

SAMPLE SYLLABUS
OPIE 573: Introduction to Graduate Writing
Ohio University

Required Texts:

Swales, J. M., & Feak, C. B. (2004). *Academic writing for graduate students: Essential tasks and skills*. Ann Arbor, MI: University of Michigan Press.
Hacker, D. (2004). *Rules for Writers*. Boston/ New York: Bedford/ St. Martin's.

Optional Texts:

The style manual required by your field of study (e.g., APA, MLA, CBE, etc.)

Course Description

This course is designed to help international graduate students from a broad range of disciplines work toward their goal of becoming independent and skilled writers in their disciplines. Course writing assignments include summaries, extended definitions, problem-solution essays, and data interpretation essays. Assignments also address plagiarism and citation of sources. Explicit grammar instruction, vocabulary development, and critical reading skills are also covered as needed. Whenever possible, students work on assignments they have for discipline-related courses, and individualized attention is given.

Course Objectives

Taking this course will help you further develop your academic writing skills, improve your critical reading, analytical and research skills. You will have oral, reading and/ or writing assignments due every time we meet that should be completed responsibly and with great care. Your self-motivation to enhance the quality of your academic writing performance is the key to your success in this class and your graduate studies. By the end of the course you should be able to:

- synthesize academic texts in your field of study;
- express your ideas and opinions coherently in writing;
- paraphrase and use correct citations to avoid plagiarism;
- use and integrate library and Internet sources into your papers;
- read critically and respond constructively to the work of other writers;
- improve the quality of your own formal writing by constantly rethinking your ideas and revising your drafts;
- better understand American university expectations.

Course Policies

Academic Honesty

- Students must be familiar with OU policies and procedures on student academic integrity and honesty. The full version of *Student Academic Integrity for Ohio University Students* can be found at: http://www.ohio.edu/judiciaries/acadintegrity_students.cfm

The Ohio University Student Code of Conduct prohibits all forms of academic dishonesty, which include cheating and plagiarism. Also, for this class, papers that students turn in must reflect only the work of that student, and not of any proofreaders. Academic honesty will be discussed and practiced in this class. If, after this topic has been covered, a student engages in academic dishonesty in this class, his/ her grade will be lowered and the student will be referred to the University Judiciaries.

- **Attendance:**
Students will be expected to attend classes regularly and keep up with the assigned work. If you cannot attend a class, you are still responsible for the assigned work. You may miss only **up to two classes** without a penalty. For every unexcused absence, other than the first two, 5% will be deducted from the “Attendance, class participation, and short assignments” component of your evaluation. Excused absences will be given only in cases of illness, professional or academic obligation, and family emergencies. If you have a health problem, an emergency, or special circumstances that cause you to exceed these absences, please discuss your situation with me.
- **Changes in the syllabus:**
The syllabus provides a general course outline. It is drafted in a way that allows for flexibility, discussion of topics of interest, and additional practice as needed. However, students are expected to be familiar with all changes in the syllabus, which will be announced in class.
- **Written assignments:**
All assignments are expected to be turned in on time. **No make-up** will be given for a missed assignment, unless you have made arrangements with me ahead of time. Late assignments **will not be accepted**, unless you have made arrangements with me ahead of time.

Evaluation:

Your evaluation in this course will be distributed among several components. To get credit for this course (CR), your overall performance should be at a rate of 80% or higher. Note that your evaluation will be based on the quality of the assignments and your response to feedback.

- **Papers (60%)**

Written assignments (including drafts and final versions) must be typed in font size 12, double-spaced, 1" margins, following either an APA documentation style or the style used in your area of study. **All drafts and the final versions** of your papers should be submitted electronically. Also, please, submit copies of all sources used in a paper.

Since learning to revise, respond constructively to feedback, and proofread your own papers is a large part of this course, you will do, at least, three drafts for each paper. The 1st draft will be critiqued by a peer reviewer. The 2nd draft (a response to the peer reviewer’s comments) and the 3rd (final) draft will be graded by me. Therefore, it is important to turn in as strong drafts as possible so that your papers meet the evaluation requirements.

▼ **Paper #1 (20%):** Writing a 3-page *reaction/position paper* of informed comments, reactions, and observations to a reading that will be distributed in class. This **SHOULD NOT** be simply a summary of the reading, but should tie in to prior knowledge, your own experiences and intuitions, as well as to relevant research you are familiar with. The purpose of this writing assignment is to provide you with an opportunity to critically reflect on issues discussed in the reading material, express informed opinions, and react to the reading in a systematic way. The paper will be evaluated based on your degree of familiarity with the reading, depth and originality of thought given to the subject, clarity of expression, and logical organization.

▼ **Paper #2 (20%):** Writing a 3-page *summary* of a research article that will be distributed in class. It is restricted to 3 double-spaced typed pages.

▼ **Paper #3 (20%):** Writing a 5-6 page *review summary* of four texts of your choice. In addition, the paper should include a reference list.

• **Peer Editing (15%)**

You will provide as well as respond to revision comments on three written assignments. Therefore, you will be expected to give useful comments and revision suggestions to your peers as well as incorporate the feedback provided by your peers and me in your revisions. Written assignments will count for credit **only when all drafts are submitted to me.**

• **Attendance, short assignments, and class participation (25%)**

There will be short in-class and out of class oral, reading and writing assignments, which should be completed responsibly and with care.

• **Extra credit (10%)**

You will be given extra credit if you decide to participate in a research study of mine that I will discuss in class. If you choose not to participate in my research, you can still earn extra credit by submitting a 3-page annotated bibliography of 6 recently published articles (in the last 5 years) in your area of study which can be found on-line.

Tentative Course Schedule:

<i>Week</i>	<i>Date</i>	<i>Topic</i>	<i>Assignments</i>
<i>Week 1</i>	<i>Jan. 4</i>	Introduction and course overview Needs Evaluation Diagnostic writing	
<i>Week 2</i>	<i>Jan. 9</i>	Unit 1: An approach to academic writing [pp. 7 - 21]	p. 14/ ex. 5 p. 18/ ex. 8 p. 20/ ex. 9 p. 21/ex. 10
	<i>Jan. 11</i>	Unit 1: An approach to academic writing (cont'd) [pp. 22 - 39]	p. 25/ ex. 12 p. 30/ ex. 15 p. 31/ ex. 16 p. 33/ ex. 17 p. 34/ ex. 18 p. 35/ ex. 19 p. 33/ ex. 21
<i>Week 3</i>	<i>Jan. 16</i>	The Writing process (Hacker) [pp. 2 – 38] Self-study: [pp. 39 – 57]	
	<i>Jan. 18</i>	Punctuation (Hacker) [pp. 266 – 287]	p. 268/ ex. 32-1 p. 270/ ex. 32-2

			<p>p. 274/ ex. 32-3 p. 279/ ex. 32-4 p. 280/ ex. 32-5 p. 286/ ex. 33-1</p>
Week 4	<p>Jan. 23</p> <p>Jan. 25</p>	<p>Punctuation (Hacker) [pp. 288 – 314]</p> <p>Document design: Academic formats (Hacker) [pp. 60 – 68] Constructing and evaluating arguments (Hacker) [pp. 344 – 368] Paper # 1 - 1st draft due for peer editing</p>	<p>p. 291/ ex. 34-1 p. 292/ ex. 34-2 p. 295/ ex. 35-1 p. 299/ ex. 36-1 p. 306/ ex. 37-1 p. 313/ ex. 39-1</p>
Week 5	<p>Jan. 30</p> <p>Feb. 1</p>	<p>Peer editing—comments on Paper #1/ 1st draft Unit 2: Writing general specific texts [pp. 44 - 63]</p> <p>Unit 2: Writing general specific texts (cont'd) [pp. 64 - 78] Paper # 1 - 2nd draft due</p>	<p>p. 48/ ex. 2 p. 50/ ex. 3 p. 53/ ex. 4 p. 55/ ex. 5 p. 57/ ex. 7 p. 61/ ex. 8 p. 62/ ex. 9</p> <p>p. 64/ ex. 10 p. 67/ ex. 11 p. 67/ ex. 12 p. 71/ ex. 15 p. 72/ ex. 16 p. 74/ ex. 17 p. 77/ ex. 19</p>
Week 6	<p>Feb. 6</p> <p>Feb. 8</p>	<p>Unit 5: Writing summaries [pp. 147 – 161]</p> <p>Unit 5: Writing summaries (cont'd) [pp. 162 – 179] Paper # 1 – 3rd draft due</p>	<p>p. 149/ ex. 1 p. 152/ ex. 2 p. 153/ ex. 3 p. 159/ ex. 4</p> <p>p. 166/ ex. 7 p. 168/ ex. 8 p. 170/ ex. 10 p. 173/ ex. 11 p. 175/ ex. 15</p>
Week 7	<p>Feb. 13</p> <p>Feb. 15</p>	<p>Avoiding plagiarism (Hacker) [pp. 402 – 405] and [pp. 457 – 460] Paper # 2 – 1st draft due for peer editing</p> <p>Peer editing—comments on Paper #2/1st draft</p>	

		Citing Sources: Writing APA papers (Hacker) [pp. 456 – 494]	
Week 8	Feb. 20	Unit 3: Problem, process, and solution [pp. 83 – 97] Paper # 2 - 2 nd draft due	p. 83/ ex. 1 p. 86/ ex. 2 p. 89/ ex. 4 p. 97/ ex. 7
	Feb. 22	Unit 3: Problem, process, and solution (cont.) [pp. 98 – 111]	p. 98/ ex. 8 p. 103/ ex. 10 p. 104/ ex. 11 p. 107/ ex. 14 p. 108/ ex. 15
Week 9	Feb. 27	Unit 4: Data commentary [pp. 112 – 121] Paper # 2 – 3 rd draft due	p. 113/ ex. 1 p. 114/ ex. 2 p. 116/ ex. 3 p. 119/ ex. 4
	Mar. 1	Unit 4: Problem, process, and solution (cont'd) [pp. 122 – 131] Paper # 3 - 1 st draft due for peer editing	p. 123/ ex. 6 p. 125/ ex. 8 p. 128/ ex. 9 p. 129/ ex. 10
Week 10	Mar. 6	Unit 4: Data commentary (cont'd) [pp. 132 – 145] Peer editing —comments on Paper #3 : 1 st draft Paper # 3 - 2 nd draft due	p. 133/ ex. 13 p. 135/ ex. 14 p. 136/ ex. 15 p. 140/ ex. 18 p. 142/ ex. 19
	Mar. 8	ESL grammar (Hacker) [pp. 235 - Wrap-up Paper # 3 – 3 rd draft due	p. 239/ ex. 29-1 p. 242/ ex. 29-2 p. 245/ ex. 29-3 p. 253/ ex. 30-1 p. 256/ ex. 31-1 p. 260/ ex. 31-2 p. 261/ ex. 31-3 p. 263/ ex. 31-4