

## Course Syllabus

### **Writing Seminar – LSAP/LLC 3009**

Spring Semester 2025

**Dr. Cassie Quigley**

Office Hours by Appointment

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### **COURSE DESCRIPTION AND OBJECTIVES**

The purpose of the writing seminar is to be a supportive scholarly community that assists everyone on their academic journey. One important function of the seminar is to be a place where students share and receive feedback on their writing (e.g., milestones, article drafts, policy briefs) and presentations (e.g., milestone defenses, conference presentations, job talks). The seminar is also intended to help students increase awareness of different strategies and approaches to writing, build writing habits, improve awareness of arguments you want to make in your scholarly work, learn how to provide productive feedback, and build knowledge for navigating graduate school and academia more broadly.

### **COURSE EXPECTATIONS AND REQUIREMENTS**

The writing seminar is most effective when students share their work. While writers/presenters benefit from productive feedback, research suggests that providing feedback is equally or even more beneficial to learning. It is especially productive and beneficial when sharers specify what they want feedback on, and feedback providers use that information to focus and guide their comments. The course meets every other week. You may also (and I encourage you) to meet in the ‘off weeks’ to write together in person or online.

### **COURSE EVALUATION AND GRADING SCHEMA**

Grades are determined by attending and actively participating in classes (i.e., preparing comments on each other’s work and sharing work). At the University of Pittsburgh, the grading schema is as follows:

<b>Grades</b>	<b>Points</b>
A+	97-100
A	94-96
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73

**Writing Seminar meeting dates:**

9:30 am- 11:30 am @ WW Posvar Hall TLL Conference Room (5<sup>th</sup> floor by the lunchroom)

This course will meet bi-weekly on Thursdays in the Fall semester. We will reconvene for the spring schedule. The meeting dates are:

January 23, 2025  
February 6, 2025  
February 20, 2025  
March 13, 2025  
March 27, 2025  
April 10, 2025  
April 17, 2025  
May 1, 2025

Note: Spring break is the first full week of March and AERA is April 23-27.

## **TLL Writing Retreats**

February 12; 9 am- 12pm; Imagination Playce (lunch provided)

April 9; 9 am- 12pm; Imagination Playce (lunch provided)

## **University, Departmental, and Course Policies**

### **Academic Integrity**

Students in this course will be expected to comply with the University of Pittsburgh's Policy on Academic Integrity. Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity. This may include but is not limited to, the confiscation of the examination of any individual suspected of violating University Policy. Furthermore, no student may bring any unauthorized materials to an exam, including dictionaries and programmable calculators.

### **Disability Services**

If you have a disability that requires special testing accommodations or other classroom modifications, you need to notify both the instructor and Disability Resources and Services no later than the second week of the term. You may be asked to provide documentation of your disability to determine the appropriateness of accommodations. To notify Disability Resources and Services, call (412) 648-7890 (Voice or TTD) to schedule an appointment. The Disability Resources and Services office is located at 140 William Pitt Union on the Oakland campus.

### **TLL Departmental Grievance Procedures:**

The purpose of grievance procedures is to ensure the rights and responsibilities of faculty and students in their relationships with each other. When a student in DIL believes that a faculty member has not met his or her obligations (as an instructor or in another capacity) as described in the Academic Integrity Guidelines, the student should follow this procedure:

1. The student should talk directly to the faculty member to attempt to resolve the matter.
2. If the matter cannot be resolved at that level, the student should talk to the relevant program coordinator.
3. If the matter remains unresolved, the student should talk to the associate chair of DIL
4. If needed, the student should next talk to the SOE associate dean of students.
5. If the matter still remains unresolved, the student should file a written statement of charges with the dean's designated Academic Integrity Administrative.

## **Civility Commitment**

As future or current teachers, we will operate from a standpoint that everyone believes that all students deserve a quality education in a safe setting. The same can be said for university learning. A university classroom is, by definition, a space where a free exchange of ideas must happen, but where consideration for others, their views, and their life experiences is also paramount. When you are uncomfortable with an idea, it is your right to speak up about that. As we learn with and about people with very different life experiences and beliefs from our own, it is imperative that we respect these perspectives and use respectful language in discussing and challenging ideas. Carefully consider your language choices to ensure that all learners feel safe and valued. If at any time, you are uncomfortable please feel free to speak out and/or speak to me privately.

### **Sexual Harassment**

The University of Pittsburgh is committed to the maintenance of a community free from all forms of sexual harassment. Sexual harassment violates University policy as well as state, federal, and local laws. It is neither permitted nor condoned. It is also a violation of the University of Pittsburgh's policy against sexual harassment for any employee or student at the University of Pittsburgh to attempt in any way to retaliate against a person who makes a claim of sexual harassment. Any individual who, after thorough investigation and an informal or formal hearing, is found to have violated the University's policy against sexual harassment, will be subject to disciplinary action, including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense. For more information, see the website on [sexual misconduct](#).

### **Diversity and Inclusion Statement**

I consider this classroom to be a place where you will be treated with respect, and I welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability – and other visible and non-visible differences. All members of this class are expected to contribute to a respectful, welcoming, and inclusive environment for every other member of the class.

### **Names and Pronouns**

I will gladly honor your request to address you by your name and pronoun (that may differ from the school records). Please advise me of this preference early in the term so that I may make appropriate changes to my records. You may email me at [cquigley@pitt.edu](mailto:cquigley@pitt.edu) or tell me in person in class, whichever is most comfortable for you! I want to be sure you feel yourself and comfortable in our class community.

### **Copyright Statement**

These materials may be protected by copyright. United States copyright law, 17 USC section 101, et seq., in addition to university policy and procedures, prohibits unauthorized duplication or retransmission of course materials. See the Library of Congress Copyright Office and the University Copyright Policy.

### **Statement on Classroom Recording**

To ensure the free and open discussion of ideas, students may not record classroom lectures, discussions, and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student's own private use.

### **G-grades**

If unforeseen events (such as major illness) prevent a student from timely completion of course work, he/she may request a meeting with the instructor to discuss the possibility of earning a "G" grade for the term. If both student and instructor agree to the "G" grade, they collaboratively write a document that describes, in detail, what the student needs to do to complete the required course work and the time frame (not to exceed one academic year) within which he/she must do so. Upon receiving all work, the course instructor would evaluate the work and send forward to the Associate Dean a request for the permanent grade.

### **Food/Housing Insecurity**

Many students, both undergraduate and graduate, experience housing and/or food insecurity that can impact their academic work and general health. Please know there are resources available to you that are confidential. Of course, you are welcome to speak with me if you need support in contacting the right people/offices:

### **Pitt Pantry**

[Food Pantry Links to an external site.](#) available to the wider University community

### **Off-Campus Housing Office:**

Find out about [off-campus housing Links to an external site.](#)

### **Technical Support**

Contact Pitt IT for technical assistance by submitting a [helpdesk ticket links to an external site](#)

### **Online Conduct**

Appropriate online academic conduct means maintaining a safe learning environment based on mutual respect and civility. All participants in Pitt online courses are expected to behave professionally by adhering to these standards of conduct:

- Never transmit or promote content known to be illegal.
- Respect other people's privacy as well as your own.
- Forgive other people's mistakes.
- Never use harassing, threatening, embarrassing, or abusive language or actions.

Online communication that fails to meet these standards of conduct will be removed from the course. Repeated misconduct may result in being blocked from online discussions, receiving a grade penalty, or being dismissed from the course. Such misconduct in the online environment may also be reported to officials for appropriate action in accordance with university policy. If

you ever encounter inappropriate content in our course, please contact your instructor with your concerns.