

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

Spring 2021

M W 12:30 – 2 pm

Office hours by appointment

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Class Zoom Meeting: Join URL: <https://mit.zoom.us/j/92377413835>

Canvas course site: <https://canvas.mit.edu/courses/6979>

Course description:

This workshop focuses on techniques, format, and prose used in academic and professional life. Emphasis is 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. Our methods are designed for those whose first language is not English. The goal of the workshop is to develop effective writing skills for academic and professional purposes and contexts.

Prioritizing for enrollment

First priority is for MIT students for whom the class is an Institute recommendation or requirement based on the English Evaluation Test (EET). Next are students required or recommended to take the class based on the EET within the past two years. Finally, if room remains, credit-seeking students for whom the class is not required or recommended by the Institute, with permission of the instructor. No listeners.

Required materials:

Please have the Course Reader and model research paper available at every class.

- Course Reader for 21G.227 (on Canvas under Materials)
- A model research paper from your field.
- An online folder to keep your work in.
- The Career Workbook, available digitally at <https://capd.mit.edu/resources/career-handbook>
- An online dictionary and grammar reference.
- A Gmail account

Requirement to take 21G.227

Many students are required to take 21G.227 by their department based on their EET scores. If it is a departmental requirement, that requirement cannot be changed by this instructor. Please consult your advisor.

Attendance Policy:

Most of the grade for this class will be based on work done and/or presented during class time. Therefore, you should plan to participate fully and attend all classes. Preparation (or lack thereof) will be noted and factored into your grade. More than three unexcused absences (e.g., you have a conference or job interview during class time, or you oversleep..) will negatively affect your

grade. If you think that you may be required to attend lectures or do work for other classes during our class time, please consider changing to another section or postponing this class until you have more time.

If you know in advance that you will need to miss class, please email me as early as possible, so I will not worry about you. If you are ill, please let me know; that is an excused absence. Instances where students must miss more than one week of class for any reason will be dealt with on a case-by-case basis to ensure students stay on track toward learning outcomes.

Classes will be recorded and be made available on Canvas.

Homework Policy

Assignments will be given in class, and details posted on Canvas. Assignments should be submitted on Canvas unless otherwise specified. Missing class is not an excuse for missing an assignment. Students who must miss class are expected to find out the assignments and be prepared for the next class. Similarly, you must still submit your homework by email, unless you are ill. If ill, see below:

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 10% 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, per American academic conduct rules, you are expected to do your own work. While borrowing ideas and words from others is acceptable in some cultures, it is not in North America. **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. We will talk more about how to avoid plagiarism as we move along, but for now please be advised that any writing you submit must be completely your own.

The MIT Writing and Communication Center (WCC)

The Writing and Communication Center offers **free** weekly one-on-one professional advice from communication experts with advanced degrees and publishing experience. The WCC can help you further develop your oral communication skills and to learn about all types of academic and professional writing. You can learn more about the WCC consultations at <http://cmsw.mit.edu/writing-and-communication-center> and register with the online scheduler to

make appointments through <https://mit.mywconline.com>. Please note that the WCC hours are offered on Monday-Friday, 9:00 a.m.-6:00 p.m., and fill up fast.

GRADES are based on the following:

Attendance and participation	10%
Homework assignments	15%
Resume and cover letter responding to a particular ad (2 pages)	12.5%
Extended definition for a general audience (2 pages)	12.5%
Proposal Memo with Bibliography /References (3+ pages)	12.5%
Abstract and Introduction to final paper with Outline and Bibliography (5+ pages)	12.5%
Final paper (Approx. 15 pages + a Works Cited/References page. Can be a stand-alone research paper or a part of your thesis.)	25%
	100.00%

Grading scale

97 -100=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	

Tentative Schedule (subject to change)

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

W#	Day & Date	TOPICS	HOMEWORK DUE
1	1 Wed Feb 17	<ul style="list-style-type: none"> • Introduction to course and each other • Writing Sample 	Complete information form
2	2 Mon Feb 22	<ul style="list-style-type: none"> • Audience and purpose • Resumes • Parallel structure • Developing action statements 	<ul style="list-style-type: none"> • Read resume advice • Read student resumes and answer questions
	3 Wed Feb 24	<ul style="list-style-type: none"> • Targeting a resume/cover letter • Verb tenses in resumes and cover letters • The subjunctive 	<ul style="list-style-type: none"> • Job/internship announcement due in class. (2 copies) • Read targeted student cover letters/resumes and answer questions • Do Qs on syllabus
3	4 Mon March 1	<ul style="list-style-type: none"> • Resume & Cover Letter (2 copies): Peer Review. 	<ul style="list-style-type: none"> • Targeted Resume& Cover Letter (2 copies): Peer Rw.

	5	Wed March 3	<ul style="list-style-type: none"> • Reader friendliness • Paragraph development, cohesion, transitions • Academic language 	<ul style="list-style-type: none"> • Bring two copies of one model paper from your field • Resume and Cover Letter to Instructor (This paper will be rewritten again, due one week from the time it is received back by the student.)
4		Monday March 8	Holiday/Break: NO CLASS BUT Monday classes held Tuesday	
	6	Tues March 9	<ul style="list-style-type: none"> • Defining a Term for non-experts • Sentence definitions • Punctuation 1 	<ul style="list-style-type: none"> • Paragraph structure practice • Model paper: answer Qs • Research paper ideas
	7	Wed March 10	<ul style="list-style-type: none"> • Discuss Student Papers • Plagiarism workshop 	<ul style="list-style-type: none"> • Read Student Definition Papers and answer Qs • Sentence definition practice
5	8	Mon March 15	<ul style="list-style-type: none"> • Brainstorm Defining a Term • Verbs 2 	<ul style="list-style-type: none"> • TBA
	9	Wed March 17	• Definition Paper due in class (2 copies). Peer Review	• Definition Paper due in class (3 copies).
6		Mon March 22	Holiday/Break: NO CLASSES Monday or Tuesday	
	10	Wed March 24	<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"> • Model paper: Answer Qs • Zotero: bibliography • Revised definition paper due to instructor (This paper will be rewritten again, due one week from the time it is received back by the student.)
7	11	Mon March 29	<ul style="list-style-type: none"> • Focusing your research topic. • Turning questions into statements. 	<ul style="list-style-type: none"> • Research questions
	12	Wed March 31	<ul style="list-style-type: none"> • Writing a Proposal • Clarity and conciseness 	<ul style="list-style-type: none"> • Write research statements
8	13	Mon April 5	• Proposal Memo with working bibliography due in class (3 copies). Peer Review.	Proposal Memo with working bibliography due in class (3 copies).
	14	Wed April 7	<ul style="list-style-type: none"> • Vocabulary workshop • Sign up for individual conferences next week 	Proposal memo and bibliography due to instructor. (This paper will be rewritten again, due one week from the time it is received back by the student.)

9	15	Mon April 12	<ul style="list-style-type: none"> • Conferences in my office to discuss your proposal 	<ul style="list-style-type: none"> • N/A
	16	Wed April 14	<ul style="list-style-type: none"> • Integrating source material 1: in-text citations, quoting 	<ul style="list-style-type: none"> • N/A
10		Mon April 19	Holidays/Break: NO CLASSES MONDAY AND TUESDAY	
	17	Wed April 21	<ul style="list-style-type: none"> • Integrating source material 2: Summarizing + paraphrasing • Outlining your paper 	<ul style="list-style-type: none"> • Incorporating source material: practice
11	18	Mon April 26	<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"> • Research paper rough outline • Summary practice • Model paper: Answer questions
	19	Wed April 28	<ul style="list-style-type: none"> • Introduction, abstract + detailed outline (3 copies) Peer Review 	<ul style="list-style-type: none"> • Introduction, abstract + outline (bring 3 copies) +6 pages in outline form (just one copy for IM)
12	20	Mon May 3	<ul style="list-style-type: none"> • Sentence variety • Punctuation 2 • Trouble spots 	Additional 2 pages of paper on Canvas
	21	Wed May 5	<ul style="list-style-type: none"> • Writing conclusions 	<ul style="list-style-type: none"> • Introduction, abstract + outline +12 pages minimum to instructor
13	22	Mon May 10	Group 1: Individual conferences to discuss paper	<ul style="list-style-type: none"> • N/A
	23	Wed May 12	<ul style="list-style-type: none"> • Group 2: Individual conferences to discuss paper 	<ul style="list-style-type: none"> • N/A
14	24	Mon May 17	<ul style="list-style-type: none"> • Group 1: Presentations on research papers 	<ul style="list-style-type: none"> • N/A
	25	Wed May 19	<ul style="list-style-type: none"> • Group 2: Presentations on research papers 	Group 1 & 2: Final Paper due in class in portfolio