

Metropolitan College

755 Commonwealth Ave., Boston, MA 02215

617-353-6000

e-mail: met@bu.edu • www.bu.edu/met

Resources: Writing and Communication courses for native speakers of English and International Students

Check the Web site for availability, cost, and schedule

MET AD 501 Business Communication for International Students

This four-credit course, developed for students for whom English is a second language, provides techniques for effective written and oral communications. Contact the Administrative Sciences Department for details and registration approval.

MET BC 101 Basic Writing Skills

A two-credit course that examines the logic and techniques of writing, with review of grammar and mechanics. For students who wish to improve their basic writing skills in preparation for further academic work, professional growth, or personal enrichment. Classes limited in size to ensure individual attention.

MET EN 101 Expository Composition for International Students I

A four-credit course geared to the student whose native language is not English. Basics of English composition and the organization of paragraphs and short essays are studied through frequent papers and exercises. Discussion of readings; individual conferences.

MET EN 102 Expository Composition for International Students II

For the student whose native language is not English, this four-credit course provides the basics of English composition. Students will learn how to organize paragraphs and short essays through frequent papers and writing exercises. Individual conferences keep the students aware of their progress.

MET EN 103 Basic Composition

A four-credit course that concentrates on the basics of English composition: grammar, spelling, punctuation, vocabulary use, sentence construction, and organization of sentences into paragraphs. Students write a minimum of 12 short papers during the term. Individual conferences.

MET EN 104 English Composition

This four-credit course is required for all undergraduate degrees; reinforces basic skills in communication necessary for college work. Instruction and practice in fundamentals of critical writing, reading, and thinking. Lectures combined with seminars on current social, political, psychological, and philosophical issues. Students choose their seminars. Frequent papers; individual conferences.

MET EN 201 Intermediate Composition

Practice writing exposition, argument and persuasion, the critical essay, and the research paper in this four-credit undergraduate class. Related readings, class discussion of papers, and individual conferences assist in the skill-building process. *Prereq: EN 104 or equivalent, or exemption. Limited enrollment.*

Summer Term

755 Commonwealth Ave., Boston, MA 02215

617-353-5124

e-mail: summer@bu.edu • www.bu.edu/summer

Resources: Courses for native speakers of English and International students

Check the Web site for availability, cost, and schedule

CAS WR 098 Intro to College Reading and Writing in English (ESL only)

Intended for students whose first language is not English. This four-credit undergraduate course focuses on analytical and persuasive writing. Intensive study of prose mechanics and essay structure. Grammar and punctuation: patterns for composing sentences and paragraphs; proper citation of sources in support of a thesis. Extensive reading, including one long reading and works that exemplify a variety of styles. Individual conferences.

CAS WR 100 Writing Seminars

These four-credit undergraduate classes stimulate the student's imagination through reading and writing with a theme or topic in literature, thought, and society. Emphasis on assimilation of challenging readings into essays that are clear, accurate, persuasive, and engaging. Practice in classroom discussion of ideas and refinement of speaking skills. Special attention to comparison and synthesis. Individual conferences.

CAS WR 150 Writing and Research Seminar

This four-credit undergraduate class enhances the student's reading and writing skills through a theme or topic in literature, thought, and society. Emphasis on research techniques, including the location, evaluation, and synthesis of secondary sources. Special attention to the role of evidence in persuasive writing. Assignments include oral presentations and two research papers.

It is suggested that faculty members check the Web site periodically for changes and updates to this resource guide. Visit www.bu.edu/met

Boston University is an equal opportunity / affirmative action institution and employer.

01/03/03

A Resource Guide for Metropolitan College Faculty

Communication Skill-Building Sources for Students



Communication Skills for Metropolitan College Students

Statement of Principles

Established by the Faculty of Metropolitan College

Metropolitan College is proud of the diversity of its student population and is committed to educating undergraduate and graduate students in an environment that welcomes students from all backgrounds and cultures. At the same time, we are committed to evaluating student work in a manner that is consistent with the high normative standards of university education. Faculty need not be reminded that academic work undertaken at MET is part of a higher educational program and not merely professional training.

At the undergraduate level, Metropolitan College has revised its English Composition requirements to assure a higher standard of proficiency in written communications. This does not replace, though, the obligation of faculty to expect their students to demonstrate writing and speaking ability as part of course requirements.

At the graduate level, our challenge and responsibility is equally important. We recognize that Boston University has a large population of international students, many of whom are not native English speaking. We also recognize that many graduates who *are* native English speaking may not have had an undergraduate education (e.g., studio art, music performance, mathematics, or engineering) that demanded extensive written work. Knowledge of the English language is central to success both in graduate studies and a professional career. Understanding lecture material, taking part in class discussion, efficiently distilling knowledge from the large body of professional literature, articulating ideas for a project or a management approach, justifying a strategy or business plan—all depend on the ability to communicate, orally and in writing, clearly and concisely.

“It is our duty as educators to develop and nurture our students’ English knowledge and skills. . .”

It is a common and unfortunate misconception to believe that excellence in a chosen field of study, such as mathematics or computer programming, can be achieved without proficiency in English, even if mathematical symbols and formal syntax are the same regardless of native language. In fact, the contrary is often true: a subtle change in the English formulation translates into a different formula or syntax construct, and may lead to serious errors. It is therefore our duty as educators to develop and nurture our students’ English knowledge and skills, while ensuring their mastery of the professional terminology.

Toward this end we propose that all faculty members teaching within MET College require that student writing meet a minimum standard of written and oral communication consistent with the professional standards in the field. We believe that all students should be evaluated critically and consistently based not only on what they have to say, but how they say it. Furthermore, no student, regardless of nationality, should be permitted a Metropolitan College graduate degree who cannot produce a clearly written research paper, business correspondence, critical analysis of an issue or problem, well organized business plan, or other document normally expected in their field.

Each department or graduate program should develop its own diagnostic means of evaluating student writing and make remedial assistance available to all students who are not producing work at a satisfactory level. A guide to writing resources available to students at Boston University will also be provided to each faculty member. Ultimately, though, it is the duty of all faculty—regardless of the subject matter, the level of the course, or the background of a student—to hold all students accountable for their ability to communicate.

Resources Available to Metropolitan College Students

Educational Resource Center (ERC)

1 University Road, The Sargent Gym Building, Suite 150, Boston, MA 02215
617-353-7077

e-mail: erc@bu.edu • www.bu.edu/erc

Monday-Thursday, 9:00 a.m. to 10:00 p.m.; Friday, 9:00 a.m. to 7:00 p.m.; Saturday, 11:00 a.m. to 7:00 p.m.; Sunday, 12 noon to 10:00 p.m.; Summer hours, Monday-Friday, 9:00 a.m. to 5:00 p.m.

Resources: Tutoring, assistance with writing

Cost: Free to BU students with a valid Terrier card

At the ERC Writing Center, Graduate Writing Fellows are available to assist graduate and undergraduate students individually with every stage of the writing process, from writer’s block to organization and stylistic issues. Emphasis is focused on clarity and structure in paper writing as well as on avoiding plagiarism. Students may call or stop by to make 40-minute appointments; three appointments are permitted per semester.

At the ERC, peer tutoring is available for most undergraduate courses. Students can receive assistance with subject matter and learn methods for improving organizational skills and study habits.

The Center for English Language and Orientation Programs (CELOP)

890 Commonwealth Ave., Boston, MA 02215

617-353-4870

e-mail: celop@bu.edu • www.bu.edu/celop/part-time

Check the Web site for availability, cost, and schedule

Resources: Day and evening courses for students whose first language is not English

At The Center for English Language and Orientation Programs (CELOP), non-native speakers of English are offered a variety of courses that are geared to different levels of language proficiency. Daytime courses are offered in Professional English and Academically-Oriented English, as well as general courses in English Language and Culture. Evening courses are available in English Communication Skills, Pronunciation, Speaking and Listening, TOEFL Preparation, Oral Communication and Presentations, and Academic and Professional Writing.