

TENTATIVE SYLLABUS**ESOLLANG 698S¹ - Writing Academic English
Stanford University
Building TBD, Room TBD
Tuesdays, Thursdays; 13:30 - 14:50
Summer 2026**

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Description

This course is designed to help you improve your ability to write academically for graduate coursework. Through in-class lessons and exercises, you will learn how to organize your ideas and use appropriate academic style by improving word choice, sentence structure, and flow. We will also work on using English accurately (grammar, usage, and punctuation) as needed. The major writing assignments in this class are:

- a summary of a journal article,
- a critical review of a journal article,
- a draft of a research assignment (or other appropriate assignment to be determined together with the instructor), and
- a revision of the research assignment (or other agreed upon assignment).

Texts

Swales, John M. and Christine B. Feak. 2012. *Academic Writing for Graduate Students: Essential Skills and Tasks*, 3rd edition. Ann Arbor, MI: The University of Michigan Press.

Retail from University of Michigan Press: \$27.00

ISBN: 978-0-472-03475-8

Available online at: <https://press.umich.edu/Books/A/Academic-Writing-for-Graduate-Students-3rd-Edition2> (\$14.85 for a 4-month rental)

Requirements

Attendance: Stanford language classes are taught in the target language, with priority given to student production and practice. Class attendance and time on task are essential to acquiring active language skills. If students are to become proficient, they must speak with each other and with their teacher. They must read things in common

¹ Completing this course fulfills the requirement to complete ESOLLANG 698A.

and discuss those readings, and they must articulate their reactions to discussion and materials in real time.

Students who anticipate missing class during the quarter due to official University-sponsored activities or scheduled medical procedures, for example, should notify their instructor during the first week of class regarding the date(s) of expected absence(s) and the activity involved (or, in the case of medical or family emergency, as soon as they are able).

All students who must be absent for health and safety reasons have the opportunity to make up absences. Absences must be made up by the end of Week 8. Please be in touch with your instructor regarding procedures for making up absences. No makeup sessions may be scheduled during the university end-quarter or final exam periods.

Meetings: We will meet together individually two times during the term in order to discuss your written work. Our meetings will take about 20 minutes. In addition, I will schedule an optional workshop day and/or an individual appointment for discussing your final writing assignment.

Assignments: There are four formal written assignments as listed in the description. These assignments must be turned in using Canvas.

Homework: Successful writers engage in the writing **process** which includes, among other things, various drafts before the final version of a paper is completed. For each of the four aforementioned assignments, you will complete at least a first and a revised draft, although more may be necessary. There may be informal homework assignments that require you to briefly respond to a prompt before the following class meeting.

Late homework or assignments will not be accepted. Plan ahead.

Assessment

All assignments will be graded on a submitted/not submitted basis. Submissions that deviate significantly from the assignment instructions or fall far short of reasonable standards will be counted as not submitted. **Late assignments will be counted as not submitted.** The final determination between S/NC will be calculated according to the following percentages:

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|--|-----|
| • Daily participation and homework assignments | 15% |
| • Summary of journal article | 20% |
| • Critical review of journal article | 20% |
| • Research assignment - first draft | 20% |
| • Research assignment - final draft | 25% |

Within each category, each assignment has equal weight. A passing grade is 80% submitted.

Additional Resources

Writing

The Hume Writing Center is an excellent resource. Make good use of it, both in this class and in your other classes: <http://hwc.stanford.edu>.

Numerous organizations have made their OWLs (Online Writing Labs) available to the public, where students can access lessons and activities online that can help make writing more effective. To start, try Purdue University's OWL, a resource I have been using for several years: <http://owl.english.purdue.edu/owl/>.

Grammar

Although grammar will not be the central focus of our class, at times it may be necessary for you to consult another source for guidance on particular usage. I may refer you to an OWL or one of the resources listed here:

Carlock, Janine, et. al. 2013. *The Condensed ESL Writer's Handbook*, 1st edition. Ann Arbor, MI: University of Michigan Press.

Hacker, Diana and Nancy Sommers. 2009. *The Bedford Handbook*, 8th edition. Boston, MA: Bedford/St. Martin's.

Statement on Academic Integrity and Outside Assistance

All students are expected to read and uphold the Stanford Honor Code with regard to language course classwork, activities, and assignments. Academic integrity is at the heart of language acquisition; only you are responsible for your own learning and can demonstrate what you can do. Unless specified otherwise, the expectation is that all work is your own without the use of any collaborative tools.

To ensure that you understand how the Honor Code applies to language courses, please carefully review the information below.

Permitted

- For collaborative or group work, your instructor will issue guidelines on what is appropriate. Your instructor may also ask you to declare the amount and type of assistance you have received on any written or oral assignment.
- It is always helpful to have another person listen to you practice your oral presentations and provide feedback on your manner of expression. For this reason, assistance in the preparation of oral assignments is encouraged.
- While preparing for oral interviews it is always helpful to practice conversation with native speakers or someone more knowledgeable as a way to increase your comfort level.

- Digital language tools may be helpful if used judiciously and only with the guidance of your instructor.

Unpermitted

- Under no circumstances is another person, tool, or service to generate an essay for you or to contribute to the ideas or substantive expression of individual assignments.
- Plagiarism (i.e., unattributed, direct copying of text and/or ideas from a source other than yourself) is not allowable. In language courses, this includes translations of source material into the target language.
- The use of translation services and apps during language exams, including but not limited to tools such as Google Translate, is not allowable. This is considered to be unpermitted aid and a hindrance to student learning.
- Divulging the content of an oral interview and assessments to others is not permitted, as this violates Stanford's Honor Code.

Statement on Disabilities

Students who may need an academic accommodation based on the impact of a disability must initiate the request with the Office of Accessible Education (OAE). Professional staff will evaluate the request with required documentation, recommend reasonable accommodations, and prepare an Accommodation Letter for faculty. Students should contact the OAE as soon as possible since timely notice is needed to coordinate accommodations. The OAE is located at 563 Salvatierra Walk; phone: 650-723-1066; To get started, or to re-initiate services, please visit oae.stanford.edu.

Statement on Inclusivity

All language courses at Stanford are inclusive. Everybody has a name and a pronoun. Instructors are committed to referring to students with the correct pronoun. Please feel free to correct the instructor if there is an error.

Accommodation in Stressful Times

Language instructors care deeply about your well-being. Small classes mean individual support in your language learning. Please speak with your instructor if you are having any academic or personal difficulties. It is very important that we stay connected, especially during troubled times. We can be flexible about assignment and project completion dates. However, we want you to continue to attend class. We are a community and we need to support one another.

Academic Continuity

Stanford as an institution is committed to the highest quality education, and as your teaching team, our first priority is to uphold your educational experience. To that end we are committed to following the syllabus as written here, including through short or long-term disruptions, such as public health emergencies, natural disasters, or protests and demonstrations. However, there may be extenuating circumstances that

necessitate some changes. Should adjustments be necessary we will communicate clearly and promptly to ensure you understand the expectations and are positioned for successful learning.

Language Center Attendance and Make Up Guidelines

Stanford Language Center Course Attendance Guidelines

In accordance with University standards, students should plan to attend all class sessions of their language courses and review the respective syllabus for specific details. Language courses are governed by the Language Center guidelines on attendance and make-ups as below, consistent with the Language Center mission. Stanford language classes are taught in the target language. Class attendance and participation are essential to acquiring active language skills through in-person practice of conversation, reading, writing, and listening in real time. Attendance is essential to develop the skills to interact in the language. For this reason, students are expected to attend and actively participate in all class meetings.

Learning begins in the first week of classes. Shopping is not permitted and students will not be permitted to join a class after missing the first full week of instruction. Given the importance of attendance and participation to student learning, the below policies and expectations have been adopted for all language courses. If a student expects regular or extensive absences for any reason, the Language Center recommends taking a language class during a different quarter.

Absence and Make-Up Policy

- We provide some flexibility to all students. Students may miss up to two class hours with no penalty. Each subsequent missed class hour counts as a one percent (1%) deduction from the final course grade.
- Students who will miss class for official University-sponsored activities such as athletic competition should notify their instructor during the first week of class, providing a list of anticipated missed class dates. The instructor will then work with the student to make arrangements for the student to make up the missed class. If a student needs to be absent for health reasons or a personal emergency, they should consult with their instructor as soon as possible to consider the number of classes that will be missed and to review options. In some cases, the instructor may make arrangements for the student to make up a missed class.
- When approved by the instructor, absences must be made up within two weeks of the absence date and no later than the end of Week 9; make up sessions are not held during end-quarter or final exam periods.

Students with OAE disability-related academic accommodations that may require absences for medical reasons should consult with the program coordinator for that language prior to enrolling in a language course.

Statement of Affective Support - Accommodations in Stressful Times

As your instructor, I care deeply about your well-being. Please speak with me if you are having any academic or personal difficulties. It's very important that we stay connected, especially during troubled times. I can be flexible about assignment and project completion dates. However, I want you to continue to attend class. We are a community and we need to support one another.

Student Health Notice

While we hope that your time here at Stanford is wonderful and rewarding, university life can be very demanding, especially if your studies involve relocating to this area (even temporarily). Your health (physical and mental) is the top priority, so we encourage you to seek care and assistance if you ever feel unwell while you are a student here. Although a class cannot be made up if you do not attend it, we will try our best to assist you if you have been absent due to illness. Two important services available at Stanford include the Vaden Health Center and Counseling and Psychological Services (CAPS), which are available to all students enrolled in the Stanford health plan. For information on services and appointments, visit: <https://vaden.stanford.edu>.