

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

Spring 2022
Sec 1 MW12:30 pm -2:00 pm, Room 1-242
Sec 2 MW 9:00-10:30AM, Room 1-277
Office hours TBA

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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. No listeners.

Required materials:

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

- Course Reader for 21G.227 (available as pdf on Canvas and printed at Copytech, 11-004, basement level)
- A model research paper from your field.
- Career Workbook, available in building E17-294 or digitally at <https://capd.mit.edu/resources/career-handbook/>
- Reference materials. I recommend UOttawa's [Hypergrammar](#) and [Collins](#) (intermediate) or [Merriam Webster](#) (advanced) dictionaries.

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, this requirement cannot be changed by the instructor for this class. You would need to petition your advisor and/or the administrator of your department. 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 class. More than 3 absences (excused or unexcused) will negatively affect your grade, beginning from the first day. For each class missed above three classes, your semester grade will be lowered by 1/3 of a letter grade. For example, if your current grade is A- and you miss a fourth class, your grade will be lowered to B+. If you feel you cannot make this commitment, please take the class another semester. If you must miss a class, please inform me by email ahead of time to let me know the reason. **IMPORTANT: Because peer review is essential, an unexcused absence for a peer review class will count as two absences.**

Homework Policy

Assignments will be given in class. Details will be posted on Canvas. 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 Canvas. If you miss class, upload 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 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, 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 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 Writing Center

The MIT Writing and Communication Center offers *free* one-on-one **professional** advice from **communication experts**. The WCC is staffed completely by MIT lecturers. All have advanced degrees. All are experienced college classroom teachers of communication. All are published scholars and writers.

No matter what department or discipline you are in, the WCC helps you think your way more deeply into your topic, and helps you see new implications in your data, research, and ideas. The WCC also helps with non-native speaker issues, from writing and grammar to pronunciation and conversation practice. To make an appointment, go to <https://mit.mywconline.com> and register with our online scheduler. The WCC is at **E18-233**, 50 Ames Street.

Grading (Standard MIT grading scheme)

A+	100 %	to 97.0%	A	< 97.0 %	to 94.0%	A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%	B	< 87.0 %	to 84.0%	B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%	C	< 77.0 %	to 74.0%	C-	< 74.0 %	to 70.0%
D	< 70.0 %	to 61.0%	F	< 61.0 %	to 0%			

Grades:

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 (Approximately 15 pages plus a Works Cited/References page. This can be a stand-alone research paper, a thesis proposal or a portion of your thesis.)	25%
	100.00%

Spring Schedule (subject to change)

Homework details will be posted on Canvas.

W	#	D	Date	Topics	Homework Due
1	1	M	Jan 31	<ul style="list-style-type: none"> • Introduction to Course • Writing Sample 	<ul style="list-style-type: none"> • Complete information form
	2	W	Feb 2	<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 • Bring your own resume if you already have one
2	3	M	Feb 7	<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 or internship announcement due in class. (2 copies) • Read targeted student cover letters/resumes and answer questions • Answer questions on syllabus
	4	W	Feb 9	<ul style="list-style-type: none"> • Resume and Cover Letter (2 copies): Peer Review. 	<ul style="list-style-type: none"> • Targeted Resume and Cover Letter (2 copies): Peer Review.
3	5	M	Feb 14	<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.)
	6	W	Feb 16	<ul style="list-style-type: none"> • Defining a Term for a non-expert audience • Sentence definitions • Punctuation 1 	<ul style="list-style-type: none"> • Paragraph structure practice • Model paper: answer questions • Research paper ideas
4		M	Feb 21	No Class: Presidents' Day	
	7	T	Feb 22	(Tuesday is Monday!) <ul style="list-style-type: none"> • Discuss Student Papers • Plagiarism workshop 	<ul style="list-style-type: none"> • Read Student Definition Papers and answer questions • Sentence definition practice
	8	W	Feb 23	<ul style="list-style-type: none"> • Brainstorm Defining a Term • Verbs 2 	<ul style="list-style-type: none"> • TBA
5	9	M	Feb 28	<ul style="list-style-type: none"> • Definition Paper due in class. Peer Review 	<ul style="list-style-type: none"> • Definition Paper due in class.

W	#	D	Date	Topics	Homework Due
	10	W	Mar 2	<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 questions • Zotero: bibliography • <i>Revised definition paper due to instructor</i> (This paper will be rewritten again, due one week from the time it is received back by the student.)
6	11	M	Mar7	<ul style="list-style-type: none"> • Focusing your research topic. • Turning questions into statements. 	<ul style="list-style-type: none"> • Research questions
	12	W	Mar 9	<ul style="list-style-type: none"> • Writing a Proposal • Clarity and conciseness 	<ul style="list-style-type: none"> • Write research statements
7	13	M	Mar 14	<ul style="list-style-type: none"> • <i>Proposal Memo with working bibliography due in class: Peer Review.</i> 	<ul style="list-style-type: none"> • <i>Proposal Memo with working bibliography due in class.</i>
	14	W	Mar 16	<ul style="list-style-type: none"> • Vocabulary workshop • Sign up for conferences after Spring Break 	<ul style="list-style-type: none"> • 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.)
8		M & W	Mar 21-25	No class: Spring Break	
9	15	M	Mar 28	<ul style="list-style-type: none"> • Conferences in my office to discuss your proposal 	<ul style="list-style-type: none"> • N/A
	16	W	Mar 30	<ul style="list-style-type: none"> • Integrating source material 1: in-text citations, quoting 	<ul style="list-style-type: none"> • N/A
10	17	M	Apr 4	<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
	18	W	Apr 6	<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 •
11	19	M	Apr 11	<ul style="list-style-type: none"> • <i>Introduction, abstract & detailed outline Peer Review</i> 	<ul style="list-style-type: none"> • <i>Introduction, abstract & outline for peer review</i> • <i>6 pages in outline form (just for AC)</i>

W	#	D	Date	Topics	Homework Due
	20	W	Apr 13	<ul style="list-style-type: none"> • Sentence variety • Punctuation 2 • Trouble spots 	<ul style="list-style-type: none"> • <i>Additional 2 pages of paper on Canvas</i>
12		M	Apr 18	No Class: Patriot's Day	(drop date)
	21	W	Apr 20	<ul style="list-style-type: none"> • Writing conclusions 	<ul style="list-style-type: none"> • <i>Introduction, abstract & outline +12 pages minimum to instructor</i>
13	22	M	Apr 25	<ul style="list-style-type: none"> • Group 1: Individual conferences in my office to discuss paper 	<ul style="list-style-type: none"> • Read comments from instructor
	23	W	Apr 27	<ul style="list-style-type: none"> • Group 2: Individual conferences in my office to discuss paper 	<ul style="list-style-type: none"> • Read comments from instructor
14	24	M	May 2	<ul style="list-style-type: none"> • Review Grammar + mechanics. 	<ul style="list-style-type: none"> • <i>Group 1: Final Paper due in class.</i>
	25	W	May 4	<ul style="list-style-type: none"> • Group 1: Presentations on research papers 	<ul style="list-style-type: none"> • <i>Group 2: Final Paper due in class.</i>
15	26	M	May 9	<ul style="list-style-type: none"> • Group 2: Presentations on research papers 	<ul style="list-style-type: none"> • N/A