

21F. 227 (Graduate) /21F.228 (Undergraduate) Section 1
Advanced Workshop in Writing for Social Science & Architecture (ELS)

Spring 2015
MW 12:30 -2:00 PM
Room 1-1277

A. C. Kemp
ackemp@mit.edu
Phone 253-4747
Office 14N-228

Office hours MW 10:30-12:00 PM and by appointment

Course description:

This workshop focuses on techniques, format, and prose used in academic and professional life. Emphasis on writing required in fields such as economics, political science and architecture. Short assignments include business letters, memos and proposals that lead toward a written term project. Methods designed to accommodate those whose first language is not English. The goal of the workshop is to develop effective writing skills for academic and professional contexts.

Required materials:

Please bring the Course Packet, model research paper and handout folder to every class.

- Course Packet for 21F 227 (available next week at Copytech, 11- 004, basement level)
- A model research paper from your field.
- A paper portfolio with a pocket in which to keep all the work you hand in for a grade. Do not use a three-ring binder.
- A separate folder in which to keep handouts. Do not keep these in the portfolio.
- *Research and Documentation in the Electronic Age*, by Diana Hacker (available at the MIT COOP)
- Career Workbook, available in building E39-305
- An online dictionary and grammar reference. Links to these resources can be found on the class Stellar site (<https://stellar.mit.edu/S/course/21F/sp15/21F.227.01/index.html>).

Requirement to take 21F.227

Many students are required to take 21F.227 by their department based on their EET scores. As it is a departmental requirement, and not one enforced by English Language Studies, this requirement cannot be changed by the instructor for this class. Please keep in mind that if you wish to drop the class and are not allowed by your advisor, any absences at the beginning of the semester will be counted against your semester grade.

Attendance Policy:

I expect you to attend every workshop. More than 3 absences (excused or unexcused) will negatively affect your grade, beginning from the first day. If you feel you cannot make this commitment, please take the class another semester. If you must miss a workshop, please inform me by email ahead of time to let me know the reason.

Homework Policy

Assignments will be given in class. Details will be posted on Stellar. Assignments should be submitted on paper in class unless otherwise specified. Missing class is not an excuse for missing an assignment. Students who miss class are expected to find out the assignments for the next class from Stellar. If you miss class, you must send your assignment with another student (preferred) or by email.

Late papers will not be accepted unless you have gotten *prior* approval from the instructor. This includes drafts of papers. Permission to turn in papers late will be given for emergencies. If you do not have time to submit your work on time because of other classes, please wait until you have more time to take this class.

Participation

Attendance and participation make up 20% of your grade. Students are expected to participate to the best of their abilities. This includes contributing comments in full class discussions, asking questions, being active in small group discussions and thoughtfully evaluating other students' papers in peer review. Students may be required to come to the instructor's office hours or visit the writing center for additional tutoring.

Plagiarism

At MIT, you are expected to do your own work. While borrowing ideas and words from others is acceptable in some cultures, it is not in the United States. **Plagiarized papers will not receive credit, and the participation grade will also be negatively affected.** Students who plagiarize a second time are likely to fail the class.

Do not copy work from the web. Do not submit papers you have already submitted for other classes. Do not give your papers to native speakers to edit. I will talk more about the seriousness of plagiarism as we move along, but for now please be advised that any writing you submit must be completely your own.

The Writing Center, E39-115 (55 Hayward Street)

The **Writing and Communication Center** offers *free* one-on-one **professional** advice from lecturers who are published writers and experienced college teachers. They offer advice about all types of academic, creative, and professional writing and about all aspects of oral presentations. They offer advice also about applications, theses, CVs, etc. To register with our online scheduler and to make appointments, go to <https://mit.mywconline.com/index.php>. To access the Center's many pages of advice about writing and oral presentations, go to <http://cmw.mit.edu/writing-and-communications-center/>. The Center's core hours are **Monday-Friday, 9:00 a.m.-6:00 p.m.**; evening hours vary by semester—check the online scheduler for up-to-date hours.

Grading scale

97 & above=A+	93 – 96 =A	90-92=A-	87-89=B+	83-86=B	80-82=B-
77-79=C+	73-76=C	70-72=C-	60-69=D	Below 60 = F	

Grades:

Attendance and participation	20%
Homework assignments	15%
Extended definition for a general audience (1.5-2 pages)	12.5%
Resume and cover letter responding to a particular ad (2+ pages)	12.5%
Proposal Memo with Bibliography /References (3 pages)	12.5%
Abstract and Introduction to final paper, with Bibliography (3 pages)	12.5%
Final paper (Approximately 15 pp. plus a Works Cited/References page. This can be a stand-alone research paper or it can be a portion of your thesis.)	15%
	100.00%

Schedule (subject to change)

Homework details will be posted on Stellar. Homework should be submitted on paper in class unless otherwise specified.

		Date		Topics	Homework due
1	1	Feb 4	W	<ul style="list-style-type: none"> • Introduction to Course • Writing Sample 	♦ Complete information form
	2	Feb 9	M	<ul style="list-style-type: none"> • Academic language • Verb tense review • Paragraph development, cohesion, transitions 	<ul style="list-style-type: none"> ♦ Verb tenses 1 ♦ Academic language ♦ Bring two copies of one model paper from your field
2	3	Feb 11	W	<ul style="list-style-type: none"> • Defining a Term for a non-expert audience • Sentence definitions • Articles • Adjective clauses 	<ul style="list-style-type: none"> ♦ Verb tense and paragraph structure practice ♦ Model paper: answer questions
		Feb 16	M	• No class: Presidents Day	♦
	4	Feb 17	T	<ul style="list-style-type: none"> • Discuss Student Papers • Brainstorm Defining a Term 	<ul style="list-style-type: none"> ♦ Sentence definition practice ♦ Read Student Definition Papers and answer questions
3	5	Feb 18	W	<ul style="list-style-type: none"> • Definition Paper due in class (2 copies). Peer Review • Resumes and cover letters: basics 	<ul style="list-style-type: none"> ♦ Definition Paper due in class (2 copies). ♦ Read about resumes and cover letters. Be prepared to answer questions in class.
4	6	Feb 23	M	<ul style="list-style-type: none"> • Discuss resumes • Using action verbs • Developing action statements • Collocations 	<ul style="list-style-type: none"> ♦ Revised definition paper due to instructor ♦ Read student resumes and cover letters

	7	Feb 25	W	<ul style="list-style-type: none"> • <i>Job announcement due in class. (2 copies)</i> • Targeting a resume • The subjunctive 	<ul style="list-style-type: none"> ♦ Action statements ♦ Bring two copies of a job or internship announcement to class.
5	8	Mar 2	M	<ul style="list-style-type: none"> • <i>Resume and cover letter due in class (2 copies): Peer Review.</i> 	<ul style="list-style-type: none"> ♦ Prepare Targeted Resume and Cover Letter (2 copies).
	9	Mar 4	W	<ul style="list-style-type: none"> • Writing a Research Paper: Overview • Abstracts, Proposals and Introductions • 1-2-3 moves • Asking research questions 	<ul style="list-style-type: none"> ♦ <i>Revised resume and cover letter to instructor.</i> ♦ Model paper: Answer questions
6	10	Mar 9	M	<ul style="list-style-type: none"> • Focusing your research topic. • Turning questions into statements. • Clarity and conciseness 	<ul style="list-style-type: none"> ♦ Research questions
	11	Mar 11	W	<ul style="list-style-type: none"> • Writing a Proposal • Creating a bibliography 	<ul style="list-style-type: none"> ♦ Write research statements ♦ Model paper: Answer questions ♦ Bring <i>Research and Documentation in the Electronic Age</i>
7	12	Mar 16	M	<ul style="list-style-type: none"> • <i>Proposal Memo with working bibliography due in class (2 copies). Peer Review.</i> 	<ul style="list-style-type: none"> ♦ Write Proposal Memo for your research paper, with a working bibliography.
	13	Mar 18	W	♦ Vocabulary workshop	♦ Proposal memo to instructor.
		Mar 23-27	Mar 27	No class: Spring Break	
8	14	Mar 30	M	<ul style="list-style-type: none"> • Integrating source material 1: citations, quoting and paraphrasing 	<ul style="list-style-type: none"> ♦ Bring <i>Research and Documentation in the Electronic Age</i>
	15	Apr 1	W	<ul style="list-style-type: none"> • Integrating source material 2: Summarizing 	<ul style="list-style-type: none"> ♦ Incorporating source material practice ♦ Bring <i>Research and Documentation in the Electronic Age</i>
	16	Apr 6	M	<ul style="list-style-type: none"> • Writing the Introduction to your Research Paper • Review of 1-2-3 moves. • Abstracts: descriptive and informative 	<ul style="list-style-type: none"> ♦ Summary practice ♦ Model paper: Answer questions.
	17	Apr 8	W	<ul style="list-style-type: none"> • <i>R 4/19 Introduction and abstract (2 copies) Peer</i> 	<ul style="list-style-type: none"> ♦ <i>Introduction and abstract (2 copies)</i>

				Review <ul style="list-style-type: none"> Outlining your paper 	
	18	Apr 13	M	<ul style="list-style-type: none"> Outline and a portion of paper (not including abstract and introduction) 2 copies 	<ul style="list-style-type: none"> Introduction and abstract to instructor Outline and a portion of your paper (not including abstract and introduction) 2 copies
	19	Apr 15	W	<ul style="list-style-type: none"> Grammar/Sentence Structure review Sign up for conferences 	<ul style="list-style-type: none"> Revised outline and a portion of your paper to instructor
		Apr 20	M	<ul style="list-style-type: none"> No class: Patriots Day Holiday 	♦
	20	Apr 23	W	<ul style="list-style-type: none"> Individual conferences in my office 	♦ Additional portion of paper to instructor (submit on Stellar)
	21	Apr 27	M	<ul style="list-style-type: none"> Sentence variety Punctuation 2 Writing conclusions 	♦ Additional portion of paper to instructor (submit on Stellar)
	22	Apr 29	W	<ul style="list-style-type: none"> Conclusion (2 copies) Peer review Trouble spots Sign up for final conferences and presentations (first to do conferences will be first to submit final paper) 	♦ Conclusion (2 copies)
--		April 30	R	<ul style="list-style-type: none"> Submit final research paper on Stellar 	♦ Submit final research paper on Stellar
	23	May 4	M	<ul style="list-style-type: none"> Group 1: Individual conferences in my office 	♦ N/A
	24	May 6	W	<ul style="list-style-type: none"> Group 2: Individual conferences in my office 	♦ N/A
	25	May 11	M	<ul style="list-style-type: none"> Group 1: Presentations on research papers 	♦ Group 1: Final Paper due in class in portfolio.
	26	May 13	W	<ul style="list-style-type: none"> Group 2: Presentations on research papers 	♦ Group 2: Final Paper due in class in portfolio.