

SENIOR WRITING PRACTICUM

Bilingual RWS 4300 and Standard RWS 4300
Spring 2024

Instructor: Dr. Isabel Baca
Pronouns: she, her, hers, ella

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Office Hours: Tuesday and Thursday 2-3 p.m. and by appointment
Virtual Office Hours: Through Zoom and by appointment

RECOMMENDED BOOKS AND MATERIALS (only for bilingual practicum)

Velázquez World Wide Spanish-English Dictionary (current or recent edition)
Spanish Dictionary (preferably one in your area of study, ex. legal)
English Dictionary (preferably one in your area of study)
Standard English Dictionary
Standard Spanish Dictionary
Wordfast Translation Software (free download available):
https://www.wordfast.com/store_download.html

*Standard RWS 4300 requires no books. All readings will be provided by the instructor.

COURSE DESCRIPTION

RWS 4300, the Senior Writing Practicum is a senior-level capstone. In this course, students are expected to initiate a project, pace themselves, and complete a quality professional writing portfolio consisting of written and/or digital texts created, revised and edited, and/or translated for a community organization/nonprofit, negotiated with an agency mentor, and approved by the course instructor. Students enrolled in the Bilingual Professional Writing Certificate Program are required to take this course as their final class in order to receive the certificate. Thus, these students will produce both English and Spanish texts. The quantity and length of the texts/documents to be produced will vary by student.

My Teaching Philosophy and Learning Outcomes

Even the best writers and authors work on revising, editing, and proofreading their texts and documents. Their first draft is never their final draft. Because writing is recursive, writers continually go back to reread what they have written, and effective writers get accustomed to editing and proofreading their work. They practice reading and editing others' writing, and they welcome feedback on their own writing.

Thus, in this course, you will practice being not only writers but editors of your own and of others' texts. You will be given the opportunity to grow as individual writers, editors, and/or translators and learn how to collaborate and create texts through effective project and time management. For your practicum, you will be working with a real "client," someone in the community/workforce, giving you the experience of creating, editing, and translating real texts for a real audience for a real purpose and context. Be thinking of whom you would like to have as a client; you can select individuals from nonprofit organizations, businesses, schools, etc. This must be a real client you can contact and with whom you can negotiate a contract for a writing and editing project, allowing you to practice your persuasion and communication skills as well. The goal is for you to practice what you have learned in your writing, rhetoric, and translation courses. I will provide a list of potential nonprofit organizations who have agreed to work with RWS 4300 students.

By the end of the course, you will:

1. Write and translate ethically and responsibly in both English and Spanish, both in print and online, in non-academic, professional settings.
2. Have acquired experience writing for a non-academic, professional audience in English and Spanish.
3. Apply translation theory, rhetorical theory, and writing studies techniques and concepts when making decisions as professional writers in non-academic settings and when writing and translating in English and Spanish.
4. Differentiate between revising, editing, and proofreading, and be able to do all three by editing documents/texts at each stage of the process and at all levels – from line editing to comprehensive editing (global and local errors).
5. Negotiate writing/literacy projects with clients, using your rhetorical and persuasive skills.
6. Use technology to enhance your writing, revising, editing, and translating processes.
7. Understand and be aware of ethical and legal issues involved with writing, editing, and translating.
8. Demonstrate your knowledge of translation theory, rhetorical theory, and writing studies.

For Bilingual RWS 4300 students, by the end of the course, you will also:

1. Translate ethically and responsibly, both in print and online, in a non-academic, professional setting.
2. Have acquired experience writing for a non-academic, professional audience in Spanish.
3. Apply translation theory in your work with the nonprofit organization.
4. Demonstrate your knowledge of translation theory.

COURSE STRUCTURE

Students will work independently on their practicum. They must adhere to the due dates and attend class meetings, individual conferences (virtual or in person), and agency visits required by both the agency mentor and the course instructor. We will have two workshop days where we will meet as a class and peer critique a document/text you have worked on for the nonprofit organization. Halfway through the semester, students will provide the instructor with a progress report. In the last weeks of the semester, students will give a presentation to showcase their practicum/portfolio. The practicum will conclude with a Reflection Session.

Students enrolled in RWS 4300 agree to do the following:

1. Select an organization/nonprofit agency to work with during the semester as professional writers, editors, and/or translators. The main goal of the practicum is to compose, revise, and edit texts (in print and/or digital). For bilingual RWS 4300 students, these include texts in Spanish. Translation is NOT the main objective.
2. Negotiate and create a community writing contract describing the tasks, projects, and duties to be completed for the organization/agency mentor and provide deadlines for completion of all these projects/tasks.
3. Have the community writing contract approved by the course instructor and signed by all three parties: agency mentor, instructor, and student.
4. Meet all the agency's requirements (training, orientation, meetings, etc.).
5. Complete all the agency's and course assignments.
6. Meet all the agency's and course deadlines.
7. Participate in both peer critique workshops.
8. Report on-going progress to the instructor by the due dates provided by the instructor.
9. Complete a self-evaluation upon completion of the practicum.
10. Request for agency mentor to complete an evaluation of the student and submit it to the course instructor.
11. Give a final, professional presentation at the end of the semester.
12. Submit a professional portfolio with all the texts produced for the agency mentor/organization.
13. Attend and participate in a Final Reflection Session.
14. Conduct themselves professionally and responsibly both in class and at the agency site.
15. Complete all course activities.
16. Complete the practicum by the due date.

EVALUATION

To qualify for a passing grade, students must complete their writing practicum with their selected agency/mentor, participate in all course activities and meetings, attend individual conferences with the instructor, and complete all course and agency assignments and requirements. Higher grades will be given on the basis of quality of performance and excellence in work produced. To receive the Bilingual Professional Writing Certificate, students must earn at least a C in this course.

Students will receive points for each assignment and the actual practicum. The following is a list of tentative assignments and their probable weight in points.

<u>Tentative Assignment</u>	<u>Probable Weight in Points</u>
Complete Draft of Contract, with no signatures	15
Final Contract, with signatures	15
Workshop #1 Text and Peer Critique	15
Workshop #2 Text and Peer Critique	15
Practicum Progress Report	15
Practicum Final Portfolio:	55
➤ Final Contract (already graded)	
➤ Texts Produced (40)	
➤ Self-Evaluation (10)	
➤ Organization of Portfolio (5)	

Practicum Final Presentation	15
Final Reflection	10
Agency Mentor Evaluation (of student)	*Required
Course Participation and Attendance	15
The Actual Practicum (working with the agency)	100

TOTAL = 255

FINAL GRADE SCALE

230-255 = A

204-229 = B

179-203 = C

153-178 = D

152 and below = F

Please speak with me if you have any questions or concerns about your performance, grades, progress, and practicum anytime during the semester.

COURSE POLICIES

Please adhere to the following course policies.

Course and Practicum Completion

It is your responsibility to inform both the course instructor and the agency mentor if you are dropping the course. You must conduct yourself professionally and responsibly both in the classroom and at the agency site. You must meet all deadlines given by both me (the instructor) and the agency mentor. You should refer to the course calendar and your practicum contract.

Academic Dishonesty

You are expected to maintain professional ethics by giving credit freely where it is due and acknowledging the inclusion of material from an outside source in your documents and writing. In other words, plagiarism and any other form of cheating will not be tolerated. Violations will be taken seriously and will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions.

Using AI for Brainstorming

Some AI technologies or automated tools, particularly generative AI such as [ChatGPT](#) or [DALL-E](#), can be beneficial during the early brainstorming stages of an activity, and you are welcome to explore them for that purpose. However, keep in mind that AI-generated ideas are not your own and may hinder your ability to think critically and creatively about a problem. It is also important to remember that these technologies often “hallucinate” or produce materials and information that are inaccurate or incomplete—even providing false citations for use.

That said, you are not allowed to submit any AI-generated work in this course and in the work you produce for the agency mentor/nonprofit organization as your own. If you use any information or materials created by AI technology, you are required to cite it like you would any other source. Consider how this will affect your credibility as a writer and scholar before doing so. Any direct use of AI-generated materials submitted as your own work will be treated as plagiarism and reported to the Office of Student Conduct and Conflict Resolution (OSCCR).

RESOURCES

The following resources may be helpful to you as a student.

Bilingual Professional Writing Certificate (BPWC) Lab

The BPWC Lab is available to all BPWC students. It is located in Hudspeth 301. It is equipped with three computers and two printers. Lab hours of operation vary every semester. Schedule will be posted on the door.

University Writing Center (UWC)

If you want to improve your writing and/or get feedback on your writing, you may visit the University Writing Center (UWC). The UWC offers workshops and one-on-one consultations, both in person and virtually. For more information, visit their website: <https://www.utep.edu/uwc/>

Center for Accommodations and Support Services (CASS)

If you have or believe you have a disability and need specific accommodations, please contact The Center for Accommodations and Support Services (CASS) at 915-747-5148, or by e-mail to cass@utep.edu. You may also visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.utep.edu/CASS. CASS staff are the only individuals who can validate, and if need be, authorize accommodations for students with disabilities. Students who become pregnant may also request reasonable accommodations, in accordance with state and federal laws and regulations and University policy. Accommodations that constitute undue hardship are not reasonable. For more information on this policy, visit <https://www.utep.edu/hoop/section-2/student-pregnancy-and-parenting-nondiscrimination-policy.html>

Counseling and Psychological Services

As a student, you may seek counseling services at UTEP. Visit the Counseling and Psychological Services website for more information: <https://www.utep.edu/student-affairs/counsel/counseling-services/>

Food Pantry

The UTEP food pantry offers support and assistance to UTEP students who are dealing with food insecurity. Items available to students include cereal, crackers, peanut butter, jelly, rice, pasta, Ramen noodles, tea, dry beans, canned soup, canned vegetables, canned fruit, canned tuna, canned chicken, toiletries and more. The food pantry is located in Memorial Gym, Room 105. For more information, visit their website: <https://www.utep.edu/student-affairs/foodpantry/>

CLASS CALENDAR

Review the provided class calendar for deadlines. Class calendar is subject to change.

SENIOR WRITING PRACTICUM
Both Standard RWS 4300 and Bilingual RWS 4300
IMPORTANT DATES AND DEADLINES
Spring 2024 Calendar

*This calendar is tentative. Meetings may be changed to virtual format through Zoom, if need be. Please note that location and times change throughout the semester.

January

- T 16 **Class Meeting**
Introduction to Practicum – Hudspeth 313, 3-4:20 p.m.
- TH 18 **Class Meeting**
Meeting the Agency Mentors -- **Miners Hall, Room 201, 3-4:20 p.m.**
- T 23 **Class Meeting – Hudspeth 313, 3-4:20 p.m.**
Discuss practicum contracts and goals of practicum
- T 30 **DUE: Draft of Practicum Contract with no signatures**
Email it to me at ibaca@utep.edu
No class meeting

February

- TH 1 Individual Conferences – Hudspeth 314, my office
3:00 p.m. –
3:20 p.m. –
3:40 p.m. –
4:00 p.m. –
- TH 29 **Class Meeting – Hudspeth 313, 3-4:20 p.m.**
Workshop #1
DUE: Text/Document you have worked on for the practicum

March

March 10-16 – SPRING BREAK

- T 26 **Class Meeting – Hudspeth 313, 3-4:20 p.m**
Progress Reports will be given in class.
- TH 28 **Class Meeting – Hudspeth 313, 3-4:20 p.m.**
Workshop #2
DUE: Text/Document you have worked on for the practicum

Last Day to Withdraw from the course with a “W” – March 28

April

- TH 18 (Tentative, and if needed) Class Meeting- Hudspeth 313, 3-4:20 p.m.

April (Continued)

F 26 **Practicums Must Be Completed!**

M 29 **Class Meeting – PRACTICUM FINAL PRESENTATIONS and REFLECTIONS**
2:30-4:30 p.m. – Hudspeth 114
DUE: Practicum Portfolios

OR

T 30 **Class Meeting – PRACTICUM FINAL PRESENTATION and REFLECTIONS**
1:30-3 p.m. – Hudspeth 114
DUE: Practicum Portfolios

May

Tentative Date and Time:

TH 2** ***Department of English, End-of-Semester Ceremony
Bilingual Professional Writing Certificate Students are recognized!
3 p.m. Location to be announced