

ENGL5000:001

Fall 2021

Prof. Jen Buckley (she/her/hers)

TU TH / 9:30 am-10:45 pm / E126 AJB

Office hours: TU TH / 11 am -12 pm / 366 EPB and/or [Zoom](#)

## Introduction to Graduate Study

### Course description

This course enables English graduate students to discover and build the skills and relationships they will need to thrive as professionals in the PhD program and after graduation. The class is open to students who have not yet passed the Comprehensive Exam.

Students in this course will:

- learn the requirements of the English PhD program;
- gain information about the Graduate Certificate programs, which can enhance the PhD experience, shape the dissertation, and expand professional networks inside and outside academe;
- study and practice writing in multiple academic and non-academic genres;
- learn the components of annotations, conference abstracts, conference papers, articles, reviews, book chapters, and grant/fellowship/internship applications;
- gain research-grounded knowledge of best practices in teaching literature and writing across multiple education settings and sectors;
- draft documents (syllabuses, lesson plans, statements) that explain and demonstrate how they will implement these practices in their current and future teaching positions;
- learn about the many career paths taken by English PhDs, both inside and outside academe;
- identify potential mentors, programs, certificates, practicums, internships, and professional networks that will enable them to pursue these career paths.

### Required texts

The required book for this course is available at Prairie Lights and the HawkShop:

Gooblar, David. *The Missing Course: Everything They Never Taught you about College Teaching*. Cambridge, MA: Harvard University Press, 2019.

All other required texts will be posted as hyperlinks or PDFs to the course ICON site; those are listed on the ICON Syllabus/Calendar.

### Course outline

A detailed, day-by-day schedule, listing the required readings, activities, and assignments, is posted to the ICON Calendar. It is your responsibility to consult that calendar at least one per week.

Weeks 1-2: The UI English PhD program: requirements, opportunities, and possibilities

- required texts:
  - English PhD Handbook (PDF)

- English Graduate Career Guide (PDF)
- Graduate Student Mentoring Guide, Rackham Graduate School, University of Michigan (PDF)
- Jessica McCrory Calarco, *A Field Guide to Grad School: Uncovering the Hidden Curriculum* (e-book)
- David Gooblar, *The Missing Course*

Weeks 3-4: Professional academic research and writing: practices and resources

- reading like a scholar: graduate courses, “learning the field,” research projects
- genres of scholarly writing, part I: annotations and reviews
- session with Rita Soenksen, English and American Literature Librarian, UI Libraries

Week 5-7: Genres of scholarly writing, part II: abstracts, conference papers, articles, and book chapters

- required texts:
  - Eric Hayot, *The Elements of Academic Style* (PDF or e-book)
  - Helen Sword, *Stylish Academic Writing* and *Air and Light and Time and Space* (PDF)

Weeks 8-9: Genres of scholarly writing: grant, fellowship, and internship applications; public-facing writing

- session with Grad Success Center staff

Weeks 10-13: Teaching at UI and beyond

- required texts:
  - Gooblar, *The Missing Course*
  - William Germano and Kit Nicholls, *Syllabus* (e-book)
- creating a teaching portfolio and job application documents
- session with Office of Teaching, Learning, and Technology staff

Weeks 14-15: Building professional networks inside and outside academe

- creating CVs, résumés, and cover letters
- internships, practicums, and other opportunities

### **Academic Resources for Students**

Writing Center: <http://www.uiowa.edu/~writingc/>

Speaking Center: <http://clas.uiowa.edu/rhetoric/for-students/speaking-center>

Tutor Iowa: <http://tutor.uiowa.edu/>

### **Teaching Policies & Resources**

#### **ATTENDANCE AND CLASSROOM EXPECTATIONS**

Students are responsible for attending class and for knowing an instructor’s attendance policies, which vary by course and content area. All students are expected to attend class and to contribute to its learning environment in part by complying with University policies and directives regarding appropriate classroom behavior or other matters.

## ABSENCES

Students are responsible for communicating with instructors as soon they know that an absence might occur or as soon as possible in the case of an illness. Delays in communication could result in a forfeit of what otherwise might be an excused absence.

**ABSENCES: ILLNESS, UNAVOIDABLE CIRCUMSTANCES, AND UNIVERSITY SPONSORED ACTIVITIES** Students who are ill, in an unavoidable circumstance affecting academic work, or who miss class because of a University sponsored activity are allowed by UI policy to make up a missed exam. Documentation is required by the instructor except in the case of a brief illness. Students are responsible for communicating with instructors as soon as the absence is known (<https://opsmanual.uiowa.edu/students/absences-class#8.1>).

## ABSENCES: HOLY DAYS

Reasonable accommodations are allowed for students whose religious holy days coincide with their classroom assignments, tests, and attendance if the student notifies the instructor in writing of any such religious Holy Day conflicts within the first days of the semester and no later than the third week. (See the University Operations Manual: <https://opsmanual.uiowa.edu/students/absences-class#8.2>).

## ABSENCES: MILITARY SERVICE OBLIGATIONS

Students absent from class due to U.S. veteran or U.S. military service obligations (including military service-related medical appointments, military orders, and National Guard Service obligations) must be excused without penalty. Instructors must make reasonable accommodations to allow students to make-up exams or other work. Students must communicate with their instructors about the expected possibility of missing class as soon as possible. (For more information, see <https://opsmanual.uiowa.edu/iv-8-absences-class%C2%A0-0>).

## ACADEMIC MISCONDUCT

Plagiarism and the process for addressing academic misconduct of graduate students are defined in Section IV, Article F “Plagiarism by Graduate Students” of the UI Graduate College Manual of Rules and Regulations. Please contact the CLAS Associate Dean for Graduate Education for any necessary assistance in navigating the process mandated by the Graduate College.

## ACADEMIC ACCOMMODATIONS

UI is committed to providing an educational experience that is accessible to all students. A student may request academic accommodations for a disability (such as a mental health, attention, learning, vision, and a physical or health- related condition) through the Student Disability Services (SDS) office. The student is responsible for discussing specific accommodations with the instructor. Note that accommodations are not granted retroactively but from the time of the student’s request to the instructor onward; additionally, accommodations must be requested at least two weeks in advance of the related assignment or exam (<https://sds.studentlife.uiowa.edu/>). Graduate students serving as Teaching Assistants, Research Assistants, or Fellows must contact Faculty and Staff Disability Services (<https://hr.uiowa.edu/support/faculty-and-staff-disability-services>) for assistance with accommodations.

## CLASS RECORDINGS: PRIVACY AND SHARING

Course lectures and discussions are sometimes recorded or live-streamed. These are only available to students registered for the course and the intellectual property of the faculty member. These

materials may not be shared or reproduced without the explicit written consent of the instructors. Students may not share these recordings with those who are not enrolled in the course; likewise, students may not upload recordings to any other online environment. Doing so is a breach of the Code of Student Conduct and could be a violation of the Federal Education Rights and Privacy Act (FERPA); also see <https://dos.uiowa.edu/policies/code-of-student-life>

#### COMMUNICATION: UI EMAIL

Students are responsible for all official correspondences sent to their UI email address (uiowa.edu) and must use this address for any communication with instructors or staff in the UI community (Operations Manual, III.15.2). Emails should be respectful and brief, with complex matters addressed during the instructor's drop-in hours, for example. Faculty are not expected to answer email after business hours or during the weekends.

#### FREE SPEECH AND EXPRESSION

The University of Iowa supports and upholds the First Amendment protection of freedom of speech and the principles of academic and artistic freedom. We are committed to open inquiry, vigorous debate, and creative expression inside and outside of the classroom. Visit Free Speech at Iowa for more information on the University's policies on free speech and academic freedom: <https://freespeech.uiowa.edu/>.

#### COMPLAINTS ABOUT ACADEMIC MATTERS

Students with a complaint about a grade or a related academic matter should first visit with the instructor and then with the course supervisor (if applicable), and finally with the director of the school, department, or program offering the course. If a graduate student has not been able to resolve the issue through the director of the school, department, or program, they should contact the associate dean for graduate education in the College of Liberal Arts and Sciences. FINAL

#### EXAMINATION POLICIES

The final exam schedule is published during the fifth week of the fall and spring semesters or on the first day of summer classes; students are responsible for knowing the date, time, and place of their final exams. Students should not make travel plans until knowing this information. A student with exams scheduled on the same day and time or who have more than two final exams on the same day should visit this page for how to resolve these problems by the given deadline (<https://registrar.uiowa.edu/makeup-final-examination-policies>). No exams are allowed the week before finals, but with some exceptions made for labs, language courses, and off-cycle courses (<https://registrar.uiowa.edu/final-examination-scheduling-policies>).

#### HOME OF THE COURSE

The College of Liberal Arts and Sciences (CLAS) is the home of this course, and CLAS governs the policies and procedures for its courses. Graduate students, however, must adhere to the academic deadlines set by the Graduate College. See <https://grad.uiowa.edu/academics/deadlines>.

#### MENTAL HEALTH

Students are encouraged to seek help as a preventive measure or if feeling stressed or overwhelmed. Students should talk to their instructors for guidance with specific class-related concerns and are encouraged to contact University Counseling Service (UCS) at 319-335-7294 during regular business hours to schedule an appointment. UCS offers group and individual therapy as well as counseling for couples about relationships while making referrals to other resources

(<https://counseling.uiowa.edu/>). Student Health can also address related concerns (<https://studenthealth.uiowa.edu/>). These visits are free to students. After hours, students are encouraged to call the Johnson County Community Crisis Line at (319) 351-0140 or dial 911 in an emergency.

#### NONDISCRIMINATION IN THE CLASSROOM

The University of Iowa is committed to making the classroom a respectful and inclusive space for people of all gender, sexual, racial, religious, and other identities. Toward this goal, students are invited in MyUI to optionally share the names and pronouns they would like their instructors and advisors to use to address them. The University of Iowa prohibits discrimination and harassment against individuals based on race, class, gender, sexual orientation, national origin, and other identity categories indicated by the University's Human Rights policy. For more information, contact the Office of Equal Opportunity and Diversity at <https://diversity.uiowa.edu/division/office-equal-opportunity-and-diversity-eod>.

#### SEXUAL HARASSMENT

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff; all members of the UI community are expected to conduct themselves in a manner that maintains an environment free from sexual harassment and sexual misconduct. Those experiencing incidents of sexual harassment are strongly encouraged to report incidents and to seek help (<https://osmrc.uiowa.edu/>).