

LING 6300 – Professional Writing Seminar

Spring 2012

Instructor:	Dr. Laurel Smith Stvan
Classroom:	205 Trimble Hall, Wednesday, 3:00 - 5:50 p.m.
Office:	125 Hammond Hall
Office Hours:	Tues/Wed/Thur TBA, and by appointment
Phone:	(817) 272-3133
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
- create different drafts of the same assignment and point out reasons for editorial changes in the versions

This document is an example of a syllabus that is typical for the class. An official "day one" syllabus will be provided by the instructor at the first class meeting.

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

Regular attendance is expected in class, and your presence 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

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.

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.

Grading Policy

Grades will be determined as follows:

1. Active class participation	10%
2. Writing a curriculum vitae	10%
3. Writing a job application letter for a posted job ad	10%
4. Writing a conference abstract	10%
5. Writing a professional book review	15%
6. Revising a research paper	15%
7. Writing a proposal for a dissertation or grant	30%

Important Academic and Administrative 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. Contact the Office of Financial Aid and Scholarships for more information.

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.

As a student, your responsibility rests with informing the instructor in writing or email and providing the official documentation from the Office for Students with Disabilities no later than the end of the second week of classes.

Academic Integrity: At The University of Texas at Arlington, academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form, including but not limited to) "cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts" (UT System Regents' Rule 50101, §2.2). Suspected violations of academic integrity standards 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.

While the Department of Linguistics and TESOL hopes to foster a sense of community in which students can enhance their educational experience by conferring with each other about the lectures, readings, and assignments, all work submitted must be the product of each student's own effort. Students are expected to know and honor the standards of academic integrity followed by American

universities; ignorance of these standards is not an excuse for committing an act of academic dishonesty (including plagiarism). If you have questions, please speak with your instructor, your academic advisor, or the department chair.

Please be advised that departmental policy requires instructors to formally file charges with the Office of Student Conduct, following procedures as laid out for faculty (<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: The University of Texas at 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. These resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals to resources for any reason, students may contact the Maverick Resource Hotline at 817-272-6107 or visit www.uta.edu/resources for more information.

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 course 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.

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. Grades or other confidential information can **only** be sent from and to UTA email accounts. 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 will be asked to complete an online Student Feedback Survey (SFS) about the course and how it was taught. Instructions on how to access the SFS system will be sent directly to students through MavMail approximately 10 days before the end of the term. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback data is required by state law; student participation in the SFS program is voluntary.

Librarian to Contact: Jody Bailey, Central Library, Room 312: jbailey@uta.edu

Grade Grievance Policy:
http://www.uta.edu/gradcatalog/2012/general/regulations/#grade_grievances

Auditors: The Department of Linguistics and TESOL has a "no audit" policy. However, with instructor permission, Department of Linguistics and TESOL faculty, staff, and students enrolled in a linguistics/TESOL program may be able to sit in on a course. These courses cannot be used to satisfy any degree or program requirements/electives, nor will any credit (including retroactive credit) be granted.