

EMLS 622R—COURSE OUTLINE

THESIS 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 about their own work, the class has an enrolment cap of 15 students.

COURSE DESCRIPTION:

Designed specifically for master's and Ph.D students whose first language is not English, this course develops the skills and knowledge students require to write theses and journal articles. A guided analysis of academic texts clarifies disciplinary conventions. Written assignments are directly related to the students' theses, and feedback is customized in small-group weekly workshops.

It is recommended that students have completed EMLS 602R and be at least at the beginning stage of thesis writing by the time they take EMLS 622R.

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
- compose material for master's or PhD theses (from the following list of sections: abstract, purpose statement, literature review, critique, methodology, results, discussion, recommendations)
- 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 at the end of Week 1. 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 approximately 50 pages. Students may also view the Course notes on their laptops in class, but I prefer students not to do so on cell phones. There is too much temptation to text on cell phones, and that sort of behavior is not appropriate during class time.

REQUIREMENTS FOR CREDIT:

EMLS 622R 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

- attend at least 75% of the 3-hour classes and at least 3 of the 4 assigned writing workshops (for a minimum total of 30 hours of classes).

If students do not fulfill these three criteria (including required rewrites), 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 before 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 two weeks 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, they will be credited with only 1.5 (not 3) hours.

WRITTEN ASSIGNMENTS:

Students must submit sections from 4 of the following 7 texts (not necessarily in the order below), each worth 20% of the final unofficial numerical grade.

Abstract	Results
Purpose statement	Discussion/conclusion
Literature review	Single article critique
Methods	

The word limit for each assignment is 300 – 500 words.

Upon consultation with me, students may submit an assignment that is not directly related to one of the texts indicated above.

WRITING WORKSHOPS:

Students will be divided into three workshop groups of 5 students each. Each group will meet every three weeks during the 50-minute class. The exceptions will be the Monday of Week 1 since that will be the very first class and the Monday of Week 10 since that is the Canada Day holiday. I will explain in class how these missed workshops will be made up. Students will work on one assignment per workshop.

ASSIGNMENT DUE DATES:

The first three assignments will be due the day before the following workshop takes place. For example, if a student has her Assignment 1 writing workshop in Week 2, she must submit Assignment 1 before the day that her Assignment 2 writing workshop takes place, which will be in Week 5.

Assignment 4 will be due 2 weeks following the Assignment 4 writing workshop.

The due dates for the assignments will vary according to the student's writing workshop schedule.

I generally will provide feedback within one week of the due dates.

If students know in advance that they have to miss a workshop, they should let me know in advance so that I can offer the spot to another student or try to switch them with another student.

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!

TESTS:

There will be two tests worth a total of 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

Mon., May 1: Introduction/Course outline, Workshop schedule

Wed., May 3: Diagnostic exercises: Grammar and Composition, TEXTBOOK Unit 5: Writing summaries (Writing workshop Group A—arrange 20-minute individual meetings with me during my office hours between May 4 and May 11)

WEEK 2

Mon., May 8: Writing workshop Group B

Wed., May 10: Review diagnostic grammar exercise, Revise diagnostic composition, Punctuation (advanced usages), Phrasal verbs 1, Academic integrity, TEXTBOOK Unit 6: Writing critiques

WEEK 3

Mon., May 15: Writing workshop Group C

Wed., May 17: Modifiers—adjective clauses, Modifiers—misplaced, Conditionals, TEXTBOOK Unit 6: Writing critiques

WEEK 4

Mon., May 22: NO CLASS

Tues., May 23: Writing workshop Group A

Wed., May 24: Modifiers—adverb clauses, Modifiers—dangling, Word choice 1, TEXTBOOK Unit 8: Constructing a research paper II

WEEK 5

Mon., May 29: Writing workshop Group B

Wed., May 31: Nouns/determiners, Error records, Review for the vocabulary test, Phrasal verbs 2, TEXTBOOK Unit 8: Constructing a research paper II

WEEK 6

Mon., June 5: Writing workshop Group C

Wed., June 7: **Vocabulary test**, Awkward shifts, Passives, TEXTBOOK Unit 6: Writing critiques

WEEK 7

Mon., June 12: Writing workshop Group A

Wed., June 14: Word choice 2 (homophones), Nouns/determiners (continued), TEXTBOOK: Unit 7 Constructing a research paper I

WEEK 8

Mon., June 19: Writing workshop Group B

Wed., June 21: Parallelism, Redundancy, TEXTBOOK Unit 7: Constructing a research paper I

WEEK 9

Mon., June 26: Writing workshop Group C

Wed., June 28: Verb tenses, Comparative structures, TEXTBOOK Unit 8: Constructing a research paper II

WEEK 10

Mon., July 3: NO CLASS (Writing workshop Group A—arrange 20-minute individual meetings with me during my office hours between July 4 and July 11)

Wed., July 5: Subject-verb agreement, Noun clauses (indirect questions); Review for grammar test; TEXTBOOK Unit 7: Constructing a research paper I

WEEK 11

Mon., July 10: Writing workshop Group B

Wed., July 12: Pronoun reference, Review for grammar test, TEXTBOOK Unit 8: Constructing a research paper II

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

WEEK 12

Mon., July 17: Writing workshop Group C

Wed., July 19: Review grammar test, Verbals (gerunds, infinitives, root forms), TEXTBOOK Unit 7: Constructing a research paper I

WEEK 13

Mon., July 24: Word choice 3 (prepositions), Course/professor evaluation, Wrap-up

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 \(https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-72\)](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).