

Professional Writing

Linguistics 6300

Spring 2018

General Information

Instructor: Joey Sabbagh

Email: sabbagh@uta.edu

Class Time & Location: Th, 11AM-1:50PM, TH 102

Office Hours: Monday 11AM-12PM or by appointment, Hammond Hall 126

Course Overview

The purpose of this seminar is first and foremost to help students make significant progress on their research projects relating to either (i) their second/third year Qualifying Paper; or (ii) their dissertation proposal. (Other research projects may be relevant as well.) A second purpose of the seminar will to help students develop various professional skills such as abstract writing and paper reviewing, review of professional published research, public presentation of research, and related professional activities.

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.

Learning Outcomes

By the end of this course, students should be able to demonstrate: (i) ability to present their research and/or research proposals in a coherent, organized, and professional manner; (ii) ability to thoughtfully and critically incorporate feedback from peers; (ii) ability to thoughtfully and critically provide feedback to peers; (iv) ability to articulate their research and teaching philosophies; (v) ability to critically review published work in their area of expertise; (vi) ability to complete professional tasks within a limited time-frame.

Important Details of this Course

This course will depend almost entirely on the participation of those enrolled. There will rarely be any formal lectures. To make this seminar most useful, it is expected that every student enrolled will have a single research project for which work is currently underway. Of course, individuals will be at different stages of completion of their projects, but every student is expected to have a (single) project with at least some preliminary research underway. Furthermore, the research project should be one that relates to one of the requirements for the PhD in Linguistics (e.g. a QP, dissertation proposal, etc.).

Requirements and Grading

Written Work:

1. A final paper (e.g. a fully polished, revised version of your QP, or Dissertation Proposal) [To include a 1-3 page description of how peer feedback was incorporated.]
2. An polished and revised abstract (e.g. of the type that you would submit for presentation at a conference)
3. A book review of a published book. [Draft and revised version]
4. A peer-review of a classmate's final paper.
5. A research and teaching statement (e.g. of the type that you would submit for a job application).
6. A current CV.

Presentation Work:

7. (At least) 2, 30 minute in class presentations of your research (one during Week 4-6; and a second during Week 13-15). [Including Handout and/or Power-point Presentation]
8. 1, 30 minute presentation for a department audience at the end of the semester. [Including Handout and/or Power-point Presentation]

Portfolio: At the end of the semester (May 10), students will submit a **portfolio** that includes items [1]-[6], as well as the handout/power-point presentation of from their final public presentation. Items included in the portfolio should show clear evidence of incorporation of peer feedback.

Grading

To earn a grade of A for this course, students must complete all requirements stated above. Requirements must be completed on time and must be completed *coherently* and *professionally*. Failure to complete these requirements will result in a grade of I (Incomplete) on your academic record.

By *coherently* and *professionally*, I mean that any material that is submitted as part of the requirements that appears rushed, incomplete, or for which you are not obviously prepared will be considered unsatisfactory.

Schedule of Events

Wk 1 (Jan 18): Preliminary meeting, Introduction of topics.

DETAILS: Students will introduce discuss their research projects.

Wk 2 (Jan 25): Abstract workshop.

DETAILS: General discussion of abstract writing. Students will have prepared a max two page abstract relating to their research and the class will provide feedback on abstracts. *Abstracts are due Tuesday January 23 by 5PM for dissemination to the rest of the class.*

Wk 3 (Feb 1) – *Meeting With Joey for informal, practice presentation.*

DETAILS: Between Jan 30 and Feb. 5, students in first group of presenters schedule an appointment with me with handout/powerpoint of your first presentation. Students presenting Feb 15 or Feb 22 must meet with me by Feb 12, 19, respectively)

Wk 4 (Feb 8): Presentations of research projects.

DETAILS: Each student gives a 30 minute presentation (20 minutes for presentation; 10 minutes for questions). 10-15 minutes of feedback will be given for each presentation.

Wk 5 (Feb 15): Presentations of research projects (continued)

DETAILS: As above.

Wk 6 (Feb 22): Presentations of research projects (continued)

DETAILS: As above.

Wk 7 (March 1): UTASCILT

DETAILS: We will **all** attend UTASCILT

Wk 8 (March 8): CV Workshop, Draft of Book Review Due.

DETAILS: Examples of CV's given our, and Students will bring in CV's for feedback.

- Wk 9 (March 15) – *Spring Vacation*
- Wk 10 (March 22): Research progress report.
DETAILS: Each student will update the class on the state of their research (report on new developments, hinderances, etc.)
- Wk 11 (March 29): Draft of final paper due, Discussion of the peer-review process.
DETAILS: First draft of final paper is due, and we will discuss best practices of peer-review, look at examples.
- Wk 12 (April 5): Professional development topic, peer-review of paper is due.
DETAILS: Writing a research and teaching statement, look at examples.
- Wk 13 (April 12): Presentations of research projects.
DETAILS: Each student gives a 30 minute presentation (20 minutes for presentation; 10 minutes for questions). 10-15 minutes of feedback will be given for each presentation.
- Wk 14 (April 19): Presentations of research projects (continued).
DETAILS: As above
- Wk 15 (April 26): Presentations of research projects (continued).
DETAILS: As above
- Wk 16 (May 3): *Linguistics at UTA* (UTALC) Mini-Conference.

Important Deadlines

- Jan. 23, 5PM: Abstract (all students will submit an abstract as if applying for conference presentation).
- Feb 8, Feb 15, Feb 22: Presentations.
- March 8: Draft of book review and Draft of CV due.
- March 29: Draft of final paper due.
- April 5: Peer review of paper due.
- April 12, 19, and 26: Presentations.
- May 3: Final Presentation, Mini-Conference.
- May 10: Final Portfolio Due.

Class Policies

The following “class policies” are intended to help foster a friendly and collegial environment in the classroom so that we can focus on learning. Please respect these policies throughout the semester.

Working together: You are encouraged and *expected* to work together on all assignments for this course, including the midterm and final exam. However, unless otherwise specified, what you turn in must be your own work. If you do work with others on assignments, always identify your collaborators on your write-up. Working collaboratively on assignments is practically a guarantee of greater success in this course (i.e. a better grade), and will also help establish a fun and collegial environment in the classroom.

Attendance & Late Assignments: Attendance is required. Since this is a small class, your absence will be noticed (and noted) even if attendance is not formally taken. If you miss more than 3 classes, you will likely not receive credit for participation. More importantly, since each class period will typically build on the previous one, *missing even one class can put you seriously behind*. If you absolutely must miss class, it is your responsibility to find out what you missed (what was discussed in class, if there was a hand out or assignment that was passed out, etc.). Because assignments will be discussed in class, typically on the day they are due, late assignments will generally not be accepted for credit after the due date. You may still turn in an assignment even if it is late if you desire feedback on your work.

Grade Related Matters: You should always feel free to discuss your grades and progress in this course with me. In fact, you should do so, early and often! If you earn a grade on an assignment that is less than you were expecting, you should also always feel free to discuss this issue with me. To do so, just schedule an appointment to visit me in person to review your assignment. Please do not wait until the end of the semester to discuss an assignment from a much earlier point in the semester.

Electronic Devices: To ensure the best possible classroom environment, cell-phones should be turned off and completely out of site. If you appear to be texting, you will be called on.

University Policies

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://wwwb.uta.edu/aao/fao/>).

Disability Accommodations: UT 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), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. 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 disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671.

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.

Title IX: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, **sexual orientation**, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos. For information regarding Title IX, visit www.uta.edu/titleIX.

Academic Integrity: Students enrolled all UT Arlington courses 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.

UT Arlington faculty members 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, Section 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.

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 an online 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.

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. 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 individuals with disabilities.