

**AMGT 470-AND-AMGT 505: Academic Writing in Arts Management**  
**1 credit /Spring 2011**  
**Innovations 215 G**  
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This course prepares students for the rigors of academic writing at the advanced level and supports their becoming acculturated in the academic writing skills and practices within their discourse communities. Primarily, students will learn how to analyze the rhetorical situation before writing: assignment, topic, purpose, audience, and organization. In addition, **AMGT 470/505** includes the principles of academic research, writing, and citation; each course assignment is designed to encourage students to think critically about their own writing and to practice patterns of review, assessment, reflection, and revision.

**Goals:** The student will develop an understanding of

- Individual writing process
- Principles and practices of academic writing
- Assessing various writing situations
- Various stages of researching a topic
- Methods of communicating effectively
- Classes of Writing (argument, description, comparison, contrast, etc)
- Draft processes
- Revision processes (global and local)
- Document designs
- Grammar and mechanics
- Writing manuals – APA and MLA and others

**Texts:**

Oliu, W; Bruscau, C; and Alred, G. *Writing that Works* 10<sup>th</sup> edition, Boston: Bedford/St. Martin's, 2010.

Hacker, Diane. *Rules for Writers*. 6<sup>th</sup> edition, New York: Bedford, 2008.

MLA, or APA Style Manuals

In-Class Readings, handouts

**Assignments:**

All writing assignments will be related to Arts Management writing assignments. The grade for this course will be determined by the following criteria:

- Class attendance, readings, and participation (absences will effect final grade)
- Conferences with Professor – to be scheduled at least once during the semester
- Analysis Paper, topic from Arts Management coursework or assigned
- Examination and critical review (written) of an essay related to arts management
- A final review of an arts management topic OR AMGT paper assignment

**Grading:**

This is a pass/no credit course. If a student does not do the above assignments – analysis paper, critical review, bibliographic review -- the student will not pass the course. If the student does not

attend all class meetings, the student will not pass the course. The transcript will be marked “no credit.”

### **Policies and Procedures**

**Sign up for the Mason Alert System** by visiting the website <https://alert.gmu.edu>, and an emergency poster exists in each classroom explaining what to do in the event of crises and that further information about emergency procedures exists on <http://www.gmu.edu/service/cert> . We will distribute a CVPA emergency card (yellow) to each student.

**An incomplete grade (IN)** is used only if the student requests it in writing. An IN counts as a failing grade until completed, and it automatically turns into an F if a grade is not turned in by the deadline in the Schedule of Classes.

### **Academic Integrity**

Mason is an Honor Code university; please see the University Catalog for a full description of the code and the honor committee process. The principle of academic integrity is taken very seriously and violations are treated gravely. What does academic integrity mean in this course? Essentially this: when you are responsible for a task, you will perform that task. When you rely on someone else’s work in an aspect of the performance of that task, you will give full credit in the proper, accepted form. Another aspect of academic integrity is the free play of ideas. Vigorous discussion and debate are encouraged in this course, with the firm expectation that all aspects of the class will be conducted with civility and respect for differing ideas, perspectives, and traditions. When in doubt (of any kind) please ask for guidance and clarification.

### **Mason Email Accounts**

Students must use their MasonLIVE email account to receive important University information, including messages related to this class. See <http://masonlive.gmu.edu> for more information.

### **Office of Disability Services**

If you are a student with a disability and you need academic accommodations, please see me and contact the Office of Disability Services (ODS) at 993-2474. All academic accommodations must be arranged through the ODS. <http://ods.gmu.edu>

### **Other Useful Campus Resources:**

WRITING CENTER: A114 Robinson Hall; (703) 993-1200; <http://writingcenter.gmu.edu>

UNIVERSITY LIBRARIES “Ask a Librarian”  
<http://library.gmu.edu/mudge/IM/IMRef.html>

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS): (703) 993-2380;  
<http://caps.gmu.edu>

### **UNIVERSITY POLICIES**

The University Catalog, <http://catalog.gmu.edu>, is the central resource for university policies affecting student, faculty, and staff conduct in university academic affairs. Other policies are available at <http://universitypolicy.gmu.edu/>. All members of the university community are responsible for knowing and following established policies.

**Schedule of Classes/Assignments**  
(May Change if Needed)

**Week #1: February 2**

- Introduction
- Course Overview

**Week #2 February 9**

- Individual writing process and principles of academic writing;
- your own definition of academic writing;
- Assessing various writing situations and stages of researching a topic
- Reading: Plagiarism

**Week #3 February 16**

- Argument and logical fallacies
- Citations
- *Rules for Writers*
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**Week #4: February 23**

- Methods of communicating effectively: writing assignments, presentations, portfolios, rubrics;
- Classes of Writing (description, comparison, contrast, etc);
- Analysis of readings

**Week #5 March 2 – Colloquy for All Graduate Students**

- *Writing that Works*: Part One, complete; Part Four, complete
- Writing Manuals – MLA, APA, Chicago, etc.;

**Week #6: March 9**

- Drafting processes;
- Bring Draft of paper to class for review – **Analysis DRAFT Due**
- Revision processes (global and local);
- Peer reviews;
- *Writing that Works*: Part Two, complete

**Week #7: March 23**

- **Critical review** draft due to class for assessment
- *Writing that Works*: Part Three, complete
- Current course assignments in Arts Management; bring assignment documents
- Techniques and approaches to an academic paper assignment
- **Analysis Review Paper Due**

**Week #8: March 30**

- **Draft due of Critical essay**; in class review
- Discussion of other arts management writing assignments

**Week #9 – Electronic Submissions:**

- All paperwork/assignments DUE
- Conferences Scheduled for rest of semester

- **Critical Essay Due**