poster; or, a PowerPoint presentation. Both paper and electronic copies of the media must be turned in to the OC Dropbox before the day of the conference presentation.

3. Conference Presentation (50 pts.): The student will give a brief oral presentation on their research project in a style typical of a conference session talk. The presentation will take place on the ENGL 4893 Final Examination day.

Homework Formatting Instructions—*YES, FORMATTING ERRORS <u>WILL</u> AFFECT YOUR GRADE*

Materials

- Paper size is 8 ½" x 11" (sizes such as A4 are not acceptable). Be sure to use this setting in your word processor in addition to using the appropriate variety of paper.
- Use one side of the paper only for all printed assignments (most assignments will not be printed, but even electronically submitted assignments must be formatted properly).
- Font color is black.
- Font is 12-point Times New Roman.

Margins, tabs, and alignment

- All margins (top, bottom, left, and right) are 1 inch.
- Indenting is done with the Tab key; never use the spacebar to indent.
- Tabs should be set to inches, not centimeters.
- All text is aligned left (i.e., text begins on the left side of the page); justify **only** left sides.

Spacing

- With the exception of the name/date block, use double spacing throughout the paper, including the reference page.
- Indent the first line of a paragraph ½ inch from the margin (use the Tab key).
- It is customary to leave **only one space** after a period, colon, comma, and semicolon.
- Periods (or "full stops"), commas, colons, and semicolons are attached directly to the right edge of word they follow without an intervening space.
- Quotation marks and parentheses attach to the appropriate edges of the words they enclose without intervening spaces.
- Name/date block: Single-space this section. In the top right-hand corner of the page (aligned right), type your given name and your family name, in that order. On the next line, type "ENGL 4893" plus the section number. On the third line, type the assignment number. On the next line, type the date, and on the fifth line, type my name **(Instructor Zhao)**. Leave a blank line after my name.
- Title and text: Double-space these sections. Center the title of the assignment. Left-align the text. Indent the first line of all paragraphs 1 ½" from the left edge of the page.

Page Numbering

- In the header block, use both your family name followed by the page number in the upper left-hand header; number pages consecutively throughout the paper. Use Times New Roman 12 pt.
- If the assignment is longer than one page, staple all sheets together with one staple in the upper left-hand corner. Do so **before** you come to class.

Example of Properly Formatted Assignment

Miyami 1

Asahi Miyami
ENGL 1223.001
Assignment 1
09/12/12
Instructor Jones

Rethinking the *Linguistic Atlas of the Pyrenees* (1985): The Case for Central Aranese

The Gallo-Romance languages of northeastern Spain and southwestern France have

posed problems for linguistic geographers for centuries. In particular, to what extent

national, autonomous community, and/or ethnic boundaries define *language* versus

dialect stymies simple classification schemes. Consider, for instance, the varieties of

language spoken in Spain's Val d'Aran (Valley of Aran) region. While most linguistic

atlases since at least 1800 have included Aranese along with Catalan and Castillian

OSU Writing Center

OSU is fortunate to have a Writing Center, locate in Student Union 440. Trained tutors are available to assist you in improving writing skills at every stage of the writing process. I encourage you to take advantage of this **free** service. You can make an appointment at **http://okstate.mywconline.com** or call 1-405-744-6671. The Writing Center website: **http://english.okstate.edu/writing** has more information on their services, including 4 walk-in locations and ESL conversation groups for those who want to practice their English-speaking skills.