

# UNIV 2202: Multilingual Writing

## Spring 2017

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### ***Syllabus***

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

UNIV 2202 offers grammar review, vocabulary development, and writing instruction for multilingual upperclassmen and graduate students from any discipline who need to further develop their writing skills for class papers, theses, dissertations, or for publication. Academic style guidelines appropriate to the student's field of study will be used.

### **Required Materials and Resources**

Swales and Feak: *Academic Writing for Graduate Students: Essential Tasks and Skills*, 3rd edition

Students may wish to obtain or consult the appropriate style guide for their respective disciplines if one exists, but doing so is not required for the course.

### **Goals**

The aim of the course is to help students who are non-native speakers of English increase their facility with written American-style academic English. Topics will include grammar, vocabulary considerations, expression, and reader expectations as well as other topics of interest. While the course will cover the general conventions of academic writing, students should note that most disciplines have their own particular conventions with regard to writing and should evaluate class discussion within the context of the expectations of their fields.

### **Course Requirements**

Most weeks students will receive two assignments on Monday: a relatively short assignment and an assignment that typically will take more time to complete. The short assignment is due on Wednesday, and the long assignment is due the following Monday. Tasks from the textbook as well as other types of writing activities will be assigned.

Students are expected to complete all assignments and submit them on time in order to receive a grade of "Satisfactory" for the course. Unless otherwise indicated, assignments must be submitted in class and must be in hard copy form. Students are also expected to maintain regular attendance (see "Attendance").

### **Academic Honesty**

As a University of Georgia student, you have agreed to abide by the University's academic honesty policy, "A Culture of Honesty," and the Student Honor Code. All academic work must meet the standards described in "A Culture of Honesty" found at [www.uga.edu/honesty](http://www.uga.edu/honesty). Lack of

knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.

Following is the coverage schedule for the text. Additional material will be presented and covered in class, which may affect coverage of the text.

Week of 1/2: Introduction	Week of 3/6: Spring Break (no classes)
Week of 1/9: Unit One - An Approach to Academic Writing	Week of 3/13: Unit Five
Week of 1/16: Unit One; Unit Two - General-Specific and Specific-General Texts No classes 1/16 (Martin Luther King, Jr. Day)	Week of 3/20: Unit Six - Writing Critiques <b>Withdrawal deadline is 3/20</b>
Week of 1/23: Unit Two	Week of 3/27: Unit Six
Week of 1/30: Unit Three - Problem, Process, and Solution	Week of 4/3: Unit Seven - Constructing a Research Paper I
Week of 2/6: Unit Three	Week of 4/10: Unit Seven
Week of 2/13: Unit Four - Data Commentary	Week of 4/17: Unit Eight - Constructing a Research Paper II
Week of 2/20: Unit Four	Week of 4/24: Unit Eight
Week of 2/27: Unit Five - Writing Summaries	

## **Access Policy**

Students with special needs are invited and encouraged to discuss them with the instructor.

## ***Policies***

Policies may be changed if circumstances warrant doing so. Continued enrollment signifies agreement to these policies. University and Division of Academic Enhancement policies take precedence.

## **Attendance**

Students are expected to attend class regularly and to be on time. However, it may be the case that a student cannot attend class because of participation in an academic conference or other discipline-related activity. To accommodate such situations, students are allowed five absences. Students who exceed this number should expect to receive a grade of "Unsatisfactory." Students should ensure that their schedules and agendas will accommodate the attendance requirement.

## **Course Withdrawal**

Withdraw from the course and awareness of the withdrawal deadline are entirely the responsibility of the student; instructors of record are not involved in the course withdrawal

process. A student who is still listed as enrolled in the course at the conclusion of the term will receive whatever grade he/she has earned in the course.

## **Communication**

eLearning Commons (eLC) is the primary means of distributing information regarding assignments, activities, due dates and other items of interest. Email messages to students will be sent using the eLearning Commons email system.

## **Additional Information**

- Out-of-class meetings with the instructor are by appointment. Students are encouraged to meet with the instructor to discuss their work in the course or to discuss particular writing issues. Additionally, the instructor is usually available before the start of class for discussion.
- Examples from student writing may be presented to the class.
- In some cases, examples that illustrate writing issues may be based on specific student writing. However, no identifying information will be presented with regard to such examples, and no actual text from the work of students will be presented.
- Some class activities may involve sharing written assignments with others in the class.
- Any submitted printed or written work that has not been claimed by the last day of class will be destroyed.