RHET 4360 – Section 01
Writing for Publication

PREREQUISITE: RHET 1020

Course information
● Writing for Publication 4360 – 01
● UW 8.30 – 9.45
● Jameel C106
● Prerequisite Rhet. 1020

Instructor information
● Instructor – Richard Hoath
● rhoath@aucegypt.edu
● Office tel Ex. 2049
● Office PO 94 HUSS (Rhet. Dept.)
● Office hours UW 12-1 and by appointment

CATALOGUE DESCRIPTION
This course develops the skills to produce effective articles and presentations with a focus on journal submission requirements, journal review and publication processes. Provides training in the integration of information technology for presentations, and in primary and secondary research methods.

COURSE DESCRIPTION
This course guides students in the steps necessary to write a publishable paper. Specifically, we will focus on the process of transforming ideas and research into publishable papers. This course focuses on ‘how’ publication is done; looking at the skill and commitment needed to successfully publish. The course is organized around the creation of a publishable paper. Students may work on an existing document that has some promise of publication or develop a writing project over the course of the semester that will culminate in a publishable paper. We will discuss how to write for publication and identify key issues in the publishing and the review process. Additionally, we will explore the process of paper submission, editorial review and
rewriting. The course is designed around a series of writing tasks over the course the semester that will be incorporated into a 15 to 20 page publishable paper.

**LEARNING OUTCOMES**

By the end of the semester, students will be able to

- Provide evaluative analysis of relevant journals in their disciplinary fields
- Follow the academic/scholarly submission and review process
- Critique and edit own writing
- Complete a mock “blind” review of an article, which critiques content, style, types of evidence and form
- Employ audience-sensitive strategies to multiple cultural and discoursal contexts
- Apply ethical standards and demonstrate social responsibility throughout process of writing and publication

**COURSE SCHEDULE**

<table>
<thead>
<tr>
<th>Week One</th>
<th>February 4 and 7</th>
<th>Introduction to course; considerations when writing for publication</th>
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<tbody>
<tr>
<td>Week Two</td>
<td>February 11 and 14</td>
<td>Analyzing publications; audience, tone, content</td>
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<tr>
<td>Week Three</td>
<td>February 18 and 21</td>
<td>Dissecting a published article and devising a game plan; Types of publication</td>
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<td>Week Four</td>
<td>February 25 and 28</td>
<td>Book publication and in class</td>
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<td>Week Five</td>
<td>March 4 and 7</td>
<td>Continuing on types of publication</td>
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<td>Week Six</td>
<td>March 11 and 14</td>
<td>Types of Evidence used in research and writing</td>
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<td>Week Seven</td>
<td>March 18 and 21</td>
<td>Group conferences. Proposal for article due.</td>
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<td>Week Eight</td>
<td>March 25 and 28</td>
<td>What makes an article publishable?</td>
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<td>Week Nine</td>
<td>April 1 and 4</td>
<td>The Abstract; Peer/Blind Review</td>
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<td>Week Ten</td>
<td>April 8 and 11</td>
<td>Submitting an article for publication; review process</td>
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<td>Week Eleven</td>
<td>April 15 and 18</td>
<td>Oh no! Rejection! What happens next?</td>
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<tr>
<td>Week Twelve</td>
<td>April 22 and 25*</td>
<td>Revising and editing, resume. *25th Holiday</td>
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<tr>
<td>Week Thirteen</td>
<td>April 29 and May 2</td>
<td>Group Conferences</td>
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IMPORTANT NOTE I am inviting a number of different professionals to talk to the class with expertise in different types of publication e.g. journalism, books, scholarly articles, creative works etc. and have to arrange things around their schedules and availability. There has to be flexibility so this schedule is a guide only.

CLASS POLICIES

Assignment Format:
- All work done at home must be typed using size 12 Times New Roman font
- Use A4 size paper, double-spaced
- 2.5 cm (1”) margins all 4 sides
- Place your name, essay number, draft number, date of submission, and your instructor’s name in the upper left-hand corner of the first page
- Place assignment title or essay title in the center of the first page.
- Number the pages and staple in the upper left corner.
- Word count appears in parentheses at the end of each assignment
- Essays should be carefully proofread and checked for typing and other errors before submission.

Instructor’s Policies and Expectations

Citation Style – students will be required to use MLA for course assignments.

Paper formatting and style – papers should be submitted double spaced in size 12 font hard and soft copy.

Late work – given a valid excuse work will be accepted up to 48 hours late. After that the grade will be impacted as will persistent lateness

Mobile phones should be turned off in class.

Grades and Grading in this Course

A. Available Grades in the Course (Note: D- and IP grades are not available in this course)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>100-94</td>
</tr>
<tr>
<td>A-</td>
<td>93-90</td>
</tr>
<tr>
<td>B+</td>
<td>89-87</td>
</tr>
<tr>
<td>B</td>
<td>86-83</td>
</tr>
<tr>
<td>B-</td>
<td>82-80</td>
</tr>
<tr>
<td>C+</td>
<td>79-77</td>
</tr>
<tr>
<td>C</td>
<td>76-73</td>
</tr>
<tr>
<td>C-</td>
<td>72-70</td>
</tr>
<tr>
<td>D+</td>
<td>69-67</td>
</tr>
<tr>
<td>D</td>
<td>66-60</td>
</tr>
<tr>
<td>F</td>
<td>59</td>
</tr>
</tbody>
</table>

The grade breakdown is as follows

Autobiography 10%
Analysis of scholarly journals  10%
Article review  10%
Research for final article  10%
Article for publication (due at end of semester)  30%
Oral Presentation of Final Project  10%
Proposal for publication and correspondence with publisher  05%
Resume  05%
Class participation  10%

B. After final grades posting, I will respond to your questions about grades on email for a week after the date they are posted.

For additional information about grading and to get answers to questions like
- How will I know at what level (or grade) I am performing during the semester?
- I'm having trouble completing all the work by the end of the semester. What options do I have?
- Can I appeal a specific assignment grade?
- Can I appeal the final course grade given to me by the faculty?
  Visit this link or scan this QR code.

http://schools.aucegypt.edu/academics/rhet/FAQ/Pages/Grading.aspx

Attendance, Absences, and Tardiness
Students are highly encouraged to attend all classes, as regular class attendance can significantly help a student do better in the class. A student is not allowed to miss more than six classes without severe consequences, up to and including, failing the course. Also, missing more than 10 minutes of a class counts as half of an absence and missing more than 30 minutes of a class counts as a full absence.

There are many important additional guidelines related to this area. To read complete details and to get answers to questions like
- Who is responsible for keeping attendance?
- What happens if I miss a class? What happens if I exceed six absences?
- What is the policy on tardiness or missing part, but not all, of a class session?
- What happens if I have a medical excuse, family crisis, or extracurricular activity?
  Visit this link or scan this QR code.

http://schools.aucegypt.edu/academics/rhet/FAQ/Pages/Attendance.aspx/FAQ

Academic Integrity
In accordance with the AUC’s efforts to promote a culture of academic integrity on campus, the Rhetoric and Composition Department strictly enforces the academic integrity principles found in AUC’s Code of Academic Integrity. Instructors are trained to ensure students are doing their own work; additionally, students must also use Turnitin.com for all drafts of major assignments. Violations of academic integrity can lead to serious consequences, including failing the course and having notes about violations added to your permanent transcript.
For further details about academic integrity and to get answers to questions such as

- How do I know what is legitimate borrowing from a source and what is plagiarism?
- How will the instructor know if I have copied my paper from the Internet, had the paper written by a professional writing service, or tried some other tricky thing?
- What are the consequences of violations of academic integrity?
- What are the procedures for using Turnitin.com?

Visit this link or scan this QR code.

http://schools.aucegypt.edu/academics/rhet/FAQ/Pages/Academic_Integrity.aspx

**Dropping, Failing and Repeating Courses**

While we hope that you complete and pass your RHET course, sometimes disruptions do happen, and students, at times, drop or fail RHET courses. There are a number of important policies that affect these situations.

For further details about dropping, failing, and repeating and to get answers to questions such as

- I'm thinking about dropping my course. What should I do?
- What happens if I miss the drop deadline?

Visit this link or scan this QR code.

http://schools.aucegypt.edu/academics/rhet/FAQ/Pages/Dropping.aspx

**Special Needs, Concerns, or Additional Support**

The Department of Rhetoric and Composition provides practical support to all students in a fair and equitable manner. Students who have special needs or concerns about the class should talk to their instructors the first week of classes or as soon as possible. AUC complies with the American Disabilities Act of 1990 and Section 504 of the Federal Rehabilitation Act of 1973.

For further details about special needs, concerns or additional support and to get answers to questions such as:

- I have a documented special need. What should I do?
- I feel that I will need some additional support. What should I do?
- I have a concern about the instructor or the course. What should I do?
- What does the writing center offer? How can the writing center help me?

Visit this link or scan this QR code.

http://schools.aucegypt.edu/academics/rhet/FAQ/Pages/Special_Needs.aspx

**Research in RHET**

Research is highly valued at AUC, and students are encouraged to participate in research during their time at AUC, however, research, both on-campus and off-campus, MUST comply with a number of important policies and regulations for security, legal, and ethical reasons. Students who plan to do ANY on-campus research involving people (surveys, interviews, etc) or ANY off-campus research of any nature MUST receive approval PRIOR to starting their research. To begin this process a student should discuss their plans with their instructor as as well as be familiar with the policies found at the link below.
For important information about the research process, ethical research, extracurricular research opportunities, and to get answers to questions like

- When I conduct a survey or an interview, can I collect data from subjects off-campus?
- Do I need any approvals if I collect data from subjects on-campus?
- What is the IRB and what is CAPMAS?
- What presentation or publication opportunities do I have?

Visit the following link or scan this QR code:

http://schools.aucegypt.edu/academics/rhet/FAQ/Pages/Research.aspx

Scope of this Syllabus and Contingency Plans
This syllabus includes all written content, graphic displays, as well as the content referenced in the links/QR codes included in this document. Any student who continues in the course is expected to understand and abide by all policies, guidelines and schedules mentioned therein. However, in the event of the suspension of normal university classes, the initial plan is to continue with the course as long as there is internet accessibility in Egypt, but this may require adjustment to policies, guidelines, and schedules. Thus, in the case of the suspension of classes, please check your email and course website for details about how the course will continue.

IMPORTANT DATE – DROP DEADLINE 27th March 2018 by which time all students will have had feedback on at least two major assignments.

You are responsible for the information in these pages. If the information is included in these pages, “I didn’t know” is an unacceptable response. Being a student is a job. You must meet deadlines and actively participate if you wish to do well. Please keep this material handy and refer to it when you have questions about policy. If you happen to lose the policy sheet/syllabus, you can find a copy of it on WebCT or ask for it via email.

You are responsible for attending every class. If you have extenuating circumstances, it is your responsibility to contact me at once. If you must miss a class, please get notes from a peer.

- After 3 absences (whether they are “excused” or “unexcused”), your final grade will be lowered by a third (i.e., B+ would drop to a B) for each day you are absent. 9 absences will result in an F for the course.

You are responsible for being punctual. Two instances of tardiness = one absence. If you are late to class 4 times, for example, you will have 2 absences on your record.

You are responsible for seeking help. If you would like clarification about course material, please ask in class, make an appointment, or visit me during my office hours. You may also make use of the Writing Center.

You are responsible for being conscientious in class and checking your email. If it is written on the board, write it down for yourself. If anything strikes you in class, write it down. Ideas that come to you in class might eventually be developed and used in your essays. Additionally, check your email once a day for notes and clarifications.
You are responsible for turning in assignments, tasks and drafts on time and in the requested format. All essay drafts are due at the beginning of class on the assigned date. For each day a paper is late (whether a first OR final draft), your final grade for the paper will be lowered by one letter.

- If you are absent on the day an assignment, task or draft is due, you are responsible for delivering the assignment to me by the class period in which the paper is due; otherwise, the paper will be considered a day late. You must find a way to get me a hard copy – that is your responsibility.

- Please DO NOT EMAIL PAPERS to me unless I ask you to do so; always hand me the paper personally. You may email questions about the paper to me, but if you wish to discuss your entire paper, make an appointment or come to my office hours. Again, if you have an extenuating circumstance, it is up to you to contact me as soon as possible.

You are responsible for avoiding plagiarism in this class and in all other classes at the university. Plagiarism is representing someone else’s intellectual work as your own, which may include copying someone else’s paper or part of a paper, retrieving work from the internet and claiming it as your own, failing to acknowledge sources through standard citations, and collaborating inappropriately, whether with a friend, family, or a private tutor. Simply put, plagiarism is cheating, and it is unacceptable.