

ELI 83 (1): Writing for International Graduate Students
Fall 2007 Syllabus
Monday/Wednesday 1:30-2:45
Classroom: Moore 106

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Office Hours: Monday 3-4, Wednesday 11-12, or by appointment

Course Description

ELI 83 is designed for graduate students at the University of Hawai'i at Manoa who need to develop their academic writing abilities in English as an additional language. Students in this course will explore academic writing in their disciplines, develop clarity of written expression, and improve command over textual, rhetorical, and discursive conventions common in academic writing. Students will also apply the different tasks that are associated with the writing process to various writing situations. By the end of this course, students should be prepared for independent academic writing at the graduate level.

Course Goals

1. Students will develop their general and discipline-specific academic L2 English writing abilities.
2. Students will learn that academic writing is a social as well as a personal endeavor.
3. Students will develop confidence in their ability to write academic L2 English.
4. Students will learn how they can continue to improve their academic L2 English writing after completing the course.
5. Students will learn about plagiarism, what the consequences of it are, and how to avoid it.
6. Students will learn of some of the research resources available at the University of Hawai'i
7. Students will develop accuracy in written L2 English grammar.
8. Students will develop their general and discipline-specific L2 English vocabulary.

Course Texts and Materials

- Swales, J.M., & Feak, C.B. (2004). *Academic writing for graduate students: Essential Tasks and Skills (2nd ed.)*. Ann Arbor: University of Michigan Press. **(Required)**
- Maimon, E.P., Peritz, J.H., & Yancey, K.B. (2007). *A writer's resource: A handbook for writing and research (2nd ed.)*. New York: McGraw-Hill. **(Recommended)**
- An English dictionary **(Recommended)**
- An email account that you check regularly **(Required!!)**

Course Activities/Requirements.

Active participation in class. This includes participation in classroom discussions and completing in-class writing assignments.

Convention Analysis Project (CAP): For this project, you will investigate, collect, and analyze models of academic writing in your field of study. You will need to use the library, review important journals in your field, and interview professors and/or more experienced graduate students to complete this assignment. You will be required to synthesize the information you gather into an 8-10 page primary research paper documenting the discourse conventions of your field.

Writing Workshop: For the writing workshop, you will be asked to write several 1-2 page (typed) reactions to the materials you read for class (including textbook chapters; articles on writing issues such as audience, purpose, voice, getting/giving feedback, plagiarism, academic writing; and writing samples.) On writing workshop days, group members will exchange their written reactions, write comments on each others' writings, and then discuss as a group the ideas explored through the written reactions.

Regular Class Assignments: Throughout the semester, you will be asked to do several short assignments from the primary textbook.

All papers should be typed in Times New Roman 12-point font, be double spaced, and have 1 inch margins on all four sides.

Grading

This is a Credit/No Credit course. In order to get credit, you must receive an overall grade of at least **80%** of the points given for the required activities and assignments.

Grading scale:

Honors (√+) awarded to outstanding work
Credit (√) satisfactorily meets the criteria for the assignment
Resubmit (√-) does not meet the criteria for the assignment. If you receive this grade, you have one week to revise and resubmit the assignment for credit.
No Credit (**NC**) does not meet the criteria for the assignment

Point breakdown

Active class participation:	10 points
CAP:	50 points
Writing workshops:	25 points
Regular class assignments:	15 points
TOTAL:	100 points

Attendance

The university catalog states that *"Regular attendance at class and laboratory sessions is expected for all courses in which a student enrolls. Unavoidable absences should be explained to the instructor."*

In any language course, regular attendance and participation is vital to improvement and success. If you do not attend this class regularly, and on time, you will fail the course. Specifically, the ELI requires a minimum of 80% attendance and performance for all credit/no credit courses. 80% attendance amounts to missing three weeks' worth of courses.

Accordingly, if you miss more than 6 classes, you will automatically receive a grade of NO CREDIT.

Punctuality is also important. Late entrances disrupt the class for everyone, so please show respect for your classmates and your teacher and be in your seat and ready to begin working by **1:30**. Two tardy arrivals will be considered the same as one absence. Also, if you come late, you will lose participation points and you may miss graded in-class assignments that you can't make up outside of class. Thus, if you are late too often, you risk failing the course.

If you are late or absent, it is your responsibility to contact the teacher or other students to find out what you missed and to complete it by the due date.

A Note about Plagiarism

The ELI recognizes that rules regarding academic honesty and intellectual property are different across cultures. We also recognize that UH students are expected to abide by a particular definition of academic honesty, one that is common to universities in the US. Students who do not follow these rules, for whatever reason, may be charged with cheating or plagiarism. At UH, common punishments for such violations include failing the assignment, failing the course, suspension from the university, or even expulsion.

The following definition of plagiarism comes from the UH-Manoa Student Conduct Code:

Plagiarism includes but is not limited to submitting, in fulfillment of an academic requirement, any work that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another's idea and particular phrasing that was not assimilated into the student's language and style or paraphrasing a passage so that the reader is misled as to the source; submitting the same written or oral or artistic material in more than one course without obtaining authorization from the instructors involved; or "drylabbing," which includes obtaining and using experimental data and laboratory write-ups from other sections of a course or from previous terms.

University of Hawai'i at Manoa Student Conduct Code (1992), p. 6

It is ultimately each student's responsibility to understand the rules regarding plagiarism and cheating at UH, and to learn how to avoid such violations. Please note that all ELI writing courses include work concerning this. If you have questions about this, ask your instructor and/or visit the ELI website: <http://www.hawaii.edu/eli/students/plagiarism.html>

Visitors to the Classroom

Throughout the semester, there will probably be several visitors who come to observe the instructor and the class. There are several reasons for this. One reason is that the observer may be conducting research in order to try to improve the ELI. Another reason may be that a graduate student in the Department of Second Language Studies is conducting research on teaching language. Finally, as part of their professional development, ELI teachers observe each other so as to improve our teaching. The instructor will try to announce the visitor in advance and explain the purpose of the visit. These visits will be kept to a minimum, and the visitors will be advised to not disrupt the class. If you have any questions about this, feel free to ask your instructor. Mahalo for your kokua in helping us to improve the quality of the ELI.

Research in the ELI

The ELI is continually reviewing a variety of aspects of the program (including policies, curriculum, and the ELI Placement Test) in order ensure that our program evolves in ways that help meet ELI students' needs. As a result, don't be surprised if some of your ELI classes have ongoing research projects.

Additionally, because UH-Manoa is a research university, there is a great deal of research going on every semester across campus. Students and faculty from the Department of Second Language Studies (SLS) may ask ELI students or classes to participate in research projects. Some of these projects may be directly related to what you do in ELI classes, but others may be unrelated. Keep in mind that, with individual projects, you have the choice of whether to participate or not.

Important Dates

Mon., September 3:	Labor Day holiday
Mon., November 12:	Veterans Day holiday
December 10-14:	Exam week (There are no final exams for this class.)

Final Notes

- 1) Before class, turn off pagers, cell phones, and other items that disrupt class discussions.
- 2) You are welcome to talk to me whenever you have questions about your writing. You may drop by during my office hours, contact me by e-mail, or make appointments for conferences.
- 3) I look forward to a productive and enjoyable semester with you!