

EMLS 602R—COURSE OUTLINE

SCHOLARLY WRITING IN ENGLISH

CLASS SIZE:

To ensure that I can devote adequate time to the individual needs of all students and that all students have ample opportunity to ask questions, the class has an enrolment cap of 25 students.

COURSE DESCRIPTION:

In this course, you will learn to write effectively in a graduate academic context. This class provides instruction in grammatical accuracy, written fluency, and patterns of writing common in academic contexts. There are 4 hours of classes each week. This course is open to students whose first language is not English. It is not open to students who are fluent writers of English.

COURSE OBJECTIVES:

By the end of this course, successful students will be able to

- identify, understand, and develop strategies to improve their grammatical competency in writing
- recognize and compose texts that are typical of graduate studies (at least 4 of the following: general-specific, process-problem-solution, article summary and/or critique, data commentary, comparison-contrast)
- use appropriate academic vocabulary
- use a variety of strategies (paraphrase, quote, document) to avoid plagiarism

REQUIRED TEXTBOOK:

1. Swales, J. M., & Feak, C. B. (2012). *Academic writing for graduate students* (3rd ed.). Ann Arbor: University of Michigan Press.

This textbook can be purchased in the UW Bookstore in the South Campus Hall. We will start using it on Tuesday, May 9. The second edition of this textbook will not suffice.

RECOMMENDED TEXTBOOKS (available on 3-day reserve in the Renison Library):

1. Hogue, A. (2003). *The essentials of English. A writer's handbook*. Pearson Education: White Plains, N.Y. Library call number: PE1408 .H664 2003
2. Northey, M, & Jewinski, J. (2012). *Making sense: A student's guide to research and writing: engineering and the technical sciences*. (4th ed.). Oxford University Press: Toronto. Library call number: T11.N67 2012
3. Harris, M., & Jewinski, J. (2009). *Prentice Hall reference guide for Canadian writers*. Pearson Education Canada: Toronto. Library call number: PE1408 H34574x

COURSE NOTES:

I will provide course notes on our Waterloo LEARN course website. Students should print these course notes at home or in their offices and bring them to every class. There will be approx. 80 pages. Students may also view the course notes on a laptop in class, but I prefer them not to do so on cell phones. There is too much temptation to text on cell phones, and that is not appropriate or appreciated during class time.

REQUIREMENTS FOR CREDIT:

EMLS 602R is a University of Waterloo graduate credit course, so all students must register officially for this class. Students who fulfill the requirements (indicated below) will receive a "Credit Received" ("CR") on their transcripts. They will not receive numerical grades on their transcripts. However, they will receive unofficial numerical grades for all their assignments.

To receive the "CR" credit, students must

1. submit and complete all four writing assignments (including the rewrites),
2. write both tests (1 vocabulary and 1 grammar), and
3. attend at least 75% of the 48 hours of classes (for a minimum total of 36 hours of classes).

If students do not fulfill these three criteria, they will receive an "NCR" ("No Credit Received") on their transcripts.

To be granted the "CR" credit, students must receive an unofficial grade of at least 60% on each of the assignments in categories 1 & 2 above.

Regarding category 1, if students receive less than 60% on an assignment rewrite, they will have to continue reworking that assignment until it is worth at least a 60% grade.

Regarding category 2, if students receive less than 60% on a test, they must come to my office hours for extra help and then some form of re-test, on which they must earn at least a 60% grade.

Thus, if students are planning to leave Ontario near or shortly after the last day of classes, they must make special arrangements with me to write their Grammar test and/or submit their Assignment 4 at least a week before they leave (just in case they are required to do a re-test or a rewrite).

Registering late for the course does not excuse a student from the attendance requirement. Persistent lateness will be treated as absenteeism unless students are attending classes immediately prior on the other side of campus. They should inform me at the beginning of the term if this is the case. Moreover, students should keep track of their absences, including any that they may have missed before joining the class late in the semester, so that they do not go over the limit. If students leave or arrive at the break during the long class, I will mark down their attendance as only 1.5 (not 3) hours.

WRITTEN ASSIGNMENTS:

There will be 4 written assignments worth 80% of the total unofficial grade:

General-specific definition (250 – 300 words)	15%
Problem-solution (300 – 350 words)	20%
Comparative or Data commentary (350 – 400 words)	20%
Article summary (300 – 450 words)	25%

LATE-SUBMISSION POLICY: One percent per day will be deducted for lateness unless the student has presented a reasonable excuse to me before the due date. Do not resort to academic dishonesty (i.e., plagiarism) in order to meet a deadline. Proper communication with the professor is always the best plan!

TURNITIN:

Plagiarism detection software (Turnitin) will be used to screen assignments in this course. This is being done to verify that the use of all material and sources in assignments is properly documented. In the second week of the term, details will be provided about the arrangements for the use of Turnitin in this course.

TESTS:

There will be two tests worth 20% of the total unofficial grade:

Vocabulary test	10%
Grammar test (online)	10%

Waterloo LEARN:

We will be using the LEARN online course environment frequently in the context of this course. Students use their Quest userids and passwords to access LEARN. I will be adding files to the Course materials > Content tab on a regular basis.

At the end of week 2, I will create “one-on-one with Stefan” discussion forums on LEARN. Whenever I want to send personal notes to individual students, I will use their forums. They are located at the Connect > Discussions tab. Students must check their forums regularly and ALWAYS use them to send notes to me.

Students should subscribe to the forum to receive immediate email notifications when I post a note in their forums. First, they need to click on the down arrow beside their name in the forum, then on “Subscribe,” and then on “Send me an instant notification.” Second, they need to click on their name in the top-right part of their homepage, then click on “Notifications”, and then check off the “Discussions” box. Moreover, on that same page, students need to check off the two “News” boxes to be notified whenever I send a general note to all students. These News items are posted on the course

homepage.

Students will submit all assignments to the Dropbox on LEARN. The Dropbox does not give a notification when feedback has been posted. Therefore, students must check the Dropbox regularly to see whether I have posted feedback for them. I will give further instructions in the second week of classes.

SCHEDULE DETAILS:

WEEK 1

Tues., May 2: Introduction/Course outline, Diagnostic exercise 1: Grammar (30 min.), Commas, Fragments, Comma splices

Thurs., May 4: Word choice 1, Diagnostic exercise 2: Composition (30-min)

WEEK 2

Tues., May 9: Semi-colons, Colons, TEXTBOOK Unit 1: Style/Appendix 1: Relative Clauses in Definitions, Review diagnostic grammar exercise 1

Thurs., May 11: TEXTBOOK Unit 2: General-specific definition reports

WEEK 3

Tues., May 16: Academic integrity, Phrasal verbs 1, Hyphens, TEXTBOOK Unit 2: General-specific definition reports (continued), 30-min. writing workshop

Thurs., May 18: TEXTBOOK: General-specific definition reports (continued)

Fri., May 19: **Assignment # 1: General-specific definition report (250-300 words) due by midnight on LEARN**

WEEK 4

Tues., May 23: NO CLASS

Thurs., May 25: Verb + preposition combinations, TEXTBOOK Unit 1: Sentence coherence/ Appendix 1: Articles in Definitions

WEEK 5

Tues., May 30: Abbreviations (acronyms, initialisms), Nouns/determiners, Adjective + preposition combinations, TEXTBOOK Appendix 2: Articles, Error records, TEXTBOOK Unit 3: Problem-solution reports

Thurs., June 1: Review for the vocabulary test, TEXTBOOK Unit 3: Problem-solution reports (continued)/Appendix 2: Articles (continued)

WEEK 6

Tues., June 6: Review for the vocabulary test, Organizational patterns for problem-solution writing, Passive voice, TEXTBOOK Unit 3: Problem-solution reports (continued), 30-min. writing workshop

Thurs., June 8: **Vocabulary test**, TEXTBOOK Unit 3: Problem-solution reports (continued)

Fri., June 9: **Assignment # 2: Problem-solution report (300-350 words) due by midnight on LEARN**

WEEK 7

Tues., June 13: Apostrophes, Nouns/determiners (continued), Phrasal verbs 2

Thurs., June 15: TEXTBOOK Unit 4: Data commentary

WEEK 8

Tues., June 20: Parallelism, Nouns/determiners (continued), TEXTBOOK Unit 4: Data commentary (continued)

Thurs., June 22: Parallelism (continued), TEXTBOOK Unit 4: Data commentary (continued)

WEEK 9

Tues., June 27: Comparison/contrast structures, Organizational patterns for comparison/contrast writing, TEXTBOOK Unit 4: Data commentary (continued), 30-min. writing workshop

Thurs., June 29: Comparison/contrast structures (continued)

Fri., June 30: **Assignment # 3: Comparison/contrast analysis or Data commentary (350- 400 words) due by midnight on LEARN**

WEEK 10

Tues., July 4: Subject-verb agreement, Review for grammar test

Thurs., July 6: Review for grammar test, Unit 5: Writing summaries

WEEK 11

Tues., July 11: Word choice 2, Noun clauses, Review for grammar test, TEXTBOOK Unit 5: Writing summaries (continued)

Thurs., July 13: Review for grammar test, TEXTBOOK Unit 5: Writing summaries (continued)

Fri., July 14: **Grammar test on LEARN (available 12:00 am to 11:30 pm)**

WEEK 12

Tues., July 18: Verb tenses, Pronoun reference, TEXTBOOK Unit 5: Writing summaries (continued), Course/professor evaluation

Thurs., July 20: TEXTBOOK: Writing summaries (continued), 30-min. writing workshop

WEEK 13

Tues., July 25: TEXTBOOK: Writing summaries (continued)

Assignment # 4: Article summary (300-400 words) due by midnight on LEARN

Note: There will be a 30-minute assignment writing workshop on May 16, June 6, June 27, and July 25, so bring your laptop on those days if you have one. If you do not have a laptop, you can do your writing the old-fashioned way—with pen and paper. This is an important class activity and must NOT be viewed as an opportunity to leave the class early. Bring the assignment description, and use the time effectively. Please do not submit your assignments to LEARN before the due dates. If you believe you are finished your assignment, use the workshop to do some final proofreading for grammar and vocabulary (GV) errors.

ADDITIONAL IMPORTANT COURSE INFORMATION

Accommodation for Illness or Unforeseen Circumstances:

The instructor follows the practices of the University of Waterloo in accommodating students who have documented reasons for missing quizzes or exams. See http://www.registrar.uwaterloo.ca/students/accom_illness.html

Academic Integrity:

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. See the [UWaterloo Academic Integrity webpage \(https://uwaterloo.ca/academic-integrity/\)](https://uwaterloo.ca/academic-integrity/) and the [Arts Academic Integrity webpage \(https://uwaterloo.ca/arts/current-undergraduates/student-support/ethical-behaviour\)](https://uwaterloo.ca/arts/current-undergraduates/student-support/ethical-behaviour) for more information.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their own actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration, should seek guidance from the course professor, academic advisor, or Administrative Dean. When misconduct has been found to have occurred, disciplinary penalties are imposed under Policy 71 – Student Discipline. For information on categories of offences and types of penalties, students should refer to [Policy 71 - Student Discipline](#). For typical penalties check [Guidelines for the Assessment of Penalties \(https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines/guidelines-assessment-penalties\)](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines/guidelines-assessment-penalties).

Students should also be aware that copyright laws in Canada prohibit reproducing more than 10% of any work without permission from its author, publisher, or other copyright holder. Waterloo’s policy on Fair Dealing is available here: <https://uwaterloo.ca/copyright-guidelines/fair-dealing-advisory> Violation of Canada’s Copyright Act is a punishable academic offence under Policy 71 – Student Discipline.

Grievance: A student who believes that a decision affecting some aspect of university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70 - Student Petitions and Grievances](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70), Section 4 (<https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70>). When in doubt please be certain to contact the department’s administrative assistant, who will provide further assistance.

Appeals: A decision made or penalty imposed under Policy 70, Student Petitions and Grievances (other than a petition) or Policy 71, Student Discipline may be appealed if there are grounds. Students who believe they have grounds for an appeal should refer to [Policy 72, Student Appeals \(https://uwaterloo.ca/secretariat-](https://uwaterloo.ca/secretariat-)

[general-counsel/policies-procedures-guidelines/policy-72](#)).

Academic Integrity website (Arts):

http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html

Academic Integrity Office (uWaterloo): <http://uwaterloo.ca/academic-integrity/>

Accommodation for Students with Disabilities:

Note for Students with Disabilities: The [AccessAbility Services](#) office, located on the first floor of the Needles Hall extension (NH 1401), collaborates with all academic departments to arrange appropriate accommodations for students with disabilities, without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AAS office at the beginning of each academic term.

Intellectual Property. Students should be aware that this course contains the intellectual property of the instructor, which can include:

- lecture handouts and presentations (e.g., PowerPoint slides)
- lecture content, both spoken and written (and any audio or video recording thereof)
- questions from various types of assessments (e.g., assignments, quizzes, tests, final exams)
- work protected by copyright (i.e., any work authored by the instructor)

Making available the intellectual property of instructors without their express written consent (e.g., uploading lecture notes or assignments to an online repository) is considered theft of intellectual property and subject to disciplinary sanctions as described in Policy 71 – Student Discipline. Students who become aware of the availability of what may be their instructor’s intellectual property in online repositories are encouraged to alert the instructor.

A respectful living and learning environment for all

1. It is expected that everyone living, learning or working on the premises of Renison University College will contribute to an environment of tolerance and respect by treating others with sensitivity and civility.
2. Harassment is unwanted attention in the form of jokes, insults, gestures, gossip, or other behaviours that are meant to intimidate. Some instances of harassment are against the law in addition to Renison University College policy.
3. Discrimination is treating people differently because of their race, disability, sex, sexual orientation, ancestry, colour, age, creed, marital status, or other personal characteristics. The Ontario Human Rights Code considers actions and behaviours rather than intentions.
4. If you experience or witness either harassment or discrimination, you may contact the Renison University College Interim Harassment and Discrimination Officer at megan.collings-moore@uwaterloo.ca (519-884-4404, ext. 28604).