

**DEPARTMENT OF MODERN LANGUAGES
AND CULTURAL STUDIES**

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

2019-2020 MLCS 797/A1: Academic and Professional Writing
(Fall Term)

Instructor: Dr. Anne Malena
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Time: W: 2 – 4:50 pm
Place: HC 2-19
Office Hours: T: 1 pm,
or by appointment
Course Website: e-class

Course Prerequisite: consent of department

It is your responsibility as a student to ensure that you have the appropriate prerequisites for the course.

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

Course Description, Objectives, and Expected Learning Outcomes:

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, etc.) on which you will work during the term. Please, as much as you’re able, arrive with this selection the first day.

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).

Course Format: Class time will be devoted to instruction, discussions about the weekly assignments and other readings, partner work, and semi-formal presentations.

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.

Additional Course Fees

Yes No

Important Dates: [See Academic Schedule in current Calendar](#)

First Day of Class: September 4, 2019

Add/Delete Date: September 16, 2019

50% Withdrawal Date: October 3, 2019

Withdrawal Date: November 29, 2019

Last Day of Class: December 4, 2019

Grade Distribution (see “Explanatory Notes”):

This course is Pass/Fail.

Explanatory Notes on Assignments:

You will be expected to complete assignments on time and hand in a portion of them, so I can follow your progress and help each of you individually (see below). You will also be asked to do one presentation and monitor the discussion that follows.

You will be expected to post journal entries to e-class every week: The **journal** is to help you (and me!) follow your own process and that of others. 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. You will need to complete **10 entries** over the course of the term.

Early on, I will ask you to find what you consider a model article and write a summary of it that you will hand in (by **October 16 at the latest**). 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.

Required Notes:

“Policy about course outlines can be found in the [Evaluation Procedures and Grading System](#) of the University Calendar.”

Student Responsibilities:

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](#) and avoid any behaviour that 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.

All students should consult [the Academic Integrity website](#). If you have any questions, ask your instructor.

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](#).

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 that is safe and free from discrimination and harassment. It does not tolerate behaviour that undermines that environment. The Department urges anyone who feels that this policy 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 direct 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 [Office of the Student Ombuds](#). Information about the [University of Alberta Discrimination and Harassment Policy and Procedures](#) is described in [UAPPOL](#).

It is the policy of the University of Alberta that sexual violence committed by any member of the University community is prohibited and constitutes misconduct. Resources and more information can be found at <https://www.ualberta.ca/campus-life/sexual-violence>

Territorial Statement:

“The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of the First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.” (*from the beginning of the Calendar*).

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 [Attendance](#) and [Examinations](#) 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.

Deferral of term work is a privilege and not a right; there is no guarantee that a deferral will be granted. Misrepresentation of facts to gain a deferral is a serious breach of the Code of Student Behaviour.

In this course, you will be expected to attend every class unless you have let me know of an unavoidable absence **in advance**. Doctoral students will be exempt from attending during Candidacy week.

Policy for Late Assignments:

Of course, combined with other factors, late or missing assignments may result in Fail. However, you will be given plenty of opportunity to discuss things with me and make satisfactory arrangements for both parties.

Disclaimer:

Any typographical errors in this syllabus are subject to change and will be announced in class and posted on eClass. The date of the final examination is set by the Registrar and takes precedence over the final examination date reported in this syllabus.

Student Resources:

The best all-purpose website for student services is: <https://www.ualberta.ca/current-students>.

Accessibility Resources: (1 – 80 SUB)

The University of Alberta is committed to creating work and learning communities that inspire and enable all people to reach their full potential. Accessibility Resources promotes an accessible, inclusive, and universally designed environment. For general information to register for services visit the [Accessibility Resources](#) webpage.

The Academic Success Centre: (1-80 SUB)

[The Academic Success Centre](#) offers a variety of workshops on effective study and exam strategies. There are in-person and online sessions available for a modest fee.

The Centre for Writers: (1-42 Assiniboia Hall)

The [Centre for Writers](#) offers free one-on-one writing support to students, faculty, and staff. Students can request consultation for a writing project at any stage of development. Instructors can request class visits and presentations.

Health and Wellness Support: There are many health and community services available to current students. For more information visit the [Health and Wellness Support](#) webpage.

Office of the Student Ombuds:

The [Office of the Student Ombuds](#) offers confidential interviews, advice and support to students facing academic, discipline, interpersonal and financial difficulties.

Grading:

Assessment of the individual course components may be in the form of numerical marks or letter grades. The final letter grade will be based on "a combination of absolute achievement and relative performance in a class" (University Calendar, [Evaluation Procedures and Grading System](#)). The University Grading Procedure mandates that "a student's level of achievement of the goals/outcomes of a course, their grade, and the descriptor of that grade must be aligned" (<https://policiesonline.ualberta.ca/>). The following guidelines have been adopted by the Department of Modern Languages and Cultural Studies:

“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