Academic Writing IV  Syllabus

ENGLISH LANGUAGE INSTITUTE
University of South Florida
Summer Semester 2006

Instructor:  Li Jin

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Office:  FAO130  Office hours:  11:00-12:00 (W)
Class Time:  10:00 – 10:50 MRF                   10:00—10:50 TW  (CPR 467)
Classroom:  M-SOC205, T& W-CPR467;R- CPR340;F-CPR250

Required Materials:
2. A  3½” computer disk or a thumb drive  (or you can e-mail your documents to yourself)
3. Any Writing Folder (for all exercises, information, and drafts for each writing assignment);

Suggested Book (not required):
Longman Language Activator (Advanced).  The cost is about $56 new or $46 used.

Course Goals:
This course will prepare you for the writing assignments required in university courses.  Two days per week we will meet in the computer lab.  During the the semester you will:

- gain proficiency with Microsoft Word
- write paragraphs and essays using various styles, such as definition, process, classification, compare/contrast, cause effect.
- use peer review before revising your papers
- practice editing for grammar and punctuation
- practice revising for vocabulary, content, organization, coherence
- practice paraphrasing, summarizing, and synthesizing information, as well as using direct quotation and reported speech
- conduct research on the Internet and the USF library
- become familiar with academic documentation procedures (APA in-text citations and bibliography)

Policies:
- Attendance is mandatory.  If you are absent from class, remember to get notes from a classmate.  You should additionally call or e-mail the instructor
- You must send me an e-mail if you are absent the day of a test and want to make it up.
- “Pop” quizzes and reading checks are to be expected. Be prepared.
- The final exam can only be taken during its scheduled day and time.

Labs:
- Writing IV meets in the lab on Tuesday and Wednesday. Be sure to bring a disk or a thumb drive.
- NO FOOD or DRINK is allowed in the lab.
- The lab is open for you to work on assignments from 8:00 to 5:30 M-R and 8:00-1:00 F.

Course Requirements and Evaluation:
An overall grade of 85% in core courses (Grammar, Writing, Culture) is necessary to successfully complete level IV. The grade for this course is based on:
- 10% Attendance
- 30% Writing Folder
- 30% Assessments
- 30% Final Exam

- Writing Folder: a two-pocket folder where you will save all of your writing assignments: free writing, charts, outlines, summaries, drafts, gathered information, peer reviews, teacher comments, revisions, final drafts, etc. The Writing Folder will be collected on the due date of each writing assignment.
- Assessments: chapter quizzes, timed writings, paragraphs, and essays that are not reviewed by the teacher prior to grading.

Tentative Schedule:

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<tr>
<th>Week 1</th>
<th>Chapter 1 (Paragraphs)</th>
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<tr>
<td>May 18-19</td>
<td>1. understand your audience</td>
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<td>2. difference between written and spoken English</td>
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<td>3. Purpose for writing</td>
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<td><strong>Reading assignment:</strong> Chapter 1 (pp.1-31)</td>
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<td>Writing assignment: <em>Write a paragraph</em> to describe yourself</td>
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<th>Week 2</th>
<th>Chapters 1 &amp; 2</th>
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<td>May 22-26</td>
<td>1. Topic Sentences and Controlling Ideas; Outline a Paragraph;</td>
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<td>2. Developing and supporting ideas: process, extended definition, comparison/contrast, classification, and cause/effect.</td>
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<td><strong>Reading Assignment:</strong> Chapter 2 (pp.32-64)</td>
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<td><strong>Writing Assignment:</strong> Write a <em>Compare/Contrast Paragraph</em> about two different advertisements</td>
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<th>Week 3</th>
<th>Chapter 3: Planning an essay (essay organization, Internet resources, and APA citation)</th>
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<td>(May 29, Memorial Day, no classes)</td>
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<tr>
<td><strong>Reading Assignment:</strong> Chapter 3 (pp.65-98)</td>
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<td>Week 4</td>
<td>June 5-9</td>
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| Week 5 | June 12-16 | Chapter 4: Introduction to Academic Research (topic selection, surveys and interviews, using Internet resources, nontext materials, coherence device)  
**Reading assignment**: Chapter 4 (pp.99-133)  
**Writing assignment**: Write a *500-word expository essay* in which you explain learning styles. Use at least 2 in-text APA citations. |
| Week 6 | June 19-23 | Chapter 5: Academic Written Responses  
**Reading Assignment**: Chapter 5 (pp.134-169)  
**Writing Assignment**: Write a *1-page report about sensory loss*. Use information from the Internet and interview information and include in-text citations. |
| Week 7 | June 26-30 | Chapter 5 (continue)  
**Reading Assignment**: Chapter 5 (pp.134-169)  
**Writing Assignment**: Write 3 annotated bibliographies |
| Week 8 | July 5-7 | (July 3: catch-up day; July 4, Independence Day. no classes)  
Chapter 6: Persuading an Audience: The Arguing Essay  
**Reading Assignment**: Chapter 6 (pp.170-204)  
**Writing Assignment**: Write a Research Report investigating college stress (at least 6 paragraphs) |
| Week 9 | July 10-14 | Chapter 6 continued  
Computer-mediated Peer Response Session |
| Week 10 | July 17-21 | Chapter 7 & 8: Evaluating in Academic Writing  
**Reading Assignment**: Chapter 7 (pp.205-240)  
**Writing Assignment**: Write a *3-4 page essay including evaluations of information from multiple sources*, at least 6 in-text citations, and 4-6 references |
| Week 11 | July 24-28 | Chapter 7 & 8 (continued)  
**Reading Assignment**: Chapter 8 (pp.241-281)  
Computer-mediated Peer Response Session |
| Week 12 | July 31-Aug 4 | finishing up  
**Reading Assignment**: Chapter 9 (pp.282-313) |
| Week 13 | Aug 7-11 | Final Exam |