

ENGL 752 – Tools for Academic Writing: Writing Your Manuscript

Spring 2018 – 1 credit

Weekly 50-minute sessions scheduled at GCFW

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Bulletin Description

Semester-long intensive academic writing with extensive individualized feedback. Students develop a writing plan, obtain approval from their advisors, and write intensively, receiving regular individualized assistance from a graduate writing consultant. Grading: satisfactory/unsatisfactory.

Course Description & Objectives

This course is designed to help students from all departments at NDSU become successful writers in their careers and, specifically, to undertake the intensive writing and revising that is required of academic writing. The basic assumption of this course is that receiving individualized writing feedback and guidance is the most effective way for graduate students to improve their writing. To this end, graduate students will be matched with an appropriate writing consultant from the Graduate Center for Writers (GCFW). With guidance from their advisor and under supervision of the course instructor (the director of the GCFW), students will meet weekly with the writing consultant to receive feedback on their writing and to learn specific ways of improving it. Because students receive this assistance during the writing process, they will not only implement the lessons learned when they revise, but also apply them as they write new sections of their document.

Although ENGL 751 is not a pre-requisite, it is a recommended co-requisite since ENGL 752 gives students an opportunity to implement what they learn in ENGL 751 in their own writing.

The objectives of the course are for students to do the following:

1. Learn to identify areas of weakness in their own writing;
2. Practice improving their writing with the help of an expert writer and reader;
3. Understand expectations of, and assumptions made by, their audience (reader); and
4. Develop a better understanding of their own writing process and how it fits in academic and professional life

Requirements for the Course

1. Students must submit a proposal and obtain advisor/professor permission (as well as course instructor approval) in order to register for the course.
2. Students must attend an initial meeting with their writing consultant and advisor, all weekly 50-minute consulting sessions with their writing consultant, and any other meetings requested by the advisor or course instructor.
3. Students must revise the Initial Proposal (if needed) and create a timeline of writing work for the semester.
4. Students must meet with consultants at the appointed time each week. ***If students cannot make an appointment, they must arrange with the consultant to make up the missed appointment.*** Please note that writing consultants are busy and their schedules are often full, so it is important to re-schedule as soon as possible.
NOTE: If students miss and do not make up more than 2 meetings with the consultant, they automatically will receive a “U” for the course.
5. Students must each week write a journal entry in Blackboard that describes the work done that week, and they must load the writing work (draft) they have done.
6. Students must communicate as needed with, and be responsive to requests from, the writing consultant and course instructor.

If a situation arises whereby they are unable to meet the above expectations, students are required to inform the instructor by email.

Attendance Statement: The above attendance expectations conform to NDSU attendance policies, which can be read at <https://www.ndsu.edu/fileadmin/policy/333.pdf>. Veterans and student service members with special circumstances or who are activated are encouraged to notify the instructor as soon as possible and are encouraged to provide Activation Orders.

Accommodations: Any students with disabilities or other special needs, who need special accommodations in this course, are invited to share these concerns or requests with the instructor and contact the Disability Services Office (<https://www.ndsu.edu/disabilityservices/>) as soon as possible.

Academic Honesty: The academic community is operated on the basis of honesty, integrity, and fair play. NDSU Policy 335 (<https://www.ndsu.edu/fileadmin/policy/335.pdf>) applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the Office of Registration and Records. Informational resources about academic honesty for students and instructional staff members can be found at <https://www.ndsu.edu/academichonesty>.

Texts and Resources

These will be recommended as needed by the writing consultant, the student’s advisor, and/or the course instructor.

Schedule

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Consultant Meetings	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

Week 1 – Meeting with Consultant is replaced by meeting with Writing Consultant and Advisor

Week 2 – Proposal and Timeline due

Finals week – Exit Document & Final Version of all documents worked on due

Assignments

Below are the assignments required for the course. Details will be provided in assignment sheets.

Initial Proposal: Students will write a proposal in order to be admitted to the course. After the initial meeting with the writing consultant and advisor/professor, students will revise the proposal if and as needed and include a Gantt chart that details the work that will be done over the semester.

Journal Entries and Drafts of Principal Document

Each week, immediately after their session, students must go to Blackboard Journal and:

- 1) Upload the document they brought to the session
- 2) Describe what was done during the session, including a plan for revision for the following week.

Exit Document: At the end of the semester, students will reflect in a short document on the writing they did, on how the course helped them, and on what they need to do going forward with their writing.

Evaluation Procedures and Grading Criteria

This course is graded on a satisfactory/unsatisfactory basis.

Initial Proposal, Journal, and Exit Document

To receive full credit, students must meet the requirements spelled out in the assignment sheets.

Principal Document

Students' principal work will be the document(s) they are working on and getting feedback on. Students will be evaluated on completing the process of writing and revising this document.

Note: If this document will be submitted for credit in any other class or component of students' studies, they must inform the other professor and this course's instructor at the beginning of the semester and obtain permission to use the document from both.

Course Grade

To receive a "satisfactory" grade in the class, students must do the following:

- Attend all required meetings
- Receive full credit for all assignments