



University English Writing: Academics

Unit of Study Outline

1. Unit of study information

This course brings a variety of brainstorming techniques to help students focus on mechanics of writing plus basic research and academic writing skills such as summarizing, paraphrasing, and referencing; narrowing a topic; cohesion and developing a thesis statement. Also, preliminary word processing skills and internet searches will be introduced. The feedback from classmates and instructor is important part of this course.

2. Pre-requisite units and assumed knowledge

There are no prerequisites for this course.

3. Learning aims and outcomes

After completion of this course, students should be able to:

- Craft an essay with a strong, clear thesis, body paragraphs, transitions, and a conclusion
- Edit your writing to have minimal grammatical errors
- Use various strategies for generating ideas about a topic
- Utilize methods for making writing more coherent
- Develop revision strategies that can be used in other courses
- Use references in writing while avoiding plagiarism

4. Weighting of final grade

Exams and Quizzes	50%
Homework	40%
Class Participation	10%

5. Grading

A 100-95	A- 94-90	B+ 89-87
B 86-83	B- 82-80	C+ 79-77
C 76-73	C- 72-70	D+ 69-67
D 66-63	D- 62-60	F 59 or lower

6. Policies

Attendance Policy

Attendance in class is mandatory for all students enrolled in the course. Any excused absence must be discussed directly with the teacher. Being late to class within 15 minutes will be recorded as 1 LATE and being late over 15 minutes will be recorded as 1 ABSENCE. 3 LATES equal to 1 ABSENCE. 20% absences of the total teaching hours will cause an F (a failing grade) directly. However, students are still welcome to continue to attend class. F students have no right to drop this course anymore. Each unexcused absence will result in the lowering of the attendance grade by 1 point. Each excused absence will result in the lowering of the attendance grade by 0.5 point.

Participation Policy

Students should participate in their chosen classes actively and effectively. The Participation Grade is related to the Attendance Grade. Students' final attendance grade is the maximum of their participation grade.

Participation grade will be based on a variety of factors including, but not limited to taking part in class discussions and activities, completing assignments, being able to answer questions correctly, obeying class rules, and being prepared for class, frequent visiting your instructors and chatting in English during their office hours is highly recommended.

Policy on Assignments and Quizzes

Students should finish their assignments completely and punctually. Assignment should be submitted on the date appointed by the instructor. If a

student cannot hand in the assignment on time, the reasonable excuse will be needed. Late assignments will receive a maximum grade of 80. An assignment that is late for 3 days will be corrected but receive 0.

You are recommended print all your assignment in the uniform format with the heading of Student's Pledge of no cheating. Written assignment or printed ones without the uniform heading of pledge will receive a maximum grade of 80.

It is mandatory to have weekend assignment every week. Any weekend assignment should be submitted on first class of next week.

It is mandatory to have holiday assignment on the public holidays. Any holiday assignment should be submitted on the first day on returning to school.

Students are required to do a multitude of presentations during the course.

Plagiarism

Any form of cheating is NEVER tolerated. Any student ONCE caught cheating on a quiz, assignment or examination will receive a 0 for that particular work of the whole semester. At the beginning of the semester the definition of plagiarism will be carefully explained. When any thoughts or writings of another person are used, the sources must be clearly identified (using quotes, bibliography and giving reference).

Classroom Policies

1. No eating, cellular phones, electronic dictionaries, smoking, chatting or drowsing in class.
2. Please speak in English rather than Chinese in class.
3. Students are not allowed to attend class without textbooks.
4. Stand up when answering questions.
5. Respect classmates' ideas, opinions, and questions of your classmates.
6. You are welcome to visit the instructor's office in his/her office hours.
7. Take good care of the laboratory facilities. Do not splash water on the desktop.
8. When each class is over, hang the earphone on the hanger. Put the trash into the trash-bin.
9. All your classroom involvement, performance and after-class communications with instructor will affect your participation score.
10. All communications with the teacher must be in English, both inside and outside class time.

7. Texts and other recourses

Soles, Derek (2010) *The Essentials of Academic Writing* (2nd ed.) Wadsworth Cengage Learning.

8. Teaching methods

Assigned readings, class discussions, writing assignments, and revisions

9. Week by week topic and study guide

Week 1	What is an Academic Essay?	Writing for the Social Sciences
		Writing for the Sciences
Week 2		Writing for the Humanities
		Writing for Business
		Writing for Technology
Week 3	Consider Topic, Audience, Purpose	Reflect upon Your Topic
		Consider Your Reader
Week 4		Establish Your Purpose
		Compose Your Thesis Statement
Week 5	Research Your Topic	Books
		Periodicals
		The Internet
Week 6		Interviews
		Questionnaires
		Incorporating Research
Week 7	Midterm Exam	
Week 8	Make a Plan	Planning an Expository Essay
		Planning a Compare/Contrast Essay
Week 9		Planning an Argument
		Audience and Purpose in Argument
Week 10	Write a Draft	Write a Clear and Specific Opening
		Write Complete Body Paragraphs
Week 11		Write an Explicit Conclusion
Week 12	Revise Your Essay	Structure
		Content
Week 13		Cohesive Ties
		Style

		Peer Review
Week 14	Edit Your Essay	Grammar
		Structure
Week 15		Punctuation
		Diction
Week 16	Acknowledge Your Sources	Plagiarism
		Citation
Week 17	Final Exam	