

*Syllabus for*  
**CSLC 73006:**  
**Advanced & Technical Writing**  
**for International Graduate Students**

Notre Dame, Summer 2017

<b>Instructor:</b>	Katie Bennett, M.A.	<b>Location:</b>	232 DeBartolo Hall
<b>Email:</b>	kbenne10@nd.edu	<b>Class Time:</b>	M-F 9:00-10:15 am
<b>Office hours:</b>	By appointment		

**Course Description**

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The Center for the Study of Languages and Cultures (CSLC) offers this academic and technical writing course in the English for Academic Purposes summer program. The course is specifically designed for incoming and current international graduate students and incorporates multiple writing assignments based on a diverse collection of topics that will develop students' vocabulary and grammar alongside writing style with opportunities for individualized feedback. Students will be encouraged to tailor their writing submissions to their own academic field.

**Required Text**

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Swales, J.M, and Feak, C.B. (2012) *Academic Writing for Graduate Students: Essential Tasks and Skills*, 3rd edition. Ann Arbor, MI: University of Michigan.  
(ISBN: 978-0-472-03475-8)

**Course Goals**

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As a result of taking this class, you will be able to:

- ✓ Incorporate academic English structures and vocabulary into your writing.
- ✓ Demonstrate your understanding of American academic writing techniques.
- ✓ Expand your understanding of your discipline through writing.

**Course Objectives**

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To accomplish the above goals, you will be expected to:

- ✓ Attend class lectures and complete all class exercises and assignments.
- ✓ Write samples of various academic writings, including a biostatement, definitions, data commentaries, paraphrases, summaries, and the outline of a research paper.
- ✓ Use field-specific texts to increase the quality of your academic writing in English.

## **Course Standards**

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At the conclusion of this course, students will receive a grade of S (satisfactory) or U (unsatisfactory). To complete this course satisfactorily, you must adhere to the following:

*Attendance and Absences:* You are expected to be in class on time, precisely at or before 9:00am. You will be allowed three absences for the 4-week period without penalty. Following the third absence, there will be a 5% total grade penalty for each absence. If you are absent, it is *your* responsibility to contact the professor before class and/or fellow students after class to get the information that you missed; however, there is no substitute for being present in class. Tardiness will also be recorded. If you are more than 5 minutes late to class, you will be counted tardy. Note: 3 tardies = 1 absence.

*Timely Completion of Assignments:* All assignments must be completed by the due date for full credit, unless alternative arrangements have been made beforehand or an illness is documented. For each day an assignment is late, 20% of the grade will be deducted. Assignments more than one week late will receive no credit. Assignments are worth 90% of the total grade and are graded on a pass/fail basis.

*Class Participation:* Contributing to feedback and discussions is particularly important in this course. You must come to class ready to participate. Class participation and attendance are worth 10% of the total grade.

*Academic Integrity:* You are expected to complete and hand in your own original work. If you copy someone else's writing or work without appropriate citation or ask someone else to complete work for you, you are committing plagiarism. If in doubt, please cite. If you have concerns about what constitutes plagiarism, please see the instructor during office hours and/or attend the EAP workshop on plagiarism. Any and all documented plagiarism will result in immediate failure of the course.

*Other Class Rules and Etiquette:*

- ✓ Do not eat during class.
- ✓ Turn off your cell phones before class begins.
- ✓ Be kind, respectful, and professional in all communications with classmates and the instructor.

*Technology:* This course requires students to use their Notre Dame e-mail and Sakai to communicate with the instructor. Sakai will be used to disseminate course materials and to submit written assignments.

## **Assessment**

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A “Satisfactory” grade for the course must be above 70%. The grading for this course is based on the following:

14 Assignments:	90%
Participation/Attendance:	10 %

## **Disclaimer**

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This syllabus is not a contract. The instructor reserves the right to alter the course requirements, schedule, and/or assignments based on new materials, class discussions, or other legitimate pedagogical objectives. Students will be given notice of relevant changes in class or via Sakai/e-mail.

## **English for Academic Purposes (EAP) Program**

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The Center for the Study of Languages and Cultures (CSLC) not only provides services for foreign language study, but also English for Academic Purposes. This program is a unique academic support initiative for international students that offers targeted services to support academic English language skills in all linguistic modalities: reading, writing, listening, speaking, and grammar.

The goal of the program is to empower international students to maximize their success at Notre Dame and beyond. The program attempts to achieve this goal in three ways:

1. Coursework: The CSLC offers graduate courses throughout the academic year. These currently include:
  - CSLC 73002 - Academic & Technical Writing for International Graduate Students
  - CSLC 73003 - Pronunciation Strategies & Techniques for English Language Learners
  - CSLC 73005 - Academic & Technical Presentations for International Graduate Students
  - CSLC 73006 – EAP Graduate Writing (summer)
  - CSLC 73007 – EAP Oral Proficiency (summer)

For more information, visit [cslc.nd.edu/programs/eap/courses](http://cslc.nd.edu/programs/eap/courses).

2. Workshops: Thematic workshops are regularly offered on topics ranging from advanced English grammar, to rhetorical style, academic genre, linguistic register, reading/listening strategies, professional development, and pronunciation techniques. For a schedule of workshops, visit [cslc.nd.edu/programs/eap/workshops](http://cslc.nd.edu/programs/eap/workshops).

3. Tutoring: Individual tutoring and consultation services are offered to international students who are struggling with particular areas (pronunciation, grammar, diction, etc.) or applications (writing, presenting, teaching, etc.) of academic English. These services are provided by EAP Fellows and are intended to assist students as they identify the source of their academic English difficulty. EAP Fellows cannot proofread papers or help complete assignments, but they can provide linguistic feedback to help improve academic English proficiency through targeted software, error correction techniques, and sustained practice. To sign up for a tutoring session, visit [cslc.nd.edu/programs/eap/tutoring](http://cslc.nd.edu/programs/eap/tutoring).

Students are *strongly* encouraged to utilize the learning opportunities offered through the CSLC in conjunction with this course. Details can be found on the EAP website at [cslc.nd.edu/eap](http://cslc.nd.edu/eap).



***Contact Information:***

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*Schedule for*

CSLC 73006: EAP Graduate Writing

Notre Dame, Summer 2017

All reading assignments are from *Academic Writing for Graduate Students, 3<sup>rd</sup> ed.* by Swales & Feak (S&F) unless otherwise noted, and are to be completed *prior* to the start of each class period. All written assignments are due by 9:00am of the specified date and will be submitted through Sakai.

Week	Date	Class Topic	Reading	Assignments
1	M 7/17 #1	Course Introductions & Biostatements		
	Tu 7/18 #2	Academic Writing: Audience, Purpose/Strategy, & Organization	S&F pg. 1-14  General Writing Rules  Handout (PDF)	Writing 1: Biostatement
	W 7/19 #3	Academic Writing: Style	S&F pg. 14-30	<i>Exercise 1:</i> Tasks 1 & 2, S&F pg. 2-3
	Th 7/20 #4	Academic Writing: Flow	S&F pg. 30-48	
	F 7/21 #5	Academic Writing: Presentation	S&F pg. 48-54	<i>Exercise 2:</i> Transition Revisions
2	M 7/24 #6	General-Specific Texts	S&F pg. 55-65	
	Tu 7/25 #7	Sentence-level Definitions	S&F pg. 65-74	<i>Exercise 3:</i> Task 3, S&F pg. 62-63
	W 7/26 #8	Paragraph-level Definitions	S&F pg. 74-99	<i>Exercise 4:</i> Five Definition Sentences
	Th 7/27 #9	Problem-to-Solution Texts	S&F pg. 100-138	Writing 2: Definition Paragraph

	F 7/28 #10	Data Commentaries	S&F pg. 139-187	<i>Exercise 5:</i> Choose a grammar task (2, 7, 8, 10, 13, or 18)
3	M 7/31 #11	Language Focus: Articles	Appendix Two, S&F pg. 395-402	Writing 3: Data Commentary
	Tu 8/1 #12	Avoiding Plagiarism: Overview & Paraphrasing	S&F pg. 188-210	<i>Exercise 6:</i> Tasks 10-11, S&F pg. 163-164
	W 8/2 #13	Avoiding Plagiarism: Summarizing	S&F pg. 211-227	
	Th 8/3 #14	Avoiding Plagiarism: Quoting, Citing & Language misc.		Writing 4: Paraphrase
	F 8/4 #15	Research Papers: Format & Methods	S&F pg. 277-305	<i>Exercise 7:</i> Task 7, S&F pg. 213 (list reporting verbs)
4	M 8/7 #16	Research Papers: Results	S&F pg. 305-326	Writing 5: Summary
	Tu 8/8 #17	Research Papers: Introductions, & Discussions	S&F pg. 327-378	<i>Exercise 8:</i> Choose a task (10 or 18)
	W 8/9 #18	Research Papers: Abstracts	S&F pg. 378-389	
	Th 8/10 #19	Email etiquette		Writing 6: Research topic, outline, and thesis statement