

**DEPARTMENT OF MODERN LANGUAGES
AND CULTURAL STUDIES**

<https://uofa.ualberta.ca/modern-languages-and-cultural-studies>

2017-2018 MLCS 797/A1: Academic and Professional Writing
(Fall Term)

Instructor: Anne Malena

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Time: W: 2-4:50 pm

Place: A430

Office Hours: W: 1 pm & R: 3:30,

or by appointment

Course Website: e-class

Course Prerequisite: consent of department

Course-based Ethics Approval in place regarding all research projects that involve human testing, questionnaires, etc.?

Yes No, not needed, no such projects approved.

Community Service Learning component

Required Optional None

Past or Representative Evaluative Course Material Available

- Exam registry – Students’ Union
<http://www.su.ualberta.ca/services/infolink/exam/>
- See explanations below
- Document distributed in class
- Other (please specify)
- NA

Additional mandatory Instructional fees (approved by Board of Governors)

Yes No

Course Description and Objectives:

This seminar will be run like a workshop involving both instructor and students. The class will be considered a Writing Group and you will work with alternating partners in order to familiarize yourself with as many writing styles as possible, while being encouraged to find your eventual “forever” Writing Partner. Initially you will be expected to choose a paper (term assignment, conference presentation or just some idea that you want to develop) on which you will work during the term. There is no need to arrive with this selection the first day since your first week’s tasks will help you in making a choice. Class time will be devoted to instruction, discussions about the weekly assignments and other readings and semi-formal marked presentations.

Learning outcomes: You will acquire the necessary skills and confidence to write publishing quality papers as well as valuable editing skills for your own work and that of others. You will also become very familiar with various writing guides (MLA; APA; Chicago; Harvard).

Texts:

Belcher, Wendy Laura, *Writing Your Journal Article in 12 Weeks: A guide to Academic Publishing Success*. Sage Publications, 2009.

If you borrow the book, exercise forms can be downloaded from:
<http://www.wendybelcher.com/writing-advice/workbook-forms/>

Other material will be distributed as needed, posted to e-class or put on reserve.

Grade Distribution (see “Explanatory Notes”):

One formal presentation (topics and dates TBA)	15%
1 Summary (October 18 or before)	15%
Participation (attendance, journal, presentations, discussions, etc.)	30%
Final portfolio including article (December 6)	40%

Explanatory Notes on Assignments:

The summary of a model article in your field (approved by me) is a useful exercise that students have not always had sufficient opportunities to practice. In this case it will help you focus on what constitutes “model” writing. The **journal** is highly recommended for you to keep to follow your own process. I will only require **one entry per week** on e-class in answer to always the same question: “Which task did you find the most challenging this week?” Your answer should be **between 250 and 400 words**, no less, no more. The final portfolio will include 4 printed selected items from your weekly assignments (abstract; argument; literature review; bibliography) and the final printed version of your article. I have decided to decrease the weight of the article since it should be nearly perfect if the course is successful!

Required Notes:

“Policy about course outlines can be found in Section 23.4(2) of the University calendar.”

Academic Integrity:

“The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at www.governance.ualberta.ca) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.”

Learning and Working Environment:

The Faculty of Arts is committed to ensuring all students; faculty and staff are able to study and work in an environment safe and free of discrimination and harassment. It does not tolerate behaviour that undermines that environment. The Department urges anyone who feels this policy has been or is being violated to:

- Discuss the matter with the person whose behaviour is causing concern; or
- If that discussion is unsatisfactory, or there is concern that directs discussion is inappropriate or threatening, discuss it with the Chair of the Department.

For additional advice or assistance regarding this policy you may contact the student ombudservice (<http://www.ombudservice.ualberta.ca/>).

Information about the University of Alberta Discrimination and Harassment Policy and Procedures is described in UAPPOL at <https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=110>.

Academic Honesty:

All students should consult the information provided by the [Student Conduct & Accountability Office](#) regarding avoiding cheating and plagiarism in particular and academic dishonesty in general. If in doubt about what is permitted in this class, ask the instructor.

Students involved in language courses and translation courses should be aware that on-line “translation engines” produce very dubious and unreliable “translations.” **Students in languages courses** should be aware that, while seeking the advice of native or expert speakers is often helpful, **excessive editorial and creative help** in assignments is considered a form of “cheating” that violates the code of student conduct with dire consequences.

An instructor or coordinator who is convinced that a student has handed in work that he or she could not possibly reproduce without outside assistance is obliged, out of consideration of fairness to other students, to report the case to the Associate Dean of the Faculty. See the [Academic Discipline Process](#).

Recording of Lectures:

Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

Attendance, Absences, and Missed Grade Components:

Regular attendance is essential for optimal performance in any course. In cases of potentially excusable absences due to illness or domestic affliction, notify your instructor by e-mail within two days. Regarding absences that may be excusable

and procedures for addressing course components missed as a result, consult sections 23.3(1) and 23.5.6 of the University Calendar. Be aware that unexcused absences will result in partial or total loss of the grade for the “attendance and participation” component(s) of a course, as well as for any assignments that are not handed-in or completed as a result.

In this course, the student will be expected to attend every session or make other arrangements.

Policy for Late Assignments:

Late assignments will not be accepted without prior arrangement and will incur a deduction of 5% per day.

Student Accessibility Services:

If you have special needs that could affect your performance in this class, please let me know during the first week of the term so that appropriate arrangements can be made. If you are not already registered with Specialized Support & Disability Services, contact their office immediately (2-800 SUB; Email sasrec@ualberta.ca; Email; phone 780-492-3381; WEB www.ssds.ualberta.ca).

Grading:

Marks for assignments, tests, and exams are given in percentages, to which letter grades are also assigned, according to the table below (“**MLCS Graduate Grading Scale**”). The percentage mark resulting from the entire term work and examination then produces the final letter grade for the course.

“MLCS Graduate Grading Scale”

MLCS Graduate Grading Scale

A+	97-100	Excellent
A	93-96	Excellent
A-	90-92	Excellent
B+	87-89	Good
B	79-86	Good
B-	74-78	Satisfactory
C+	68-73	Satisfactory
C	63-67	Failure
C-	58-62	Failure
D+	54-57	Failure
D-	50-53	Failure
F	00-49	Failure