

LING 6300 – Professional Writing Seminar

Spring 2014

Instructor:	Dr. Laurel Smith Stvan
Research Profile:	https://www.uta.edu/mentis/profile/?1558
Class meetings	Mondays, 4:00 - 3:20 p.m. in 119 Trimble Hall
Faculty Office:	132 Hammond Hall
Office Hours:	Tues 1-3; Wed 3-5, and by appointment
Phone:	(817) 272-9489
Email:	stvan@uta.edu (preferred method of contact)

Description of Course Content

In this writing workshop for doctoral students, emphasis will be placed on understanding the processes whereby linguists create persuasive and professional writing. Students will be required to engage in three types of activities: (1) reading about the ways in which one creates professional documents, (2) analyzing samples of professional documents, and (3) producing your own professional documents, both new material and revisions of older work. The final portfolio of written materials will include a curriculum vitae, a job application letter, a conference abstract, a professional book review, the revision of a research paper, and a proposal for a dissertation or grant.

This course fulfills the Professional Development Course requirement for the 2009-and-later Linguistics PhD program. Prerequisite: Completion of at least 9 hours of LING courses.

Student Learning Outcomes

Upon successfully completing this course, students should be able to:

- identify current genres of academic writing
- identify subsections of a project proposal
- demonstrate ways to tailor a job letter to different ads
- demonstrate basic HTML coding to better engage in web page editing
- create different drafts of the same assignment and point out reasons for editorial changes in the versions

Required Course Materials

There are three required texts for the class:

- 1) Macaulay, Monica. 2011. *Surviving Linguistics: A Guide for Graduate Students*, 2nd edition. Somerville, MA: Cascadilla Press. ISBN 978-1-57473-029-6 paperback, \$24.95
- 2) Goldsmith, John A., Komlos, John, and Gold, Penny Schine. 2001. *The Chicago Guide to Your Academic Career*. Chicago: University of Chicago Pres. (ISBN-10: 0226301516)
- 3) Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*, Third Edition. 2008. Chicago: University of Chicago Pres. ISBN-10: 0226065669

Additional required readings (consisting of websites and journal articles) will be provided on the course Blackboard site (<https://elearn.uta.edu/webapps/login/>). You are responsible for checking this Blackboard site regularly to access (among other things) class notes, updates, readings, and assignments.

Supplementary books for additional background reading will be on reserve at the UT Arlington Central Library as well as topics develop. You can search for them under my last name or the course number

Attendance Policies

Because many writing and editing activities will be done in class, you are expected to attend every class, and thoughtful participation is included as part of the course grade. For each class, students will be expected to have completed prior to class the readings for each day's topic and any assigned problems to be discussed. Students assume responsibility for acquiring all notes, handouts, and announcements.

Course Requirements

Assignments are due at the beginning of class, on the day listed in the schedule, and no later. No late assignments will be accepted without PRIOR approval by the instructor.

Because this is a seminar, students will all have a role to play in leading the discussion of readings and editing sessions. The analysis component involves responding to work written by others, including your classmates. It is expected that such comments will point out positive aspects of the work, as well as ways in which the work can be improved. Provide your peers with the sort of comments that every academic (student and professional alike) hopes to receive: honest and constructive.

Grading Policy

Your grade for the course will be based on the following aspects:

- **Effort**
Regular attendance and active class participation. On-time completion of in-class and homework exercises, careful editing and proofreading, perceptive peer and self evaluations of work.
- **Finished Product**
Completion of each task demonstrating an understanding and application of the writing concepts and techniques introduced in the course.

There will be no final exam. Grades will be determined based on the following set of components.

1. Regular, active class participation **10%**

Your final portfolio should contain the following items, weighted as follows:

2. Writing a curriculum vitae **5%**

3. Writing a job application letter for a posted job ad **5%**

4. Writing a conference abstract **15%**

5. Revising and annotating revisions of a research paper **20%**

6. Writing a professional book review **20%**

7. Drafting a proposal for a dissertation or grant **25%**

Important Academic and Administrative Policies

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Americans With Disabilities Act: The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course

must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Academic Integrity: All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Please be advised that departmental policy requires instructors to formally file charges with the Office of Student Conduct, following procedures laid out for faculty there (<http://www.uta.edu/studentaffairs/conduct/faculty.html>), as well as notify the department chair of the filing of the charges.

Student Support Services Available **Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the

Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>). **(Note: Students enrolled in graduate courses may not repeat a class to "replace" a grade).**

A student dropping his/her last (only) course cannot withdraw as above. Rather, s/he must go in person to the UTA Registrar's Office (Davis Hall, First Floor) and complete a request to resign from the university.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located to the right as you exit this classroom; then take the stairs up to the ground floor. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

Auditors: With instructor permission, Department of Linguistics and TESOL faculty, staff, and students currently enrolled in a linguistics/TESOL programs may be able to audit a course (with the permission of the professor). Audited courses cannot be used to satisfy any degree or program requirements/electives, nor will any credit (including retroactive) be granted for audited courses.

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(Last Updated: Jan. 12, 2014)

Readings to have prepared for class

Tasks or events to be aware of

1.	Mon. Jan. 13	No reading for today (handouts in class)	Return of old papers; Discussion of lit reviews; Swales activities; Keeping a proposal as your driving theme
2.	Mon. Jan. 20	Martin Luther King Day --no class--	Contact book review editors this week
3.	Mon. Jan. 27	Macaulay through p. 50 +114 -116 Goldsmith et al. through p. 53	Report what book you've requested to review, and why
4.	Mon. Feb. 3	Macaulay Ch. 9 Goldsmith et al. Ch. 5	Guest talk by Dean Beth Wright on CVs Bring in a draft of your CV Bring in two job ads from Linguistlist
5.	Mon. Feb. 10	Macaulay Ch. 4; Booth ch. 1 and 2	Turn in revised CV Bring draft of cover letter + the ad
6.	Mon. Feb. 17	Booth, Ch. 3 and 4	Guest talk by Robin Dickey of the IRB Bring in 2 RQs that will be part of proposal
7.	Mon. Feb. 24	Booth Ch. 7 and 8	Select paper for revising & revision plan (UTASCILT Thu-Fri March 1-2)
8.	Mon. Mar. 3		a) Prioritizing revision tasks Discuss paper revision plans b) HTML primer; where might you need it?

March 10-15	No classes	Spring Break
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9.	Mon. Mar. 17	Booth Ch. 14, 16, 17	Bring annotated outline of proposal
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10.	Mon. Mar. 24		Guest talk by Joey Sabbagh on abstracts Peer review of conference abstracts
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11.	Mon. Mar. 31		Turn in conference abstract Peer review of RQ section of proposal
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12.	Mon. Apr. 7	Goldsmith et al. Ch. 6 and 7	Peer review of lit review section of proposal Bring in outline of proposal for context
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13.	Mon. Apr. 14	TBA	
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14.	Mon. Apr. 21	Macaulay Ch. 5-8 Goldsmith et al. Ch. 4-5.	Bring revised draft of lit review for proposal Report on steps of revision so far
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15.	Mon. Apr. 28	TBA	
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EXAM WEEK Mon. May 5			Everyone's e-portfolio is DUE as a PDF by midnight
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Additional Semester Dates to Note
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Wed. Jan. 29	Census Date
Fri. March 28	Last day to Drop a Course
Thu. May 15	Grades available: http://www.uta.edu/mymav