

# English Language Institute The University of Alabama

## Graduate Academic Writing

Semester:

Time: 8:00 – 9:15

TR

Room:

Instructor:

Office:

E-mail:

Office Hours:

## Course Description

Graduate Academic Writing is a course designed to help international UA students improve the necessary writing skills for graduate coursework at the university. It is open to any international graduate student wishing to improve their writing skills in English. This course is a non-credit course taught by instructors who hold master's degrees in TESOL. The content of the course is not tied to a specific graduate discipline, but rather focuses on the acquisition of writing skills necessary for student success at the graduate level. We will work on the organization, content and grammar of your and your classmates' writing. We will look at several different forms of writing. We will also spend some time reading, summarizing and integrating outside sources into your work.

## Student Learning Outcomes

After successfully completing Academic Writing, students will be able to:

- a) Analyze academic writing for audience, purpose, organization, style, and flow
- b) Identify standard elements of research papers
- c) Write summaries, critical reviews, and essays
  - a. Follow the process of composition: prewriting, outlining, drafting, revising and editing
  - b. Use formal academic style
  - c. Integrate outside sources with original content
  - d. Use field-appropriate in-text and end-of-text references
- d) Use university resources for writing support, including campus and online resources

## Grading

This course is pass/fail. To pass, you must attend class consistently and complete assignments.

## Materials

*Academic Writing for Graduate Students*, 3<sup>rd</sup> Edition, by John M. Swales and Christine B. Feak

## Outline of Topics

Week 1: Academic Writing Overview: Strategies, Purpose, Audience, Style, Flow, and Presentation

Week 2: Organization Patterns and Definitions

Weeks 3-5: Sources, Summaries, and Critical Reviews

Week 6: Research Papers: Methods and Results

Weeks 7-8: Research Papers: Introduction, Discussion, and Abstract

## Attendance

Daily participation is part of your grade in this class, so it is to your advantage to attend class regularly. Failure to attend class consistently will result in a failing grade. If you are absent, ask a classmate or your instructor about the work that you missed.

Please try not to come to class late. The ELI rule is as follows:

- When you are less than 10 minutes late, you are marked "late."
- Three times "late" equals one time "absent."
- You are also marked "absent" if you arrive more than ten minutes late.

## **English Language Institute The University of Alabama**

### **Missed Classwork**

You must be ready with assignments on the scheduled day. If you are absent, your grade will probably be 0. If you are absent due to a situation beyond your control, your teacher may or may not allow you to make up the missed work.

### **Cell Phones**

Please turn off your cell phone and do not answer it during class. This will help the class work together without disruption. If you are worried about emergencies during class time, you can give out the ELI number: 348-7413. Someone from the ELI office will contact you when you receive an important message.

### **Notification of Changes**

The instructor will make every effort to follow the guidelines of this syllabus as listed; however, the instructor reserves the right to amend this document as the need arises. In such instances, the instructor will notify students in class and/or via email and will endeavor to provide reasonable time for students to adjust to any changes.

### **Statement on Academic Misconduct**

Students are expected to be familiar with and adhere to the official Code of Academic Conduct provided in the Online Catalog.

<https://catalog.ua.edu/undergraduate/about/academic-regulations/student-expectations/code-academic-conduct/>

### **Statement On Disability Accommodations**

Contact the Office of Disability Services (ODS) as detailed in the Online Catalog.

<https://catalog.ua.edu/undergraduate/about/support-programs/disability-services/>

### **Severe Weather Protocol**

Please see the latest Severe Weather Guidelines in the Online Catalog.

<https://catalog.ua.edu/undergraduate/about/support-programs/severe-weather-guidelines/>

### **Pregnant Student Accommodations**

Title IX protects against discrimination related to pregnancy or parental status. If you are pregnant and will need accommodations for this class, please review the University's FAQs on the UAct website.

<https://www.ua.edu/campuslife/uact/information/pregnancy>

### **Religious Observances**

Under the Guidelines for Religious Holiday Observances, students should notify the instructor in writing or via email during the first two weeks of the semester of their intention to be absent from class for religious observance. The instructor will work to provide reasonable opportunity to complete academic responsibilities as long as that does not interfere with the academic integrity of the course. See full guidelines at Religious Holiday Observances Guidelines.

[http://provost.ua.edu/uploads/3/9/7/6/39760652/oaa\\_guidelines\\_for\\_religious\\_holiday\\_observance.pdf](http://provost.ua.edu/uploads/3/9/7/6/39760652/oaa_guidelines_for_religious_holiday_observance.pdf)

### **UAct Statement**

The UAct website provides an overview of The University's expectations regarding respect and civility.

<https://www.ua.edu/campuslife/uact/>