

## **SAMPLE SYLLABUS**

### **OPIE 574, Advanced Graduate Writing**

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#### **Textbook:**

Required: *Academic Writing for Graduate Students: Essential Tasks and Skills*, 2<sup>nd</sup> ed., Swales & Feak, 2004, University of Michigan Press

Recommended: an English language dictionary and a thesaurus

#### **Course Description:**

This course enables students to develop the writing skills they need to become successful writers in their academic and post-academic careers. Course topics focus on students' disciplines and include writing summaries, annotated bibliographies, critiques, and literature reviews. Also discussed is plagiarism and citation of sources. Strategies for reading critically, organizing and developing thoughts, choosing appropriate vocabulary, and revising their own writing are also covered. Whenever possible, students work on assignments they have for discipline-related courses, and individualized attention is given.

#### **Attendance and Course Work:**

Attendance is crucial in this course. In order to improve your writing and pass this course, it is important that you attend every class and do all the homework and writing assignments. If you cannot attend a class, you are still responsible for the work, discussions, materials, content, and assignments. If you have three absent classes, your course grade will be lowered one step, e.g. from A to A-. If you have four missed classes, your course grade will be lowered two steps—from A to B+. In other words, you may miss only up to two classes without a direct penalty. These absences are for sickness or obligations for which you must miss class (for example, presenting at a conference or travelling to another city to renew a visa). If you have a health problem, an emergency, or special circumstances that cause you to exceed these absences, please discuss your situation with your instructor.

It is expected that you will spend approximately 6 hours/week on homework for this class (based on the standard 2 hours of homework for every hour of graduate credit). If you find that you are spending more time than that, please let me know.

Since learning to revise and proofread your own papers is a large part of this course, you will do two drafts for each paper—each draft is graded and your final paper grade is the average of the two scores. Therefore, in order to receive a strong final grade on a paper, it is important to turn in as strong a first draft as possible. Also, original drafts must always be submitted with revised drafts for grading. Note that all papers should be typed, double-spaced, in 12-pt font, and with 1-inch margins.

**Academic Honesty:**

The Ohio University Student Code of Conduct prohibits all forms of academic dishonesty, which include cheating and plagiarism (see <<http://www.ohio.edu/judiciaries/academic-misconduct.cfm#academic>>). 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 introduced and practiced in this class. If, after the class has covered this topic, a student engages in course-related academic dishonesty in this class, the student's grade for the paper will be lowered, the student's advisor will be notified, and the University Judiciaries Office will be notified.

**Conferencing:**

An important feature of this class will be individual conferences. The conferences will be student-run, not teacher-run; therefore, you will need to bring ideas, concerns, and/or questions to the conferences.

**Grading:**

You will receive a "CR" for this course if your final grade in the course is a "B-" or better. Your grade will be based on:

Summary (2 drafts)	15%
Comparative Summary (3 drafts)	15%
Critique (2 drafts)	15%
Annotated Bibliography (1 draft)	10%
Final Paper Outline	10%
Final Paper	35%

Failure to turn in homework assignments and drafts of the major assignments on the days they are due may result in the lowering of the grade for your work one half mark for each day late (i.e., A to A- if it is one day late; B+ to B- if it is two days late). Extensions will be granted only in extreme cases—make sure you talk with the instructor before the paper is due.

**Assignments:**

Submit all papers on paper and electronically to the course website.

Summary

Purpose: Learn how to concisely summarize the main points of an article through paraphrasing and without plagiarizing.

## Task:

1. Follow guidelines in Swales & Feak, Ch. 5
2. Summarize a scholarly article in your field from a scholarly journal reporting on primary research. Make sure it's an article that you might be able to use in your Final Paper. The summary should be no more than one page in length, shorter for shorter articles.
3. Make sure you do not plagiarize in your summary—write the summary in your own words and without looking at the original.

4. Submit a copy of the article (including complete citation information) along with your summary. Also include at least 2 questions you have about your summary.

### Comparative Summary

Purpose: Demonstrate that you can logically compare key information from different sources.

Task:

1. Follow the guidelines in Swales & Feak, Ch. 5
2. Write a 2-page comparative summary of 2 scholarly articles in your field on your research topic (use articles from your “Annotated Bibliography” assignment if possible). Include an introduction and conclusion. See me if you need articles to compare.
3. Submit copies of articles (including complete citation information) with comparative summary.
4. Also include at least 2 questions you have about your comparative summary.

### Critique

Purpose: Demonstrate that you can summarize and evaluate information you read and then present that evaluation clearly in writing.

Task:

1. Follow the guidelines in Swales & Feak, Ch. 6
2. Write a 2-3 page critique of a scholarly article on your research topic (use articles from your “Annotated Bibliography” assignment if possible). Make sure you start your critique with a summary of the article and conclude the summary with an evaluative statement (e.g., “This article has two main weaknesses, however: its analysis includes researcher bias and many of its sources are outdated.”) Then make sure that each body paragraph has one main point, which is clearly stated in the first sentence of the paragraph. Also include a conclusion (e.g., summarize critique and discuss implications, future action needed, further research needed, suggestions for other authors/articles to read, etc.)
3. Submit copy of article (including complete citation information) with critique.
4. Also include at least 2 questions you have about your critique.

### Annotated Bibliography

Purpose: Develop a list of sources with notes (annotation) to assist you in your research of your topic for your final paper.

Choose a narrow topic in your field that you think you can write a Research Paper Introduction on. The topic should be interesting to you and should have sufficient published research so that you can write the literature review section of the Introduction. You will also be able to use these articles for other assignments in this course, such as the Summary assignment, the Comparative Summary assignment, and the Critique assignment.

Task:

1. This assignment should be single-spaced.
2. Create an annotated bibliography with at least 5 sources (e.g., articles, book chapters/sections, valid internet sites). When choosing sources, consider author's purpose, overall findings, timeliness of publication, article inherent value, how the article could be used in your RP Introduction, etc. Keep a copy of the sources for yourself as well.
3. Follow a common documentation format in your field (e.g., APA—talk to a professor or classmate if you are unsure of what documentation format to use). Include either the name of the documentation format chosen or a copy of an article following the format with this assignment.
4. Annotation should consist of a brief summary and a brief evaluative comment (e.g., why the article may be useful for your paper). Make sure you do not plagiarize in this assignment.
5. Submit copies of all articles (including full citation information) with annotated bibliography.

Final Paper—Research Paper Introduction OR Term Paper

Purpose: Develop your skills and knowledge so that you can synthesize secondary research and focus on main points.

Requirements:

- organization: follow the guidelines in Swales and Feak, 2004, Ch. 8
- length: approximately 5+ double-spaced pages, not including Reference List
- citations: follow the citation style you used for your Annotated Bibliography; submit citation guidelines or samples with 1<sup>st</sup> draft
- drafts: all previous drafts/notes must be submitted with each draft
- sources: minimum of 5 sources must be cited; copies of all sources in the paper must be submitted with 1<sup>st</sup> draft of paper
- Notes:
  - If you plan on turning this paper in for another course, be sure you receive permission from your other professor to work on the paper in this class.
  - This paper must be original for this class—it cannot be a paper you have written for a different course in the past.
  - Include at least 2 questions about your final paper.

## Tentative Syllabus for Advanced Graduate Writing

Week 1, 9/5

In class	Due
<ul style="list-style-type: none"> <li>• Introduction to Course</li> <li>• Writing Diagnostic</li> </ul>	
<ul style="list-style-type: none"> <li>• Writing Summaries (S&amp;F Ch. 5)</li> <li>• Plagiarism (S&amp;F Ch. 5)</li> </ul>	<ul style="list-style-type: none"> <li>• S&amp;F Ch. 5, pp. 147-148; 153-171. Do Tasks 3-10 for Thurs, 9/7</li> </ul>

Week 2, 9/12

In class	Due
<ul style="list-style-type: none"> <li>• Go over graded Summaries (draft 1)</li> <li>• Discuss Final Paper &amp; Topic</li> <li>• Academic Language: Formal Vocabulary and Grammar (S&amp;F Ch. 1 Tasks 8-12)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Summary Draft 1</b> due Mon, 9/11 to mailbox Gordy 155 by 10:00am. Include at least 2 questions for me on your summary.</li> </ul>
<ul style="list-style-type: none"> <li>• Academic Language: Formal Vocabulary and Grammar (S&amp;F Ch. 1 Tasks 8-12)</li> </ul>	<ul style="list-style-type: none"> <li>• S&amp;F Ch. 1, pp. 18-25 for Thurs, 9/14</li> <li>• <b>Summary Draft 2</b> due Thurs, 9/14, in class</li> </ul>

Week 3, 9/19

In class	Due
<ul style="list-style-type: none"> <li>• Comparative Summaries (S&amp;F Ch. 5)</li> </ul>	<ul style="list-style-type: none"> <li>• S&amp;F Ch. 5, pp. 174-179. Do Tasks 14-15 for Tues, 9/19</li> </ul>
<ul style="list-style-type: none"> <li>• Peer Review Comparative Summary</li> <li>• In-class work on Comparative Summary (bring electronic file)</li> <li>• Go over Topics for Final Papers</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Comparative Summary Draft 1</b> due Thurs, 9/21 (for peer review in class). Bring 2 copies. Include at least 2 questions for your peers on your comparative summary</li> <li>• <b>Comparative Summary Draft 2</b> due Fri, 9/22, in Gordy 155 mailbox by noon. Include at least 2 questions for me on your comparative summary.</li> </ul>

Week 4, 9/26

In class	Due
<ul style="list-style-type: none"> <li>• Go over Comparative Summaries (draft 2)</li> <li>• Academic Language: Flow (S&amp;F Ch. 1 Tasks 14-16)</li> </ul>	<ul style="list-style-type: none"> <li>• S&amp;F Ch. 1, pp. 26-32</li> </ul>

<ul style="list-style-type: none"> <li>Critiques (S&amp;F Ch. 6)</li> </ul>	<ul style="list-style-type: none"> <li><b>Comparative Summary Draft 3</b> due Thurs, 9/28, in class</li> <li>S&amp;F Ch. 6, pp. 180-181; 188; 190-209. Do Tasks 6, 8-11 for Thurs, 9/28</li> </ul>
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Week 5, 10/3

In class	Due
<ul style="list-style-type: none"> <li>Conference over Critiques (draft 1)</li> </ul>	<ul style="list-style-type: none"> <li><b>Critique Draft 1</b> due Tues, 10/3, in class. Include at least 2 questions for me on your critique.</li> </ul>
<ul style="list-style-type: none"> <li>Annotated Bibliography</li> <li>Academic Language: Flow &amp; Presentation (S&amp;F Ch. 1 pp. 32-42. Tasks 17-23)</li> </ul>	<ul style="list-style-type: none"> <li><b>Critique Draft 2</b> due Thurs, 10/5, in class</li> <li>S&amp;F Ch. 1 pp. 32-42. Do Tasks 17-23 for Thurs, 10/5</li> </ul>

Week 6, 10/10

In class	Due
<ul style="list-style-type: none"> <li>Midquarter Course Evaluations</li> <li>Go over graded Critiques (draft 2)</li> <li>Research Papers (S&amp;F Ch. 7. Task 4)</li> </ul>	<ul style="list-style-type: none"> <li>S&amp;F Ch. 7 pp. 220-224 for Tues, 10/10</li> </ul>
<ul style="list-style-type: none"> <li>Research Paper Introductions (S&amp;F Ch. 8)</li> </ul>	<ul style="list-style-type: none"> <li>S&amp;F Ch. 8, pp. 242- 251. Do Tasks 1, 3-6 for Thurs, 10/12</li> <li><b>Annotated Bibliography</b> due Thurs, 10/12, in class</li> </ul>

Week 7, 10/17

In class	Due
<ul style="list-style-type: none"> <li>Research Paper Introductions (S&amp;F Ch. 8)</li> </ul>	<ul style="list-style-type: none"> <li>S&amp;F Ch. 8 pp. 251-256. Do Tasks 7-9 for Tues, 10/17</li> </ul>
<ul style="list-style-type: none"> <li>Research Paper Introductions (S&amp;F Ch. 8)</li> <li>Outlining</li> </ul>	<ul style="list-style-type: none"> <li>S&amp;F Ch. 8 pp. 257-268. Do Tasks 10-12 &amp; 15 for Thurs, 10/19</li> </ul>

Week 8, 10/24

In class	Due
<ul style="list-style-type: none"> <li>Conference over Outlines for Final Paper</li> </ul>	<ul style="list-style-type: none"> <li><b>Final Paper Outline</b> due in class Tues, 10/24</li> </ul>
<ul style="list-style-type: none"> <li>Following a Citation Style</li> </ul>	<ul style="list-style-type: none"> <li><b>Final Paper Draft 1</b> due in mailbox Fri, 10/27. Include at least 2 questions for me on your final paper.</li> </ul>

Week 9, 10/31

<b>In class</b>	<b>Due</b>
<ul style="list-style-type: none"><li>• Go over graded Final Paper Draft 1</li><li>• In-class work on Final Paper</li></ul>	
<ul style="list-style-type: none"><li>• Course Evaluations</li><li>• Peer Review Final Paper</li></ul>	

Week 10, 11/7

<b>In class</b>	<b>Due</b>
<ul style="list-style-type: none"><li>• Conference over Final Papers</li></ul>	
<ul style="list-style-type: none"><li>• In-class writing</li></ul>	<ul style="list-style-type: none"><li>• <b>Final Paper Draft 2</b> due Thurs, 11/9, in class</li></ul>